Directions to access the Student Academic Plan & add courses:

- 1. Log into the Infinite Campus Student Account
- 2. Left Hand Side Select academic plan
- 3. Click Next on the new page
- 4. Click in the text box for your grade level for <u>next</u> school year. Courses meeting the credit type will display for your selection.
- 5. Choose the desired <u>bolded</u> course(s). When they are added, they display, and the number of credits is updated. The credits assigned to a course appear after the course name. (Students do not have either the prerequisites or the grade level for the courses that are not bold)
- 6. TEACHERS RECOMMEND CORE ACADEMIC COURSES (English, Math, Science, Social Studies, World Languages). If you wish to request a change to the listed core academic classes, the attached "Course Change Request Form" must be completed, signed, and returned in hard copy format to the Counseling Office. You may print the form from home or students may pick up a copy of the form in the Counseling Office. Please check the Fulton County Placement Guidelines if your students does not meet the placement guidelines for the change that you are requesting, the waiver portion of the form must also be completed.
- 7. ELECTIVE COURSES If you wish to take different elective classes than the ones currently listed, add the course(s) you wish to take. It is fine if the total number of credits at the top of the page goes over 6.0 your student's school counselor will delete the elective(s) they do not wish to take in their individual meetings.
- 8. Click the SAVE icon when finished.



