

2015-2016 Valley High School

Online Registration

March 17-April 7

INSTRUCTIONS FOR REGISTERING IN INFINITE CAMPUS

1. Go to the VHS homepage <http://weldcsd.valley.schoolfusion.us/>
2. Click on **Parent & Student Tools**.
3. Click on **Infinite Campus** and enter your login information.
4. Click on **Registration: VHS 15-16** on the left side of the page.

*Some of your required courses have already been assigned and are listed under "Required Courses." You will NOT need to register for these classes.

5. To add a course request, click on **Course Search** located in the middle at the top of the screen.
6. Enter a course name or number. Click **Go**. Course search results are listed on the right.
7. Click on the course name.
8. Click on **Request this Course** to add course to your schedule. It will be listed under Requested Courses. *Remember that you must sign up for BOTH semesters of all year-long classes. Sign up for one semester and then repeat the process to choose the second semester.*

Click on **Request as Alternate** to add the course as an alternate selection. *Alternate classes will be used if your requested classes are already filled.

9. To remove a request, click on the course name under Requested Courses or Alternate Courses and then click on **Drop this Request**. You may not drop the required courses that have already been selected for you.
10. Registration is complete when you have 16 total courses (14 classes and 2 study halls) listed for Required Courses and Requested Courses (the two categories together should add up to 16 courses) and 4 courses listed under Alternate Courses.
11. When finished, click on **Print Request Summary**.
12. ***YOUR PARENT/GUARDIAN MUST SIGN THE PRINTED REQUEST SUMMARY.***
13. **Turn the signed summary into the counseling office by Tuesday, April 7th.**
14. Make an appointment with your counselor to review your course requests and to finalize your schedule:
 - ✧ Juniors (Class of 2016) – Mr. Castillo
 - ✧ Sophomores (Class of 2017) – Mr. Castillo
 - ✧ Freshmen (Class of 2018) – Mrs. Hansen

*All registration materials can be found on the VHS counseling website at www.vhscounseling.weebly.com. Click on (**Registration**)