

Course Plan (Academic Planning)

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Tool Search: Course Plan

The Course Plan tool displays the student's assigned Graduation Program and any assigned Academic Programs, as well as the courses the student has planned to take in each school year (represented by grade level). Staff use this tool to manage a student's Course Plan.

Students can add courses to their Course Plan in Campus Student by using the [Academic Plan](#) tool.

Course Plan ☆

Baum, Mary A Student #: 161900001 Grade: 11 DOB: 05/15/2008

HS Graduation

[Student Information](#) > [Academic Planning](#) > [Course Plan](#)

Related Tools ^

Save Course Plan Report Documents

Academic Plan

Program: HS Graduation (Graduation) Counselor:

Approved by parent/legal guardian

ALERT: Compound Requirement not met: Biology and End of Course assessment

Grade: 09 6.5 / 6.0	Grade: 10 6.0 / 6.0	Grade: 11 6.5 / 6.0	Grade: 12 7.0 / 6.0
Business/Career (1.0 / 0.5)			
0.0 / 0.5	0.0 / 0.0	1.5 / 0.0	1.0 / 0.0
<input type="text"/>	<input type="text"/>	<div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">8025 Personal Finance - 0.5</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">8531 Textile Art - 0.5</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">8539 Millinary Design - 0.5</div>	<div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">× 8050 Business Law - 0.5 </div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">× 8200 Accounting I - 0.5 </div>
1.5 credit overflow to Elective			
English/Language Arts (3.5 / 4.0)			
1.0 / 1.0	0.5 / 1.0	0.5 / 1.0	1.5 / 1.0
<div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">3100 English 9 A - 0.5</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">3150 English 9 B - 0.5</div>	<div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">3200 English 10 - 0.5</div>	<div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">3300 English 11 - 0.5</div>	<div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">× 3400 English 12 - 1.0 </div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">× 3900 Public Speaking - 0.5 </div>
ALERT: Not enough credits selected in English/Language Arts to meet the minimum plan requirements.			

Course Plan

See the [Course Plan \(Academic Planning\) Tool Rights](#) article for information about rights needed to use this tool.

Academic and Graduation Program Assignments

Academic Plan

Program: HS Graduation (Graduation) Counselor:

Academic Program: Computer Science (CTE)

Approved by parent/legal guardian

Academic and Graduation Program Assignments

The collapsible Course Plan header lists the programs to which a student is assigned.

A student's assignment to Academic and Graduation Programs can be changed, if appropriate, during their high school career. This does not impact credits earned, but may require updating of the student's course plan to ensure that program requirements are met.

Each student:

- Can only be assigned to one Graduation Program
- Does not have to be assigned to an Academic Program
- May be assigned to multiple Academic Programs
- Must be assigned to a Graduation Program in order for a Course Plan to be created

Middle school grade levels only display if the student has earned high school credit in middle school courses.

Add Courses to a Plan

General Information:

- A student must be assigned a Graduation Program in order to use the Course Plan.
- Graduation Program Credit Requirements are used to display grade levels and credit types in the Course Plan grid
- The assigned program must have credit requirements in order for courses to be added to the plan.
- A message displays if the assigned program does not have any credit requirements.
- Course requirements can be added after [Credit Requirements](#) have been defined for the selected plan.

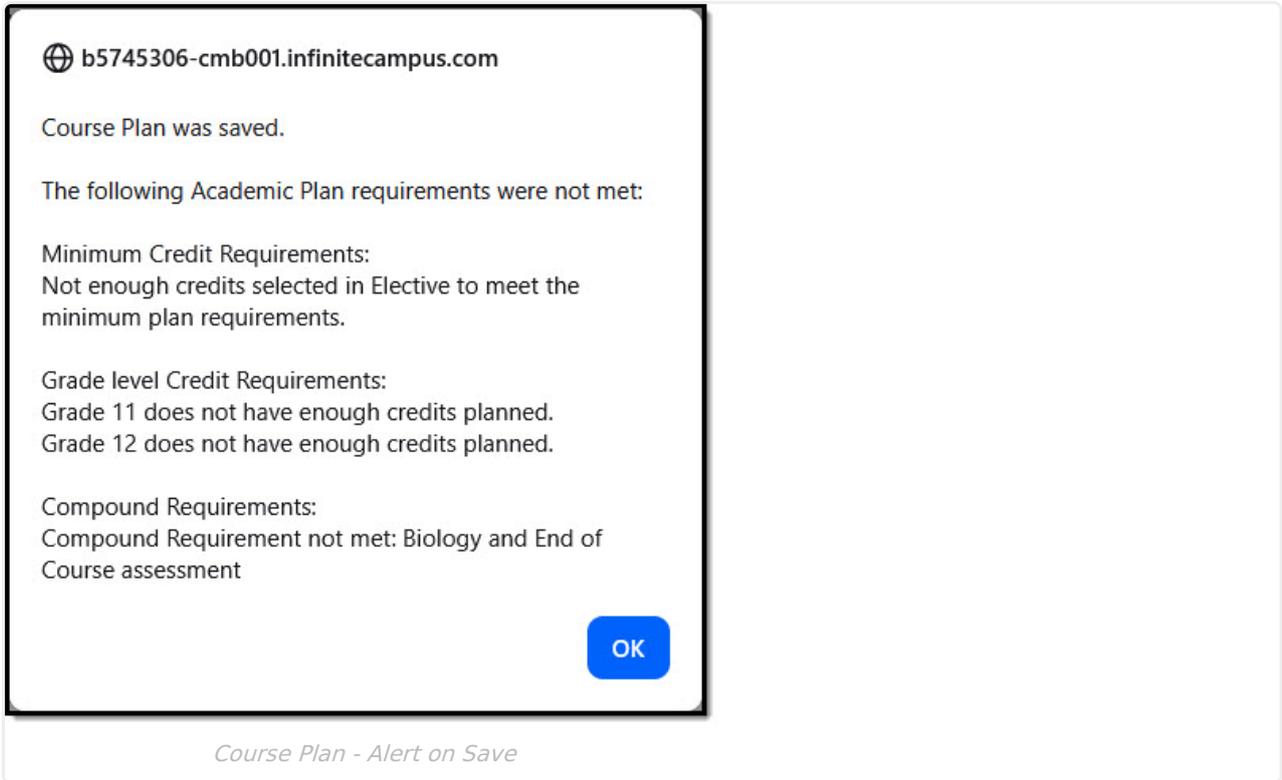
Add Courses to Course Plan

Editing of the Course Plan for the current or a past grade level is disabled when at least one course is scheduled for the student.

The Course Plan displays the Credit Types and how many credits of each type are planned vs. required to be earned at each grade level of the assigned Graduation Plan.

1. Click the field corresponding to a credit type and grade level, for example Grade 10 Business/Career. Courses meeting that credit type display in a dropdown list. You may also choose to search for a specific course or course number.
2. Select the desired course(s). The selected courses display in the field and the planned vs. required number of credits updates. 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, the student should have a clear idea of what courses he will be taking in each grade level.
5. Note that courses available for selection in the **Non-credit** category are those that do not have a credit amount and/or department assigned to them. This allows courses such as Study Hall or other options that don't earn credit or don't involve instruction to be added to a student's course plan.

6. Click the **Save** icon when finished. A confirmation appears that also serves as a notification when there are plan requirements that have not been met.



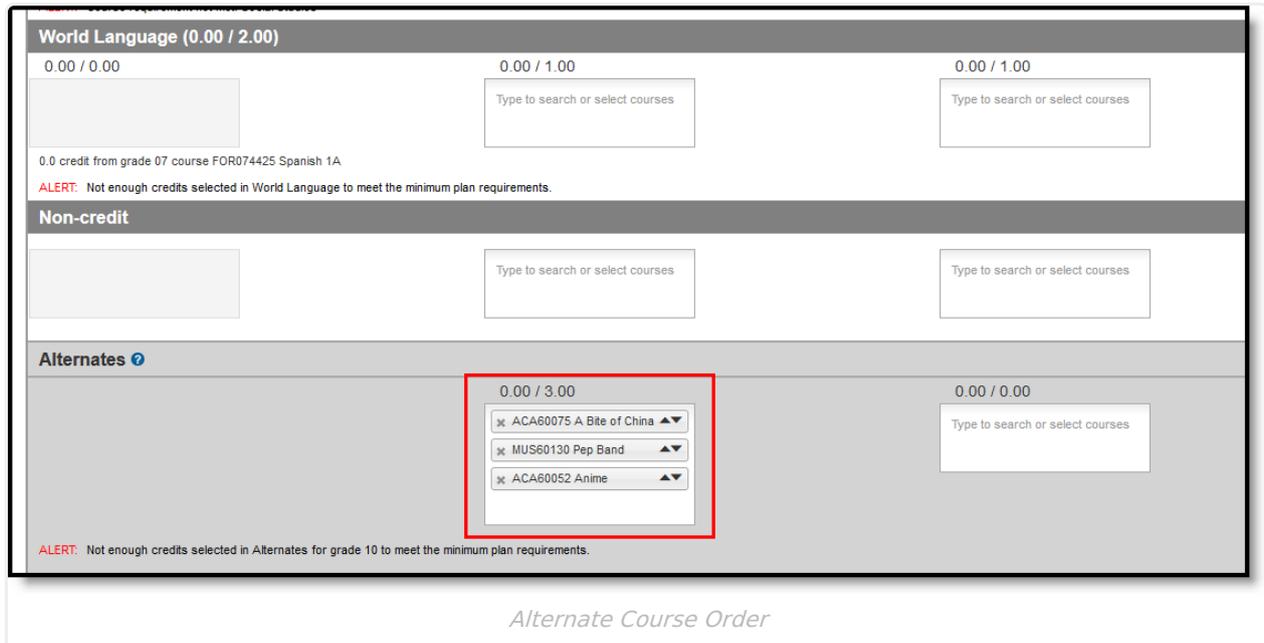
The image shows a white alert dialog box with a black border. At the top left is a globe icon followed by the URL 'b5745306-cmb001.infinitecampus.com'. Below this, the text reads: 'Course Plan was saved.' followed by 'The following Academic Plan requirements were not met:'. There are three sections of requirements: 'Minimum Credit Requirements: Not enough credits selected in Elective to meet the minimum plan requirements.', 'Grade level Credit Requirements: Grade 11 does not have enough credits planned. Grade 12 does not have enough credits planned.', and 'Compound Requirements: Compound Requirement not met: Biology and End of Course assessment'. A blue 'OK' button is located in the bottom right corner of the dialog box. Below the dialog box, the text 'Course Plan - Alert on Save' is displayed in a light gray font.

Add Alternate Courses to a Plan

Students and counselors can enter alternative courses to take in the event the student cannot be scheduled into desired courses.

In order to add alternate courses to a plan, the Graduation Program must be marked to allow the planning of alternate courses. Planning rules assigned at the course level are followed when planning alternates. If the Graduation Program is not marked to allow alternates, the Alternates panel will not display at the bottom of the Course Plan.

See the [Academic and Graduation Programs: Graduation Program Setup](#) article to learn how to do this.



World Language (0.00 / 2.00)
0.00 / 0.00
0.00 / 1.00
0.00 / 1.00
Type to search or select courses
Type to search or select courses
0.0 credit from grade 07 course FOR074425 Spanish 1A
ALERT: Not enough credits selected in World Language to meet the minimum plan requirements.

Non-credit
Type to search or select courses
Type to search or select courses

Alternates
0.00 / 3.00
0.00 / 0.00
Type to search or select courses
ALERT: Not enough credits selected in Alternates for grade 10 to meet the minimum plan requirements.

Alternate Course Order

Alternate courses are added the same way as other courses.

1. Under **Alternates**, Click the field corresponding to the grade level for which you wish to add alternate courses. Available courses display in a dropdown list. You may also choose to search for a specific course or course number.
2. Select the desired course(s).
3. Use the arrows to move the courses into the desired order in which an administrator or counselor should try to place the student in the even they cannot be scheduled into non-alternate courses.

Customers using Campus .2611 and newer will be able to schedule students into Alternate courses via the [Scheduling Board](#) if they wish to do so.

Alternate course requests display with a Type of "A" in the Walk-In Scheduler, in the order in which they are saved on the Course Plan, so staff know the preferred order in which they should attempt to manually schedule a student into their alternate requests.

Note the following:

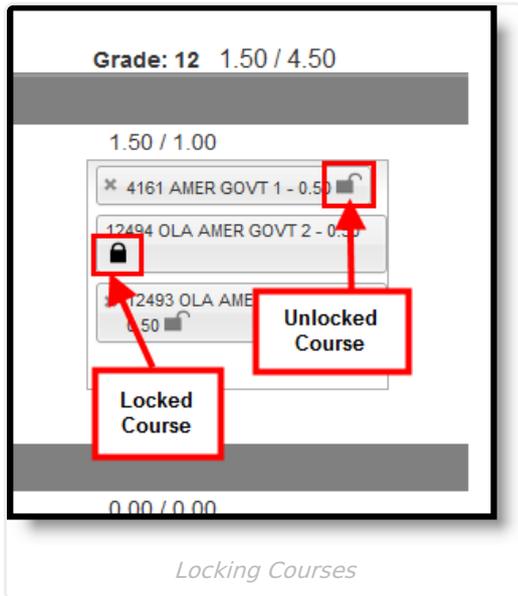
- Alternate courses can only be planned for future years. A current year freshman student can only plan alternates for the sophomore, junior and senior years.
- If a course is already planned as a desired course, it cannot be planned as an alternate in the same year it is planned. It can be added as an alternate in a different 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 in the selection area when a Grade Level is specified or is marked as Recommended in Course Requirements.

Lock Courses on a Plan

Courses required for graduation should be locked. When students create their course plan on the Portal, the counselor can review the plan, make changes if needed, and lock the appropriate courses.

Any courses that are unlocked can be changed by either the counselor or the student.

- To lock a course, click the opened padlock icon by the course. This changes the image to a locked padlock and indicates the course cannot be removed from the plan.
- To unlock a course, click the locked padlock icon by the course. This changes the image to an unlocked padlock and indicates the course can be removed from the plan.



Parent/Guardian Approval

Schools may wish parents to review and approve course plans students build in the Portal to help ensure the student is taking the correct courses in the correct time frame with the adequate amount of credits in a certain term, with a desired amount of rigor and challenge.



Counselors can see that the parent/guardian has approved the plan from the Course Plan tool. If the student or counselor makes changes to the plan after the parent/guardian has marked the checkbox, that checkbox does not reset. This is a read-only field for the counselor and can only be removed when using the [Course Plan Admin](#) tool.

Note the following:

- An independent student (emancipated minor) cannot sign for themselves.

- A parent can mark the approved checkbox without the plan being completed.
- A parent can mark the approved checkbox but cannot save if the plan has errors.

Course Plan Report

The course plan report displays the student's current plan, including alternates. Alerts, warnings, and errors are not included.

25-26 Harrison High (190) 5856 Peachtree Parkway, Metro City MN 55436 Generated on 12/16/2025 02:28:31 PM Page 1 of 1		Course Plan Report Baum, Allison Grade: 09 Student Number: 161900004 Program: HS Graduation (Graduation) Counselor: Approved by parent/legal guardian: No					
Grade: 09	7.0 / 6.00	Grade: 10	6.0 / 6.00	Grade: 11	7.0 / 6.00	Grade: 12	9.0 / 6.00
Business/Career (0.5 / 0.50)							
0.00 / 0.50		0.50 / 0.00	8025 Personal Finance - 0.50	0.00 / 0.00		0.50 / 0.00	8525 Intro to Entrepreneurship - 0.50
English/Language Arts (4.0 / 4.00)							
1.00 / 1.00		1.00 / 1.00	3100 English 9 - 0.50	1.50 / 1.00		1.00 / 1.00	3400 English 12 - 1.00
			3100 English 9 - 0.50				3900 Public Speaking - 0.50
Mathematics (4.0 / 3.00)							
1.00 / 1.00		1.00 / 1.00	1100 Integrated Math I - 0.50	1.00 / 1.00		1.00 / 0.00	1400 Integrated Math IV - 1.00
			1100 Integrated Math I - 0.50				1200 Integrated Math II - 1.00
							1300 Integrated Math III - 1.00
Science (4.0 / 3.00)							
1.00 / 1.00		1.00 / 1.00	4100 Physical Science A - 0.50	1.00 / 1.00		1.00 / 0.00	4400 Physics A - 0.50
			4150 Physical Science B - 0.50				4200 Biology A - 0.50
							4250 Biology B - 0.50
							4300 Chemistry A - 0.50
							4350 Chemistry B - 0.50
							4450 Physics B - 0.50
Social Studies (3.5 / 3.50)							

A warning displays when generating this report if changes to the Course Plan have not been saved. To generate the Course Plan Report:

1. Select the **Course Plan Report** icon
2. Choose the **Report Format** (PDF or DOCX)
3. Click **Generate Report**.

Note the following:

- When a course is assigned the "parent of/child of" course planning rule, the Course Plan report lists all of the courses associated with that rule (parent and child courses). It also lists the correct credit value, total credit value per credit type and per grade level for all of the courses.
- The report includes in-progress courses, planned non-credit courses, and current year planned courses. Grading task credits not associated with the student's program are not displayed. This means courses that provide multiple types of credit do not display on the report.
- This report can be generated for multiple students using the [Course Plan Batch Report](#).

Documents

To view documents, click the **Documents** button on the action bar. See the [Student Person Documents](#) article for more information.

Infinite Campus ×

Upload Document

Document List

	Date Uploaded	Name	File Description	Campus Tool	File Size
 	01/07/2026 9:03 AM	ACADEMIC-INFO	Supporting doc for program	Student Information > Academic Planning > Programs	0.01 MB

Course Plan Documents