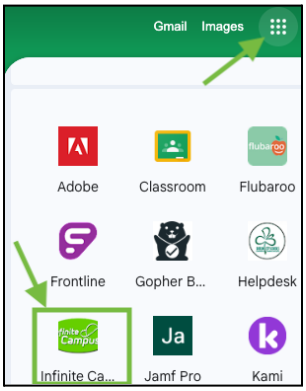
High School Academic Planning

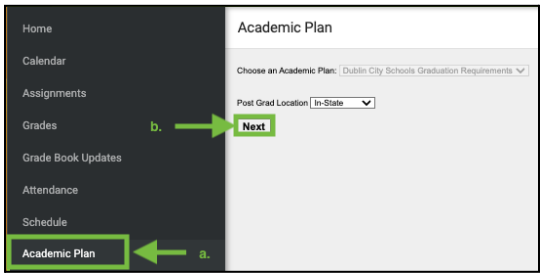
To create your Academic Plan and make your course requests:



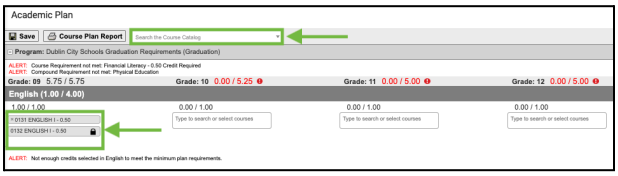
1. **Login to Infinite Campus**
   a. Go to the Waffle and choose Infinite Campus (works best on a Chromebook where you are logged in.
   OR
   b. Start on the Dublin City Schools homepage.
   c. Click on "Student Portal" at the top of the page and then click on the link for Infinite Campus.

   d. 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.

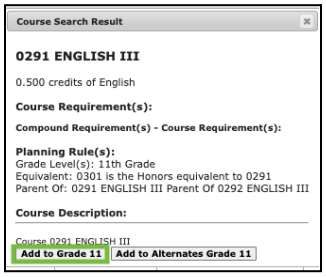
2. **Create or View your Academic Plan**
   a. Click on Academic Plan on the left menu bar.
   b. Click Next.



3. **Add courses to your 4-year academic plan**
   To add a class, you can:
   a. Click in the box below each subject area and type in the course name or course code found in the Academic Programs and Pathways document.
   OR



   b. Search the course catalog at the top of the page.
      i. Most courses will allow you to add the course to your Academic Plan right from the pop up window.
   c. To change a selection, click on the "x" next to the course name and enter your new choice.



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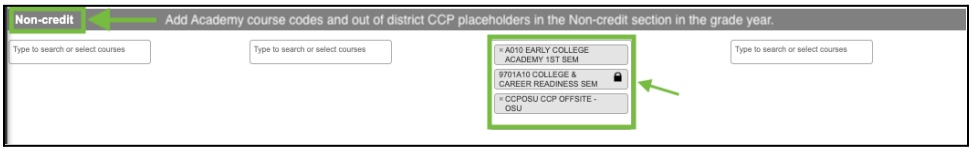
Things to know:

- **Academies -** In order to find 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 courses included in the academy will populate into the correct sections of the Academic Plan.



- **College Credit Plus (CCP)** - CCP courses that are not listed in the Academic Programs and Pathway document will not be available to add to your Academic Plan.
    - You can add a placeholder to your Academic Plan to indicate your intention of taking CCP courses through specific colleges.

- **Science Classes** - 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.

- **Alternative Courses -** Sometimes, it is not possible to fit in all of your first choices for courses. ***Select 3 full credits of alternate course choices***. This is found at the bottom of the course requests.

- **Alerts -** Alerts will appear in **red** on your Academic Plan. You will see alerts if you have not met the prerequisite to schedule for a certain course or if your plan is missing the correct number of credits or a specific graduation requirement.
    - While it's ok to have some alerts on your Academic Plan, be sure to fix the alerts for next year's schedule as these become your course requests.
    - Even with an alert, you will be able to save your Academic Plan, but you may need to meet with your counselor to finalize your course requests.

- **SAVE!** - Be sure to save your plan by clicking the **Save** button at the top of the page.
    - If your plan for next school year is incomplete, review the errors and correct them on your course plan. Reach out to your school counselor during school hours if you need assistance.