**Registration Directions for 22-23 School Year**

1. Log into your **Campus Portal**
2. In **left** column scroll down to **More** – CLICK
3. In box that appears in main screen, scroll to **Course Registration** – CLICK
4. On **22-23 Mitchell High School** – CLICK
5. **Add Course** - CLICK



1. **Type in the COURSE NUMBER** (not the course name) – CLICK
2. When course appears – CLICK on it
3. Graphical user interface, text, application, email

   Description automatically generated**Add Request** appears in lower left corner – CLICK . . . . . . . . . Do Not click on Add Alternate



1. Once a course is added, click the Back button in the upper left-hand corner
2. **Continue** adding courses until the **Units** at the top right shows 28/32- **Units 28/32**
3. After you have your 28 units selected, it is time to add your alternative class selections
   1. Type in **Course Number . . . . . Add Alternative** – CLICK
4. If you make a mistake, **Delete Request** – CLICK
5. When you are done, you may just close the program

**Thanks so much for getting this completed!!**

**Mrs. Fowkes and Mrs. Max**

**PLEASE turn over for dual credit information and other course numbers**

**DUAL CREDIT NUMBERS**

**My apologies. . . . . . . a mistake was made with the instructions for the registration of dual credit coursework**

* **You may only use a course number once, SO when registering for more than one dual credit class in a semester, use these numbers:**

**Fall – first semester DWU Bridge Program**

* **9991 for your first dual credit request Use the number: 9996Bridge**
* **9992 for your second dual credit request**
* **9993 for you third dual credit request MTC Full Time**

**Spring – second semester Use the number: 9996MTC**

* **9995 for your first dual credit request**
* **9996 for your second dual credit request**
* **9997 for your third dual credit request**

**Studyhall**

* **First Semester 481**
* **Second Semester 482**