

# Scheduling Worksheet

Correct any of the levels of courses to the left. List your electives below.
1.
2.
3.
4.
5.
6.
7.
8.
9.

Program: Advance \_\_\_\_\_ Honors \_\_\_\_\_ Education \_\_\_\_\_ Early Childhood \_\_\_\_\_  
AgriScience \_\_\_\_\_ ESL \_\_\_\_\_ ECE \_\_\_\_\_  
ECE services in what subject areas? \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

## DIRECTIONS FOR USING THE CAMPUS PORTAL FOR SCHEDULING

1. Go to JCPS home page [www.jefferson.k12.ky.us](http://www.jefferson.k12.ky.us). Select 'student' then 'campus portal'. Select 'agree with user policy'. Click on 'See my student's profile'. Log on using your user name and password.
2. Select the 'Registration 11-12' tool from the side panel.
3. Notice which courses have already been entered for you. These requests will show under the 'Required Courses' category. If you need to change any of these, you cannot change them on-line but you should mark your changes in the table at the top right of this worksheet.
4. To add courses to your schedule, click the 'Course Search' tab.
5. Enter part of the name of the course you're looking for. Use your Scheduling Guide to help you.
6. Click the 'Go' button.
7. Courses that meet the search criteria will display on the screen. Select a course name to read more information about the course or you may refer to your Scheduling Guide for more information.
8. Select the course you wish to request.
9. Click the 'Request This Course' button to request a course. (You can also request the course as an alternate if you click the 'Request as an Alternate' button.
10. Repeat until all requests are entered. You should have a total of 30 scheduling units including the ones already put in for you. Just in case classes are full, you should also choose up to 3 alternate electives.

**ALL STUDENTS SHOULD HAVE THEIR COURSE REQUESTS IN INFINITE CAMPUS BY MARCH 18.**

2011-12