



# HIGH SCHOOL ONLINE COURSE REGISTRATION

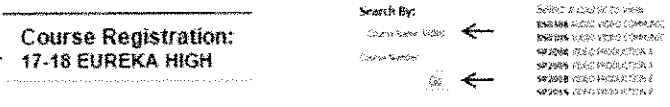
**What?** 2017-18 Online Course Registration  
**Where?** Infinite Campus Portal <https://campus.rsdmo.org/campus/portal/rockwood.jsp>  
**When?** January 20, 2017 @ 7:00 AM through January 30, 2017 @ 4:00 PM  
**Needed Items:** Course Selection Sheet, Campus Portal Account (student or parent)

## Log On

Log on to Portal account with a valid User Name and Password.  
**Student:** User Name is student's first initial of first name, entire last name and last three digits of student number.  
**Parent:** Log on and select the student for whom courses are being selected.

## Course Search

Click the Registration link (top of menu at left).  
Click the Course Search tab.  
Click the GO button to display all courses.  
To search for a particular course, enter a portion of the course name and click the GO button.

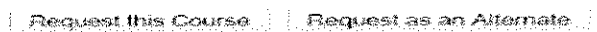


## Rules for Course Selection

Courses automatically save as they are selected.  
Select core classes first, then select zero hour courses.  
Select 14 courses and 4 alternate courses.  
Students electing to take zero hour will have 15 or 16 courses and 4 alternate courses.

## Request a Course

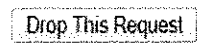
Click the course name to select the course.  
Blocked, standard and zero hour courses are available for selection.  
Example: **Blocked:** LA025B **Standard:** LA025S **Zero Hour:** LA025Z



**Request This Course button:** Use to select core and zero hour courses. (scroll down to display buttons)  
**Request As An Alternate button:** Use to select alternate courses.

## Remove a Requested Course

Under the Requested Courses heading, select the course name and click the Drop This Request button.



## Print Request Summary

Click the Print Request Summary button to print the request.  
Sign and submit the form to the school counselor.



## Help

Request assistance by sending an email message to: [portalhelp@rsdmo.org](mailto:portalhelp@rsdmo.org)