

ACADEMY FOR CLASSICAL EDUCATION
Course Selection for 2020-2021 for Rising 9th – 12th

Dear Parents/Guardians,

It is hard to imagine we are planning for the 2020-2021 school year, but it's that time already!

Teachers will make recommendations for the academic subjects; however, current 8th – 11th graders and their parent/guardians will need to choose and finalize their own elective classes by entering them into their Student Portal account (instructions below).

For our current 8th – 11th graders:

*All academic classes are recommended by their current teacher in that subject area. These classes will automatically show up on students' course requests

*Students will need to select elective classes, as well as alternate elective classes

*You can find the Senior High Class Offerings for 2020-2021 in the Guidance section at www.acemacon.org or click [here](#).

How to register for electives through Student Portal –

This must be completed by Friday, February 7th at 8:00 A.M.

Go to student portal: <https://gacloud2.infinitecampus.org/campus/portal/students/ace.jsp>

1. Login into Student Portal
2. Click on More on the left side of the page
3. Click Course Request
4. Click on 20-21 ACE
5. You will see required classes already listed for next school year. Changes to the required classes cannot be made in Student Portal. Parents need to email your current academic teacher in that subject area with any questions or concerns.
6. Click on Add Course at the bottom of your screen. You will see a list of electives. Click on the course you would like to take, then click Add Request at the bottom of the screen. If you select a course by accident, click Delete Request at the bottom of the screen
7. Click <Back at top left corner of the page to go back to the other courses
8. Click on the elective classes you would like to take
9. Options: Request this course = These courses are your top choices for electives for next year
Request as an alternate = alternates are courses that you would like if your requested courses don't fit into your schedule.

10. There is no Save button to hit; everything is saved automatically
11. Look at the Units, up above Required Courses, every student should have 14/14. Make sure that you have this exact amount. Add courses until you do.
12. Before you logout, be sure that you have requested enough courses to fill your schedule.
13. Please add 3 -4 alternate classes that you would like in case your first choices cannot fit into your schedule.
14. Please do NOT choose a course that you have already taken. You will be removed from that class and WE will choose a replacement.

Thank you so much!

As always, if you have any questions, please email me.

Kristen Peterec
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