

Directions for Entering Requests In The Infinite Campus Academic Planner:

After completing your Academic Course Plan and Alternate Courses worksheets, log-in to Infinite Campus and complete your requests in your online Academic Course Plan. Follow these directions:

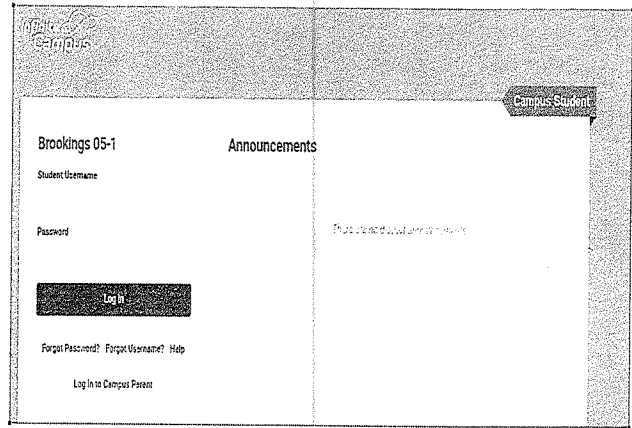
Step 1: Log- in to your Infinite Campus, Student Portal.

Remember you are making REQUESTS.

You will receive all required courses.

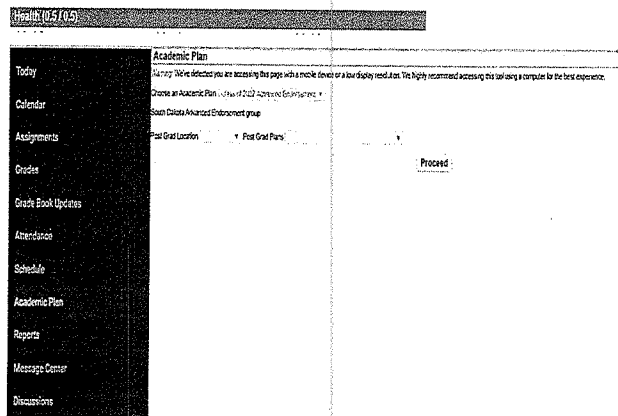
It is not guaranteed that you will receive all requested elective courses.

The order of your courses will depend on multiple things. It is not guaranteed that courses will be in any particular order.



Step 2: Click on the “Academic Planning” tab on the left of the page.

Remember that you are making REQUESTS.



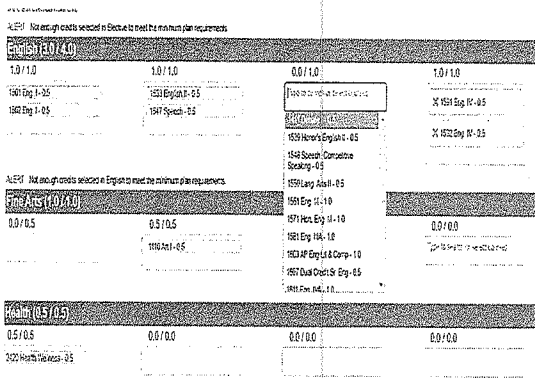
Step 3: Note these things when selecting courses and choose carefully:

Selecting Courses:

- Skip post-grad location data.
- Click “Next”.
- You will see your “Academic Planner”.
- Use the Course Descriptions to find out more about courses.
 - Courses can be searched at the top of the page under “Search Course Catalog”.
- Note:
 - Look to see what requirements you need to select. (examples: 4 years of English – 4.0 out of 4.0, Mathematics – 3.0 out of 3.0, Science – 3.0 out of 3.0, etc).
 - 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, you have to have both semesters added. This will happen automatically.

- Skip post-grad data location and the post-grad plans. Click “Proceed”.
- 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: 4 years of English – 4.0 out of 4.0).
- 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, both semesters are automatically entered.

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



- Begin selecting your REQUESTS for courses in each year by using the pull down bar in boxes for each grade level.
- Remember that you are making REQUESTS and it is not guaranteed that you will receive all requested elective courses.
- Don't forget to add your Alternates. This is required. These are the courses that will be used if your first requests do not fit together in the schedule.
- Each box has a pull down menu for you to select courses from.
- Students can search courses and read the course descriptions for more information.

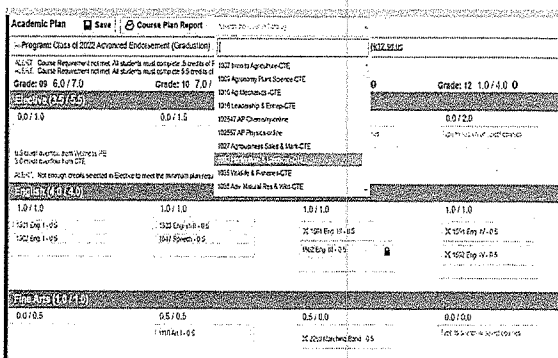
Step 5: There are some important things to remember when selecting your requests:

Remember These Things:

- You will need to complete ALL four years.
- This is a fluid plan that will be worked on each year.
 - There will be opportunities to adjust your requests during registration 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.

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- This is a fluid plan that will be worked on each year.
- There will be opportunities to adjust your requests during registration 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.
 - If you don't save this information you may have to repeat the selection process of identifying your requests and alternates.

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



- Choose your classes carefully.
- Remember: students who have received the courses in which they registered will NOT be able to change their classes in the fall.
- 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:
 - Computer errors
 - Accommodate physical impairments
 - Drop a seventh class and take a Study Hall/Flex Period
 - In order to balance BHS course sizes, schedule changes will not be made in the fall unless it meets the above criteria.