

WHITEWATER HIGH SCHOOL

Electives Requests Instructions in Infinite Campus

The Registration Portal is open for one week only.

1. Go to the Whitewater High School website and click on the **Infinite Campus link** on the homepage.
2. Login to your Infinite Campus portal using your username and password.
3. Click the **Registration 19-20 WHS** option from the index on the left of the screen.
4. Required courses and/or electives for which you qualified will already be listed. You may not change any required courses listed. If there is an issue or mistake, those can be cleared up when you meet with your counselor for registration advisement.
5. Click the **Course Search** link. A search screen will appear.
6. Using the Pathways/Electives list, enter the **Course Number** for a 1st semester course for which you are interested. Searching by course name is not recommended since many course names are abbreviated in Infinite Campus. For Band, Chorus, and Orchestra, you can search by **Course Name**.
7. Click the **Go** button. Matching courses will appear on the right.
8. Click on any course to review the course description.
9. To request this course, click the **Request this Course** button. You will notice that the "Units" amount will go up by one.
10. Next, enter into the **Course Number** search field the 2nd semester course number that corresponds with the 1st semester one you just requested. Click the course from the list on the right, and then click the **Request this Course** button. Again the "Units" amount will go up by one. For Band, Chorus and Orchestra, you can search by Course Name. Current Issues is a one-semester course and does not need to be entered twice.
11. Did you request **BOTH** the 1st semester and corresponding 2nd semester course? If yes, go to step 12. If not, go back to step 10.
12. Next, use course numbers to search for courses you would like to list as alternates in the event your requested courses are not available. Follow the same procedure, but select **Request as an Alternate** instead of Request this Course. Remember to repeat the process for the 2nd semester class that corresponds with the 1st semester one you requested.
13. Choose 2-4 alternates in your order of preference. **Infinite Campus will store alternate requests in the same order that you make them.** Students who do not choose alternates will be placed into available electives in the event that their original requests are full. Schedule changes will not be permitted.
14. When you have finished requesting courses, click the **Sign Off** option from the left index.
15. Once Registration is completed, you will receive a printed list of all required, elective, and alternate courses requested in Infinite Campus for your parents to view and sign.

**All students should make Elective Requests
using the Infinite Campus Portal this week.**