

# 21-22 Valley High School Online Registration

## INSTRUCTIONS FOR REGISTERING IN INFINITE CAMPUS:

1. Go to the VHS homepage [http://www.weld-re1.k12.co.us/valleyhighschool\\_home.aspx](http://www.weld-re1.k12.co.us/valleyhighschool_home.aspx)
2. Click on Parent Tool.
3. Click on Infinite Campus and enter your login information.
4. Click on Registration: VHS 21-22 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 14 total courses listed for Required Courses and 4 courses listed under Alternate Courses.
11. When finished, click on Print Request Summary.
12. YOUR PARENT/GUARDIAN AND TEACHER MUST SIGN THE REGISTRATION WORKSHEET.
13. Turn the signed worksheet into the counseling office by Friday, March 16th.
14. Make an appointment with your counselor to review your course requests and to finalize your schedule:

\*All registration materials can be found on the VHS counseling website at [www.vhscounseling.weebly.com](http://www.vhscounseling.weebly.com). Click on (Registration)