

# Course Registration

## Course Registration Instructions

The parent(s)/guardian(s) of an incoming freshman must complete course registration by January 30 at 3:30 p.m.



### Step 1. Log in to Campus Parent Portal (Infinite Campus)

- Go to the Infinite Campus Parent Portal webpage (QR code/web address on the back of this document). 8th Graders use a parent/guardian account to register for classes.
- If you do not already have a Campus Portal account for an older sibling AND have not received an activation email from Messenger@dist113.org, please contact dhsportal@dist113.org for assistance.
- Select a student after signing in.
- Select Academic Plan and click on "Proceed." Academic Plan allows you to view locked course placements and select required courses as well as electives. You can ignore other questions on the screen and just click on proceed.
- If you are a two-household family, we recommend only the primary household enter course requests to avoid confusion.

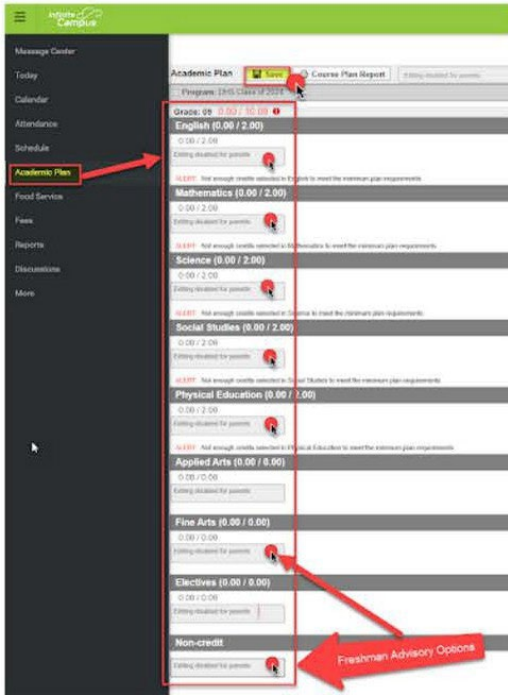


Science (2.00 / 2.00)  
2.00/2.00

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### Step 2. Course Placement

- When you see a course listed in the academic plan with a lock next to the course title, this indicates the recommended course placement (standard or honors).
- Required courses with designated course placements: Mathematics, Physics.
- If you agree with the course recommendation AND a specific course is listed, such as "Physics," you do not need to do anything else.
- If you would like to change the course placement (standard or honors) for a different course, email the academic department chair directly (not the 8th grade teacher).
- Families are not able to unlock a course placement in Infinite Campus.
- All students are automatically enrolled in Freshman PE.



### Step 3. Making Course Requests

- All students must choose a Freshman Advisory. Freshman Advisory can be found in the "non-credit" category, and Fine Arts Advisories can be found in the "Fine Arts" category.
- Students can select an elective from the following subject areas: Applied Arts, Fine Arts, Social Studies, and World Languages.
- Remember to select both semesters for a full-year course. First-semester courses end with a "2." Second-semester courses end with a "4."
- Ignore messages that say, "ALERT: Not enough credits selected to meet the minimum plan requirements."
- When families select courses, they will appear unlocked.

### Step 4. Save your work!

- Don't forget to save your work by clicking on "Save" at the top of the page.
- By saving, your course requests are submitted.

Academic Plan | Save | Course Plan Report  
- Program, OHSClassroom (tion)

### Course Verification

The Course Verification window is open from February 13-15. This is your FINAL opportunity to check your course requests and notify DHS of any changes to your course requests for the 2024-2025 school year.

- **February 13** - You will receive a Course Verification email with directions for notifying DHS of any mistakes.
- **February 15 (3:30 p.m.)** - This is the firm deadline for course verification. No additional changes can be made after this date/time.