

Placing Course Registration Requests Through the Academic Planner

Course registration requests will be completed through the Academic Planner on Infinite Campus. The Academic Planner is a great resource for students to use in order to create or view and adjust their 4 year academic plans for high school. Students are encouraged to work with their parents, counselor and teachers to create complete 4 year plans which are academically balanced, of appropriate challenge, contain subjects of interest and directed to meet the needs of their post-secondary goals.

Directions for using the Academic Planner:

1. Log on to Infinite Campus and click on *Academic Plan* from the menu list.
2. You will see 3 prompts which will need to be answered from a drop down menu. Complete and click “*Next*”.
3. When opening the planner, each student will see all courses he/she has taken or in which he/she is currently enrolled. Courses are divided by academic category. Graduation requirements for each category are listed in the title bar. As you complete the 4 year plan, make sure you meet these minimum requirements.
4. **Courses for the planner may be selected in 2 ways:**
 - a. Use the course selection boxes under each academic category.
 - i. Type in the name or number of the course you would like to select and click the course once it appears. You may also search through the course offerings on the drop down menu to make your selection. (Delete by clicking “x” in front of the course.)
 - ii. Be sure to select both semesters for year-long courses.
 - iii. Choose 6 courses per semester per year. **(The math selections are locked and will be entered by your counselor based on math teacher recommendation.)**
 - b. Use the “*Search the Course Catalog*” bar at the top of the academic plan.
 - i. Type in the name or number of the course you would like to select and click the course once it appears. (Delete by clicking “x” in front of the course).
 - ii. You will need to select the year you would like to take the course once that option appears.
 - iii. Be sure to select both semesters for year-long courses.
 - iv. Courses will appear under the academic category and the year selected on the planner.
 - v. Choose 6 courses per semester per year. **(The math selections are locked and will be entered by your counselor based on math teacher recommendation.)**
5. At the bottom, enter Alternate courses for the future years. Select courses just as you did in the other sections. These entered courses will be used for scheduling if a student cannot be scheduled into a planned course. Use directional arrows to order the Alternates by preference. You should select at least 3 Alternate courses.
6. Save your Academic Plan – Click on the “*Save*” button at the top of the academic plan. **(If you did not submit a full 4 year plan, you will receive a notification on your screen. Select OK and selections will save.)**