



## Directions for Entering Requests In The Infinite Campus Academic Planner:

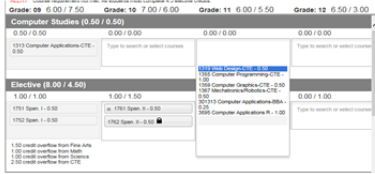
- After completing your Graduation Planner Worksheet, log-in to Infinite Campus and complete your requests in your online Academic Course Planner. Follow these directions:

<p><b>Step 1: Log- in to your Infinite Campus, Student Portal.</b></p>	<p>Putting My Courses In Infinite Campus:</p> 
<p><b>Step 2: Click on the “Academic Planning” tab on the left of the page.</b></p>	<p>Follow The Directions On The Infinite Campus Registration Handout:</p> 
<p><b>Step 3: Note these things when selecting courses and choose carefully:</b></p>	<ul style="list-style-type: none"><li>• Skip post-grad location data. Click “Next”.</li><li>• You will see your “Academic Planner”.</li><li>• Use the Course Descriptions to find out more about courses.<ul style="list-style-type: none"><li>• Courses may be searched at the top of the page under “Search Course Catalog”.</li></ul></li><li>• Note:<ul style="list-style-type: none"><li>• Look to see what requirements you need to select. (example: Drawing I has a pre-req of Intro to Art. Also select Intro to Art).</li><li>• You will not be able to select courses that you are not eligible for based on prerequisites, course criteria, etc.</li><li>• If a course is a full year, the system will automatically select all (example: Hrs English 10A, they system will also add Hrs English 10B to your selection.)</li></ul></li></ul>

**Step 4: How to begin selecting your courses in the online Academic Course Planner:**

Selecting Courses Continued:

- Begin selecting your requests for courses in each year by using the pull down bar in boxes for each grade level.
- Each box has a pull down menu for you to select courses from.



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**Step 5: There are some important things to remember when selecting your requests:**

- You will need to select 15 courses + 5 alternate choices. If you are enrolling in Seminary, you will select 13 courses + 5 alternate choices.
- Concurrent enrollment (courses at ISU, HHS, PHS, PV-Tec) are in addition to selecting 15 + 5
- This is a fluid plan that will be worked on each year.
  - There will be opportunities to adjust your requests during course selection each year.
- **SAVE, SAVE, SAVE!**
  - Make sure that you save your information after you have selected your course requests in the online Academic Course Planner.
  - Share and discuss your options with your Parent(s)/Guardian(s)

**Step 6: It is important to choose your courses carefully, you may get what you ask for!**

- Choose your classes carefully. CHS Staff will do their best to enroll you in the courses that you have requested. The Master Schedule for the 23-24 school year is based on your selections.
- **Remember: once you have completed your selections, they will be locked. Students will NOT be able to change their choices in the fall.**
- 23-24 High School HANDBOOK: As stated in the BHS Handbook: All students register in the Spring for the following academic year. Schedule changes will only be made to correct the following:
  - Course change is required to meet graduation requirements (Seniors Only)
  - Student does not have the required prerequisite for the course.
  - Repeating a course by error
  - Student failed the class previously with assigned instructor
  - All class changes must take place by the end of the 3rd school day of the trimester.