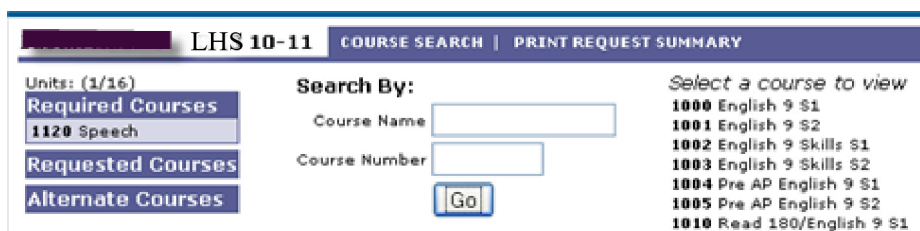
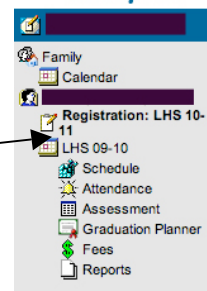


Registration: On-Line Course Requests

You may enter your course requests on Campus Portal beginning Sat., Jan. 16th. See the link on the LHS website for instructions or follow the steps below.

1. Log on to your Campus Portal account.
2. Click on **“Registration LHS 10-11”**
3. Click on **“Course Search”** – Enter a 4 digit course number from your Registration Form and hit **“Go”**. You can also search by course name but it’s easier to use course numbers.



4. Read the course description and click on **“Request this Course”**.
5. Continue entering your course numbers until you have a full schedule (14 classes for 9th & 10th graders, 12-14 classes for 11th & 12th graders). Freshmen are assigned to Focus 9 & Study Hall; upperclassmen are assigned two open blocks under the heading Required Courses. When the units listed under Required Courses and Requested Courses reach 16/16, additional courses selected will fall under Alternate Courses.
6. Enter alternate course numbers in priority order and click on **“Request as an Alternate”**
7. If you make a mistake, click on the class you want to delete and select **“Drop this Request”**
8. Click on **“Print Request Summary”** to verify your entries (see sample below). Turn in the printed summary with your Registration Form to your designated teacher.

“PRINT REQUEST SUMMARY” SAMPLE

Student Name
Grade: 10

Required Courses:

9926 Open Block A
9927 Open Block B

Requested Courses:

1020 English 10 S1
1021 English 10 S2
2040 Algebra II S1
2041 Algebra II S2
3026 AP Biology S1
3027 AP Biology S2
4020 World History S1
4021 World History S2
5002 Computer Applications
8005 Food Sci, Diet, Ntr II
8300 Invention/Design
6602 Drawing II
6016 Mixed Choir
6017 Mixed Choir

Alternate Courses:

1124 Acting Techniques
3070 Genetics
5014 Accounting I
8010 Textile Studies