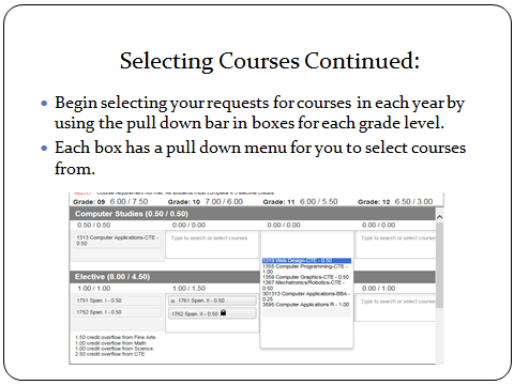
Directions for Entering Requests In The Infinite Campus Academic Planner:

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

Step 1: Log- in to your Infinite Campus, Student Portal.	Putting My Courses In Infinite Campus:
Step 2: Click on the "Academic Planning" tab on the left of the page.	Follow The Directions On The Infinite Campus Registration Handout:

Step 3: Note these things when selecting courses and choose carefully:	• Skip post-grad location data. Click "Next".
	• You will see your "Academic Planner".
	• Use the Course Descriptions to find out more about courses.
	  • Courses may be searched at the top of the page under "Search Course Catalog".
	• Note:
	  • Look to see what requirements you need to select. (example: Drawing I has a pre-eq of Intro to Art. Also select Intro to Art).
	  • You will not be able to select courses that you are not eligible for based on prerequisites, course criteria, etc.
	  • If a course is a full year, the system will automatically select all (example: Hnrs English 10A, they system will also add Hnrs English 10B to your selection.)

Step 4: How to begin selecting your courses in the online Acadmic Course Planner:  	• 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.

Step 5: There are some important things to remember when selecting your requests:	• You will need to select 15 courses + 5 alternate choices.
	• Concurrent enrollment (courses at ISU, HHS, PHS) 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). Have parents login to his/her IC Parent Portal account and select that they approve of your selections.

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 26-27 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.**
	• 26-27 High School HANDBOOK:As stated in the SD#25 Handbook: All students register in the Spring for the following academic year. Schedule changes will only by 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.