



Frederick Douglass High School Student Course Registration – 2020-2021 School Year

Student Course Registration Instructions

There are two ways for students to view/register for courses:

1. Infinite Campus through MyBackPack on a computer.
2. Infinite Campus App on a Mobile Device

MyBackPack

1. Log into Infinite Campus through MyBackPack.
2. When you get to the screen below click on “Course Registration 20-21 Douglass HS.”
3. Next, you will see the courses that you are registered in for next school year.
4. Click the **Add Course** button. A list of courses available for selection displays.
5. Select the desired **Course**.
6. Add the course by clicking **Add Request**. Or, click the **Add Alternate** button.
7. Return to the Add Course screen by clicking **Back**.
8. Select enough courses to total 16 units. Notice how courses are listed twice?
9. Choose at least 3 Alternate Courses. **Remember to choose both parts of each course.**

Mobile Device

You can also use the Infinite Campus App from your mobile device. If you haven’t already, download the Infinite Campus App on your mobile device. Do it now, if you can.
Look for “Campus Student.”

1. Once you’re logged in, click on “More” at the bottom of the screen.
2. Next, click on “Course Registration.”
3. Choose 2020-21 Douglass High School.
4. Click the **Add Course** button. A list of courses available for selection displays.
5. Begin typing the name of the course in the **Search** field. Matching results display below the search field.
6. Select the desired **Course**.
7. Click the blue plus sign on the left.
8. In the popup message that displays, select **Request**, **Alternate** or **Cancel**.

Very Important Notes

Required, Requested and Alternate Courses

- Courses that your counselor/teachers added display as **Required**. Changes to these requests cannot be made (but you can discuss these choices with your counselor/teacher).
- Courses you requested display as **Requests**. These requests can be modified (changed to alternates, removed, etc.).
- Courses you requested as alternates display as **Alternates**. You can only request an alternate once you have 16 units. These requests can be modified (changed to requests, removed, etc.).
- Change a course request to an alternate by selecting it from your list of courses and clicking the **Convert to Alternate** button,
- Delete a request by clicking the red X from the Search Results or by selecting the course and clicking **Delete Request**.
- Each student must have 16 units.



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- Students should choose at least 3 alternate courses; students can only choose alternates once they have 16 units as REQUESTS FIRST.
- Only a few elective or pathway courses are available for students to self-select from the portal. All other courses must be selected by speaking with either a teacher or a counselor.
- Students who are up to the challenge of academically rigorous courses but weren't recommended for such may submit a Course Request Waiver Form ([click here](#) to download the form) or pick one up from the Counseling Suite.
- Since students can see their Course Requests via the Student Portal in Infinite Campus, and since we will give families at least two opportunities to review them and to make changes, there will be NO SCHEDULE CHANGES in the fall!

Who Should I Contact if I'm Interested in...

Program of Study	Educator	Email Address
3DE	Mr. Blackmon	bblackmon@atlanta.k12.ga.us
Advanced Placement	Ms. Turner-Smith	cturnersmith@atlanta.k12.ga.us
Dual Enrollment	Mr. Evans	coleman.evans@atlanta.k12.ga.us
	Ms. Morton	Monita.morton@atlanta.k12.ga.us
	Ms. Spann	tspann@atlanta.k12.ga.us
Fine Arts Pathways	Mr. Thibault	bthibault@atlanta.k12.ga.us
JROTC	Col. Robinson	Eric.Robinson@atlanta.k12.ga.us
STEAM	Dr. Franklin-Jones	sfjones@atlanta.k12.ga.us
Work-Based Learning/ Career Pathways	Mr. Turner	dturner@atlanta.k12.ga.us

What's Next in the Process?

- Students may continue to make selections via the portal until March 31, 2020.
- All selections are visible via the Student Portal in Infinite Campus throughout the registration process.
- Students will receive a Final Course Request Verifications during advisement on April 20, 2020.
- Counselors will be available during lunches March 12th, 25th and April 20th- to advise students accordingly.
- Counselors will be available by appointment thereafter.

If you Have Questions...

- about your transcript, course selections, etc., see your Counselor.
 - Cohort 2021, Ms. Spann
 - Cohort 2022, Ms. Morton
 - Cohort 2023, Mr. Evans
 - Cohort 2024, Ms. Brown (brownma@atlanta.k12.ga.us)
- about the scheduling process, see Ms. Brown, the Assistant Principal (across from the Clinic).
- and remember...GOOOOOO ASTROS!