

# COURSE REGISTRATION FOR 2018-2019

Beginning on **Thursday, January 25, 2018**, the Infinite Campus Student Portal will be opened for students to select their course requests for the coming year. If you have questions about course selection, please contact the high school guidance office at 563-332-6250. Online course registration closes on **Monday, February 26, 2018**. If course requests are not made by this time, the guidance office will make selections for the student.

To begin the registration process, log in to the Student Portal by going to the Pleasant Valley District homepage at [www.pleasval.org](http://www.pleasval.org) and clicking on the Students tab, then "Student Portal Login".

If you have never logged in before, your username is your student ID number, and your password is your first and last initial followed by your birth date in 6-digit format (MMDDYY). For example, John Smith's birthday is 02/26/2000 so his password would be **js022600**. After the first login, you will be asked to change your password. Students can use the "Forgot your password?" link on the Portal login page for assistance.

**1.** Click on **Course Registration**

**2.** Click on **Course Search**

**3.** Enter a **course number** and click **Go**. Refer to your course request worksheet for specific offerings. Remember to register for both semesters of year-long courses (semester 1 ends in an odd number, semester 2 ends in an even number).

The screenshot shows the 'Course Registration' page for '18-19 Pleasant Valley High Sch'. On the left is a navigation menu with 'Course Registration' selected. The main content area is divided into 'Required Courses' (listing 273021 American Government and 274122 Econ: Principles & Practices) and 'Requested Courses'. On the right is a 'Search By:' section with input fields for 'Course Name' and 'Course Number', and a 'Go' button.

**4.** Click on the name of the course.

**5.** Scroll to the bottom of the course description and click on "Request this Course." DO NOT use "Request as an Alternate".

The screenshot shows the search results for '100121 English 9'. The 'Search By:' section shows 'Course Number' as '100121'. Below, the course details for '100121 English 9' are displayed, including 'Semester-Freshman English Credits: 0.500', 'ENGLISH 9 (100121/100122) 1.0 UNIT', 'PREREQUISITE: NONE', and 'FULL YEAR COURSE'. A 'Request this Course' button is visible at the bottom of the course description.

**6.** Repeat steps 2-5 for each of your course requests.  
Remember to select both first and second semester course numbers for full year courses.

continued

If you want to remove a requested course, click on the course name and then click on the “Drop This Request” button.

Units: (12/72)

#### Required Courses

273021 American Government

274122 Econ: Principles & Practices

#### Requested Courses

113013 Pleasant Valley Singers

Click on course to be removed.

Drop This Request

### Course Registration

Student Name 18-19 Pleasant Valley High Sch

COURSE SEARCH | PRINT REQUEST SUMMARY

Units: (24/72)

#### Required Courses

273021 American Government

274122 Econ: Principles & Practices

#### Requested Courses

100221 English 10

100222 English 10

204111 Algebra 2

204112 Algebra 2

#### Alternate Courses

Pleasant Valley does not use “Alternate Courses” for scheduling. Do not select any courses as alternates.

Click Print Request Summary if you'd like a copy for *your* records.

### Important Dates:

**Thursday, 1/25/2018 – Online course selection opens at 8:00 a.m.**

**Monday, 2/26/2018 – Online course selection closes at 9:00 p.m.**

If you have questions about course selection, please contact the high school guidance office at 563-332-6250.