

**STUDENT INSTRUCTIONS FOR ACCESSING INFINITE CAMPUS TO VIEW 2<sup>ND</sup>**  
**SEMESTER 2018 SCHEDULE**

**1. Log in to Infinite Campus**

Enter <https://campus.henry.k12.ga.us/campus/henry.jsp> in your web browser. Enter the login information below to access your Infinite Campus account.

**Username:** Student Number

**Password:** First Initial of First Name +First Initial of Last Name+ Birth Date (mmddy)

Ex. Student Name: Jane Doe  
Student Number: 367890  
Birthday: 11/24/2001



Username: 367890  
Password: jd112401

- 2. Once you have logged into Infinite Campus, click on the “Schedule” tab on the left side of the screen. Please review your TERM 3/TERM 4 schedule.**
- 3. If you see “Homeschool” in your HCHS schedule, you will have to click on the “Academy for Advanced Studies” drop down box at the top of the screen to view your scheduled CTAE class.**

**SCHEDULE CHANGE REQUEST PROCEDURE**

*Any student who is REQUESTING a schedule change must submit an electronic form to his/her counselor. The deadline to make schedule change requests is **Friday, December 1**. The electronic schedule change form will be the only way students can request changes. Please keep in mind the submission of the form DOES NOT guarantee a schedule change. Schedule change requests will be granted for the reasons below:*

- 1. Student has not met the pre-requisite to take the course.*
- 2. Student needs another ACADEMIC course to graduate.*
- 3. Student has already passed the course.*
- 4. Students needs a CTAE course to complete pathway.*

*\*\*Schedules will not be changed because students do not like a teacher, class, or lunch period.*

**LINKS TO THE ELECTRONIC SCHEDULE CHANGE REQUEST FORM**

*Please access the links below that correspond to the student's last name to ensure the request is sent to the correct counselor. Failure to do so will result in a delay of the schedule change request review by the appropriate counselor. Students who do not have access to a computer at home may request to complete the form at school.*

**Electronic schedule change request links (Please click on the link that corresponds with your last name). Students/parents can type in the link or visit [www.henry.k12.ga.us/hch](http://www.henry.k12.ga.us/hch). Click on Schedule Change Process for 2<sup>nd</sup> semester 2018 on the home page to access the links.**

**(Schedule Change Request Link for 10<sup>th</sup>-12<sup>th</sup> grade students with Last Names A-G)**

**Counselor: Andrea Davis- [andrea.davis@henry.k12.ga.us](mailto:andrea.davis@henry.k12.ga.us)**

<http://schoolwires.henry.k12.ga.us//cms/module/selectsurvey/TakeSurvey.aspx?SurveyID=3239>

**(Schedule Change Request Link for 10<sup>th</sup>-12<sup>th</sup> grade students with Last Names H-P)**

**Counselor: Carla Ganaway- [carla.ganaway@henry.k12.ga.us](mailto:carla.ganaway@henry.k12.ga.us)**

<http://schoolwires.henry.k12.ga.us//cms/module/selectsurvey/TakeSurvey.aspx?SurveyID=3240>

**(Schedule Change Request Link for 10<sup>th</sup>-12<sup>th</sup> grade students with Last Names Q-Z)**

**Counselor: Dawn Lawhorn – [dawn.lawhorn@henry.k12.ga.us](mailto:dawn.lawhorn@henry.k12.ga.us)**

<http://schoolwires.henry.k12.ga.us//cms/module/selectsurvey/TakeSurvey.aspx?SurveyID=3241>

**(Schedule Change Request Link for 9th grade students ONLY)**

**Counselor: Carlos Sample-** [carlos.sample@henry.k12.ga.us](mailto:carlos.sample@henry.k12.ga.us)

<http://schoolwires.henry.k12.ga.us/cms/module/selectsurvey/TakeSurvey.aspx?SurveyID=3444>

*Please allow at least 10 days for your schedule change request to be processed. Students who are not granted a schedule change will be notified in their 1st period class or via their e-mail. Please do not visit the counseling office to check on the request. It will delay the process. Please contact your assigned counselor via e-mail if you have additional questions.*