Independence High School - Online Scheduling Instructions

This month Independence High School students will be choosing their 2016-2017 classes online. The link to the portal is https://esuhsd.infinitecampus.org/campus/portal/eastside.jsp. It is also posted on the school website. Here is the procedure students will use for online scheduling:

1. Log In at https://esuhsd.infinitecampus.org/campus/portal/eastside.jsp or through the link posted to Schoolloop.
   a. The Username is your student identification number found on their student identification card.
   b. Your Password is <First Name Initial><Last Name Initial><Birthdate in MMDDYY> example: (for Joe Student who’s birthday is May 21st, 1996) “js052196”.
   c. If you don’t get in the first time – slow down!!! and be sure you are using the correct password. You might be asked to ‘decipher’ some letters and numbers – this code is case sensitive.
2. Once in the portal, students will click on the first item on the menu on the left – Course Registration 2016-17.
3. All course codes are listed on the back side of the Course Selection Sheet. Make sure you are using the correct code! If you can’t find a course try typing in the first few letters of the name of the course.
4. You can also search for classes by clicking “GO” without entering a course name or course code. A list of all of our classes will come up and you can scroll through them looking for a class.
5. Required Courses can only be changed by your counselor and count toward your total number of courses.
6. Requested Courses can be changed by you but will be limited by the maximum number of courses within a school day.
7. List three alternate choices in case a class is full or there is a scheduling conflict with one of your other electives.
8. When finished entering course codes, students simply log out of the portal.

Additional Notes

● All requests should be entered onto the student’s online portal no later than February 26th.
● The student will turn in a signed Course Selection Sheet to their 9th grade P.E., 10th grade World History, or 11th grade U.S. History teacher.
● Counselors will visit these classes to meet with each student to answer questions and check their course selections.

● Open Periods/Start Times - All students default to a 8:20 start time.
  ○ Students who want an early start time will enter an Open 7th period as an alternate.
  ○ Students who want a late start time leave their Open 1st Period.

● Short days - Seniors who currently have at least 150 credits may request a 5 period day. These students would enter two open period codes (either 1st and 7th, or 6th and 7th).

● Student Aides - Only Seniors in may request to be a Student Aide.

● SV-CTE - Students requesting SVCTE will have the course entered at a later time once you have been accepted into the program. At this time, three other courses that they are willing to take should be selected. (reminder – turn in your SVCTE/CCOC registration card to the counselor that visits your classroom).

● AP Classes - To change a standard class for an Accelerated or AP class, request the AP/Accelerated class as an Alternate. Once an AP contract is received, we will adjust your schedule requests to include this new course.