

Infinite Campus Online Course Selection

To begin the registration process, log on to the LHS homepage and scroll down to the Registration Information link. Click for complete course listings, descriptions, and current fees.

What you need:

- Infinite Campus (IC) user name and password
 - If you are having difficulties logging in, go to the counseling office for assistance.
 - If you are still having difficulties and are not able to log in, complete the registration worksheet and turn that in to counseling by **Tuesday, February 7th, 2017**
- Your completed registration worksheet to enter information in IC

Registration Portal will be open from Monday, January 30th - Tuesday, February 7th, 2017.

Step 1:

Log in to IC

- Go to Legacy's home page.
- Click IC portal link and log in using user name and password.
- Click on **registration** in the user outline.

Step 2:

Search for Courses

- On the **registration** page, click Course Search.
- Enter the **Course Number** from your worksheet.
- Click **GO**.
- Results will be listed on the right.

Step 3:

Add Course to Your Requests

- Select the course on the right side of the screen.
Two options are available for the course:
 - **Request this Course**
 - **Request as an Alternate**
- Select **Request this Course**, use this selection for all Required Courses as noted on your worksheet.
- Repeat steps 2 and 3 until all Required Courses have been added.

Step 4:

Adding Alternate Courses

- Repeat steps 2 and 3, this time searching and selecting your Alternate Courses.
- Select **Request as an Alternate**; use this selection for all Alternate Courses as noted on your worksheet.
- Enter courses in order of preference.
- Enter a minimum of 5 Alternate Courses.

Step 5:

Final Steps

- Review what you have selected and be sure it matches your worksheet.
- **Print** a summary for your records.
- **Log Off** (orange button on the lower left).

Reminders:

- You can only request a course one time with no duplications.
- Alternates should be selected in order of preference.
- Students may log in and make changes until the **registration window closes at 4:00 p.m. on Tuesday, February 7th, 2017.**

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