

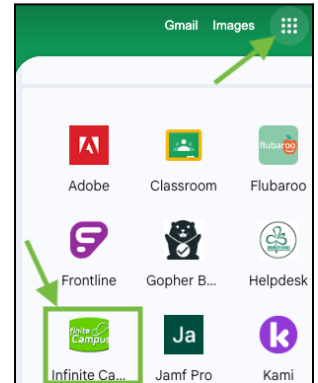


High School Academic Planning

To create your Academic Plan and make your course requests:

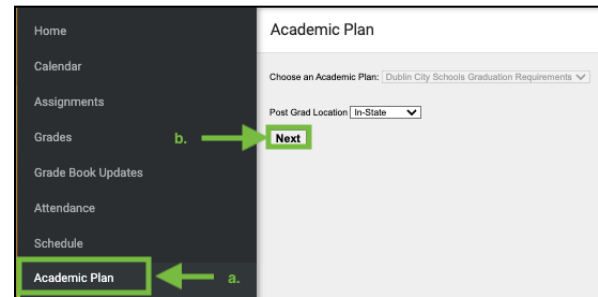
1. Login to Infinite Campus

- Go to the Waffle and choose Infinite Campus (works best on a Chromebook where you are logged in).
OR
- Start on the Dublin City Schools homepage.
- Click on the Infinite Campus icon on the toolbar.
- Click on the Login to Parent/Student Portal icon.
- Click on Campus Student.
- Click on the Single Sign On SSO button. If you are already logged into your Google account, you will be logged in automatically. If not, you will need to sign in using your Dublin Google account.



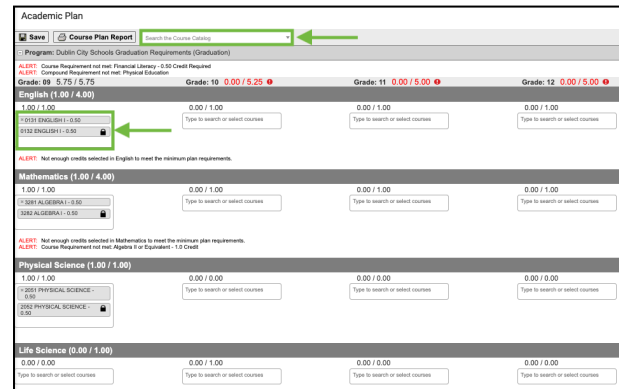
2. Create your Academic Plan

- Click on Academic Plan on the left menu bar.
- Click Next.



c. You can choose your courses by:

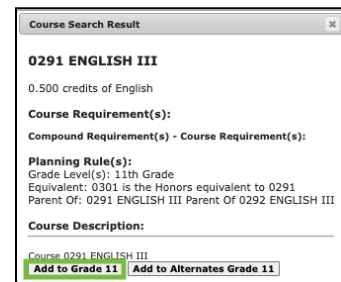
- Clicking in the box below each subject area and click on the course you would take.
- Type in the course name or course code found in the High School Course & Career Planning Handbook in the box.



iii. Search the course catalog at the top of the page.

- Most courses will allow you to add the course to your Academic Plan right from the pop up window.

- To change a selection, click on the "x" next to the course name and enter your new choice.



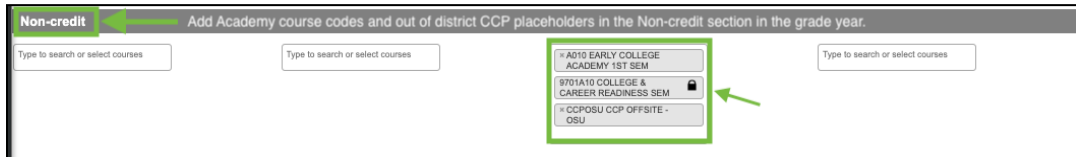


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3. Things to know:

a. Academies:

- i. In order to request an Academy, scroll down to the "non-credit" area for the particular grade level and type the Academy code. Once you type in the code, the correct classes will populate into the correct sections of the Academic Plan.



b. College Credit Plus (CCP):

- i. You can add a placeholder to your Academic Plan to indicate your intention of taking CCP courses.

c. Science Classes:

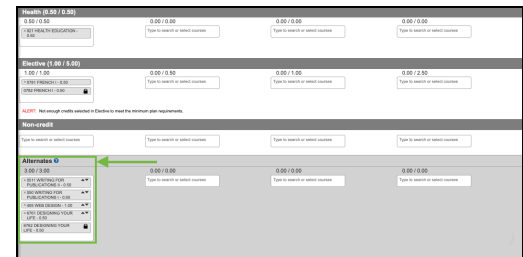
- i. If you are not able to find a particular course, use the search bar at the top to locate the class and add it to the appropriate grade level.

d. Alerts:

- i. You will see alerts if you have not met the prerequisite or a graduation requirement. These are indicated in **red** on your Academic Plan. While it's ok to have some alerts on your Academic Plan, make sure you fix the alerts on your next year's schedule (You have scheduled enough credits and have scheduled required courses for graduation). You will be able to save your Academic Plan, but you may need to meet with your counselor to finalize your course requests.
- ii. A course request will also show up in **red** if the prerequisite is not met.

e. Alternative Courses:

- i. Sometimes, it is not possible to fit in all of your first choices for courses and your counselor will need to substitute courses. You will need to select 3 full credits as alternate course choices. This is found at the bottom of the course requests.



f. Courses and Options Not Available:

- i. If you do not see the choice in the subject area boxes, search the course catalog and read the description to find out if you need to work with your counselor to schedule this.

4. SAVE!

- a. Make sure you click the **Save** button at the top of the page.
- b. If you did not completely fill out the course plan for next school year, please review the errors and correct them on your course plan. Reach out to your school counselor during school hours if you need assistance.