



Dear Class of 2028 Families:

We are here to support you throughout the registration process. You can begin entering course requests in Infinite Campus.

How to find the answer to your questions:

- Take time to read the **Lookbook**. The Lookbook is designed to address frequently-asked questions.
- Watch the **Registration Video**.
- You can follow step-by-step **directions** for making course requests.
- For questions about courses and placement, please contact the respective Academic Department Chair. All contact information can be found **here**.
- If you have questions regarding overall course load or the registration process. You can email Amy Bricker, the Counseling Department Chair, at ABricker@dist113.org.
- For issues with your portal password or concerns about not receiving emails from DHS, you can email DHSportal@dist113.org for technical assistance.
- If you are new to DHS and you did not receive an activation code, please email DHSportal@dist113.org. Don't forget to check your spam folder just in case.

Course Placement:

- Locked course placements were identified after reviewing standardized test results and current course placement. These courses are automatically added to your student's schedule. If you agree with a locked course recommendation, you do not need to enter a course request for that particular academic department.
- If you see a locked teacher recommendation for a course, such as "any standard English course" or "any first-year world language," you will select the two semesters of a course that matches those guidelines, such as Freshman English or Chinese I.
- If you want to discuss a change to course placement (Standard, Honors), please email the **Academic Department Chair**, not your middle school teacher.
- If you are unable to view locked course recommendations, please email DHSportal@dist113.org.

Making Course Requests:

- When planning out a school day, remember DHS has an 8-period day. The Worksheet for **Freshman Course Requests** serves as a guide to help you map out for an 8-period day. You are not selecting the specific periods for each course. The master schedule will be created after registration closes.
- Physics fills two periods. If you add Early Bird (EB) Physics, and Physics is locked, you do not need to take additional steps. The Science Department Chair will delete Physics and lock EB Physics after registration closes.
- Freshman PE has been added and locked for all freshmen.
- All freshmen select a Freshman Advisory. Traditional Freshman Advisory is found in the drop down menu of the non-credit category in Infinite Campus. Fine Arts Freshman Advisories can be found in the drop down menu for the Fine Arts category in Infinite Campus.
- If a student has an IEP, the IEP team updates their registration to reflect the special education services that are agreed upon during the articulation meeting. Any course that requires special education services is locked at the meeting. General education course registrations, such as advisory or electives, are the responsibility of the student and family.

to enter in Infinite Campus.

- If your student has a 504 plan, you will be contacted in the spring after registration for a meeting with DHS staff.

Registration Tips:

- Social Emotional well-being is important. Families can use the [Time Management Worksheet](#) to map out weekly time commitments.
- If you are selecting a full-year course, don't forget to select both semesters. First-semester course numbers end with the number "2." Second-semester course numbers end with a "4." Ignore any messages about overflow, fulfilling requirements, or credits and counselors in Infinite Campus.
- Once you are done selecting courses, save your work! There is no "submit" button. By saving your work, your course requests are submitted.

Upcoming Dates:

- The deadline for completion of course selection is **January 30** at 3:30 pm.
- You will have the opportunity to confirm the accuracy of your requests during Course Verification from **February 13 (after 8:00 am) – February 15 (by 3:30 pm)**. Prior to Course Verification, a detailed email is sent that includes your course requests and who to contact regarding mistakes.

A Message from Deerfield High School