## Academic Plan (Campus Student) <br> \author{ Last Modified on 03/22/2024 9:09 am CDT 

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The Academic Planner displays the student's assigned Academic Program and the courses the student has planned to take in each school year (represented by grade level). Counselors have a similar view to this that allows them to see your chosen courses and make modifications, if necessary. Based on the assigned Academic Program, students must meet credit requirements, course requirements, test requirements and GPA requirements. The goal is to meet each requirement for each grade level.

Options available in the Academic Plan require preferences to be turned on by your school administrator.

There is a lot of information on the Academic Plan. Viewing this from a phone or mobile device may be difficult and performance may be limited. It is recommended that the Academic Plan be utilized on a non-mobile device.


Academic Plan

## Select an Academic Program

When first accessing the Academic Planner, select and/or verify an Academic Plan from the dropdown list. Also select the desired Post Grad Location (where you are going to attend college) and your Post Grad Plans. Click the Next button when finished.

| Academic Plan |
| :--- |
| Choose an Academic Plan: JHS Graduation Program |
| HS Program with basic graduation requirements |
| $\quad$ • completion grants HS diploma |
| Post Grad Location Out-of-State $\checkmark$ Post Grad Plans Four Year College or University $\checkmark$ |
| Next |

Academic Plan Selection

You can search for and add courses using the Course Catalog option, or if you know the course name or course number, you can add the courses directly to your plan.

If the program you selected does not have credit requirements, you won't be able to add information or see your progress. Contact your counselor for assistance.

## Things to Know About the Academic Plan

- Click here to expand...


## Add Courses from the Course Catalog

Use the Course Catalog to locate courses that would be of interest to you. If you know the name of the course, enter that name in the field, or a partial name. Matching results display. When a course is chosen, a description displays, providing more information about the curriculum of the course, any planning rules set for the course, total number of credits given, course fees (if any), and an option to add that course to the plan.

- Courses can only be added for grade levels that have related credit requirements.
- Courses can only be added if you/your student has not previously taken the course.
- Courses can only be added if it is not currently on the plan.

If your counselor or administrator has created course plan templates, some courses may already be on your course plan.


Course Catalog Searching

If this is the course you'd like to take, click the Add to Grade button. Courses can be added to any future grade level. This places the course on your plan in the indicated grade level for that credit type.


## Add Courses

1. Click in the text box below the number of credits for a certain grade level. Courses meeting that credit type display for selection.
2. Choose the desired 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.
3. Add enough credits for future years as needed. When the student has met the number of requirements, the alert that displays for each credit type stating not enough credits are selected disappears.
4. Repeat these steps for each credit type. At the end of the process, you should have a clear idea of what courses he will be taking in each grade level.
5. Click the Save icon when finished.


Adding Course

## Add Alternate Courses to the Plan

Adding alternate courses is done the same way as entering other courses. Enter alternative courses to take in the event the planned courses cannot be scheduled. Alternate courses are placed on the schedule based on the order assigned to the alternate courses.

Use the arrows to move the courses into the desired order. In the example below, if an alternate course is going to be placed, the Wizard attempts to place the course first in the list (3046 AP Environmental Science) before placing the second course in the list (9008 Sports \& Entertainment Market).


Alternate Course Planning

Note the following:

- Alternate courses can only be planned for future years. A current year freshman student can only plan alternates for the sophomore, junior and senior years.
- If a course is already planned as a desired course, it cannot be planned as an alternate in the same year it is planned. But it can be added as an alternate in a different year. A student could plan to take a World Affairs course in the junior year, but could add it as an alternate in the sophomore year.
- Courses planned as alternates do not satisfy planning rules. If an alternate course is planned and it violates a planning rule, the course is included in the list of alerts.
- Counselors cannot lock or unlock alternate courses.
- Courses that are part of a compound requirement display in bold.


## Print Options

## Print Course Plan Report

To print a copy of your course plan, click the Course Plan Report button. A PDF view of your course plan displays, including Alternate Course selections. Only saved entries on the course plan are printed. If you added a course but did not save, and clicked print, the new course you added is not included in the print.


Course Plan Report

## Print Progress Report

To print a copy of your progress in the selected academic program, click the Academic Plan Progress Report button from Document > Other. Choose which program to print the progress, select to print a summary or a detail of the progress. The Summary Report includes information on the student's assigned graduation program, their on-track status, and the student's progress. The Detail Report includes all of the information in the summary report, plus the information on the specifics of the requirement, and allows the selection of credit type details, course requirement details, test requirement details and compound requirement details.

Depending on the Report Format selected, a PDF or DOCX view of your course plan displays, including Alternate Course selections. Only saved entries on the course plan are printed. If you added a course but did not save, and clicked print, the new course you added is not included in the print.


If your school has not turned on the preference for Academic planner, the Progress Report can still be generated from the Student App.

