How Students Update Academic Plan in Aeries

The Aeries **Academic Plan** tool helps students to map out their 4-year academic journey at Whitney High School. It is also used to allow students to participate in choosing their courses for the following school year (when completed along with the Course Request Form, and in collaboration with guardians and their counselor).

To access the Academic Plan, **students must log into their Student Aeries Account**.

Once in Aeries, students will hover over the "Classes" tab, and click on "Academic Plan".

Before the window is open for students to edit the plan, it will be in a view-only format. During this time, students are encouraged to take note of classes they may have added to their plan previously that they no longer want, or classes that are not currently added that they might like to take.

When students are able to edit their Academic Plan, they will see a new section of the Academic Plan page where they can add courses to the plan.
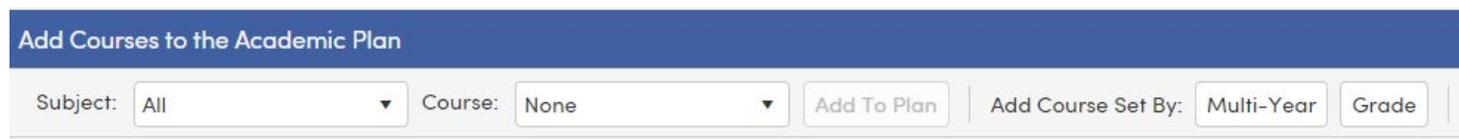
*Students can filter classes by subject. This can help with adding core subjects like English, Math, and History. However, it is recommended that you leave the subject to "All" when searching for Electives, or by searching for classes based on course number (see next section).

To add a class, select the subject or leave on "All," then _start_ to type the course title into the "Course" dropdown search box. The course titles in Aeris are abbreviated, so typing the whole course title will rarely work. For example, Language Arts/Communications 1 is listed as LA/Com I, so just starting to type "LA/Com" will bring up the course, but "Language" will not.

It is also efficient to use the course's number, which can be found in the [Academic Planning Guide](#) and on Course Request Forms (_See image comparison below_).

⇦Typing partial title brings up options.

⇦Typing whole title takes away options.

⇦Typing course number gives exact course (Suggestion: leave subject on "All" when searching with course numbers).

Once desired course is found, click the course title, then click "Add to Plan"

A box will appear, asking students to select the "Grade Level" and "Term."
- Select which grade the student would like to take the class:
  - It's often helpful to start adding classes one grade at a time, so you ensure a full schedule before moving on to the next grade level.
- All classes will be added as "Year Long" for the term, except Health and Geography/Culture during Grade 9 (in this case, add one for Semester 1, and one for Semester 2).
- Do not select "Summer" for any course term.

Once choices are selected, click "Place the Course"
Courses will then pop up on the Academic Plan, under the corresponding grade level, and aligned with the subject area.

| | High School Graduation View | UC College Requirements View | CSU College Requirements View |

Subject Area	Credits Needed	9th Grade							10th Grade					
		Semester1		Semester2			Semester1		Semester2					
		Qtr 1	Qtr 2	Qtr 3	Qtr 4	Summer	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Summer			
A–Technology/CTE	5/10			Broadcasting I (4011)										
B–English/Lang/Comm	25/40			LA/Com I (1100)			LA/Com II (1103)							
C–Health/Safety	0/5	Health (8000)												
D–Integ Math I	5/10			Integ Math I (1400)										
E–Physical Education	20/20													
F–Science	20/20													

To remove an unwanted course, hover over the course's box, and a trashcan will appear in the upper right corner. Click the trashcan and confirm your choice to remove the course.

Continue this process until the plan has 8 classes per grade level.
Please, see the next page for additional tips, tricks, and resources.

Academic Plan additional Tips, Info, and Resources

● Current courses will show up as Orange, past courses that have been added to the student's transcript will show up as Green. If you think there is something missing from the green courses, double check your transcript. Finally, planned courses will show in blue.

● Only add classes once.

● Do not add alternative elective choices! That's what your Course Request Form is for. If you add more than 8 classes to your plan for a grade level, it's like asking for more than 8 classes on your schedule during that school year!

● Courses with a (P) next to them indicate College Prep (A-G/University Eligible)
    AP = Advanced Placement and H = Honors (Also A-G/University Eligible).

● To make sure you are choosing the right classes for graduation and/or university eligibility, please review the Academic Planning Guide.
    ○ Graduation Requirements.
    ○ UC/CSU University Requirements (A-G).
    ○ WHS' A-G approved courses.

● The "Credits Needed" column of the academic plan also shows how many credits are needed in each subject area for graduation.
    ○ Remember, courses are worth 5 credits per semester / 10 for the whole year, *if they are passed with a C- or higher.*

● The Academic Planning Guide also explains:

    ❏ What prerequisites are needed for certain courses?
    ❏ Career Technical Education (CTE) Pathway - Add all three required courses to your academic plan!