

FAIRFIELD WOODS MIDDLE SCHOOL

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Dear Students, Parents, and Guardians,

9th grade high school teacher course recommendations and student elective requests are made through Infinite Campus. When you log in to the student portal **February 13th-22nd**, you will see the academic courses for ninth grade as recommended by your middle school teachers. All ninth graders must take an English course (2 credits), a math course (2 credits), a social studies course (2 credits) and a science course (2 credits). Most students also take a world language course (2 credits). If you have questions about the recommended level, please speak with the middle school teacher.

All other courses are electives. ***An elective is considered a yearlong two-credit course OR two semester long courses, each one credit.*** Elective options were discussed at the 8th grade high school nights and with the middle school and high school counselors through classroom visits; however, please read through the **2017-2018 Program of Studies** carefully as it is the best resource to provide you with the specific course information and requirements. Electives are available on a space only basis with upper-class students having priority. The high schools reserve the right to withdraw any course based on enrollment or staffing

Please make your elective requests on Infinite Campus by Thursday, February 22nd. The directions below will guide you through the Infinite Campus process. Keep in mind the following important information:

- It is *strongly recommended* that you take a world language. If you took Spanish or French for two years in middle school and would like to continue, request French 31 or Spanish 31. If you plan to take Chinese, Italian, or Latin instead, or if you are taking a language in 9th grade for the first time, use the POS to request the correct course number/name.
- You can also request four (4) credits worth of electives under Requested Courses and two (2) credits under Alternate Courses. For those students or families who want to ensure that they have a full period of study hall in their schedule, there is the option of only entering (2) credits worth of electives under Requested Courses.
- Even though additional high school elective courses can be viewed on Infinite Campus, only the courses listed on the Course Selection Worksheet are available for 9th graders. Please select carefully.

Please use the following detailed directions to navigate through the request process on Infinite Campus.

Important: Internet Explorer does not support Infinite Campus. Please use a different browser, such as Google Chrome, Safari, or Firefox.

Logging into the Portal

1. From the portal login screen, students log-in using their **Username** and **Password**.
2. This will bring students to the main portal page where district and school notices will be listed.
3. Click the **Course Registration 17-18** option from the navigation pane on the left of the screen.
4. Any required courses that have been recommended by teachers and inputted by school administrators will be listed in the **Required Courses** list. Students cannot change any required courses listed for them.

Requesting World Language and Electives Courses

1. Click the **Course Search** link. A search screen will appear. Courses can be searched by the course name or by the course number. Enter either the **Course Name** (e.g. Culinary Arts 10,) or **Course Number** (e.g. 68100). *Use the 9th grade worksheet and/or POS as your guide.*
2. Click the **Go** button. Matching course names will appear to the right.
3. Click on the desired course.
4. To request this course as part of the schedule for next year, click the **Request this Course** button.
5. **You can request up to four (4) total elective credits in this section-remember, full year courses are two (2) credits while half year courses are one (1) credit each.** If you wish to take a course like Culinary Arts ALL year, you should select Culinary Arts 10 (1 credit) AND Culinary Arts 20 (1 credit). Please note that some electives have a pre-requisite course.
6. If your preference is to include a full period study hall in your schedule instead of a second elective, only add two (2) credits of electives to Requested Courses.
7. Request your world language course (2 credits) in this section as well.
8. It is also recommended that you pick two (2) credits of **an Alternate course**. Again, either one full year course or two half year courses. This would be used if requested electives were full.
9. When finished requesting courses, click the **Print Request Summary** option to keep for your own records. You do not need to hand this form in.
10. Log-out

During the week of February 27th, a Final Course Verification Form, requiring both a student and parent signature will be sent home, listing all the recommended and requested classes. **The forms will be due back to the middle school counselor by Wednesday, March 8th.** Please turn it in promptly.

We are here to help. If your child experiences any difficulties at home with the process, please reach out to the middle school counselor or administrators.