

On-Line Course Requesting for Students

In the Student portal:

View and enter your requests for next year's courses. Your school will determine the date range when you can select courses. During this date range, you can come here to enter and make changes at any time.

When you finish, click **Post** to notify your counselor that you are done.

To enter your requests:

1. Log on to the Student view.
2. Click the **My Info** tab.
3. Click the **Requests** side-tab. The Requests page appears:

Pages My Info Academics Groups Calendar Locker

Options Reports Help

Requests

<< Exit entry mode

2013-2014 - Requests: 6 primary, 1 alternate - Scheduled: 7% - Credits: 5.0

Instructions

All students must select a minimum of five courses.

Primary requests

Subject area	SchoolCourse > Crd/lt	SchoolCourse > Description	Alternate?	Credit
<input type="checkbox"/> Select	093	Writing Seminar	N	0.5
<input type="checkbox"/> Select	396	Forensic Science	N	0.5
<input type="checkbox"/> Select	699	English 11	N	1.0
<input type="checkbox"/> Select	499	Spanish 3	N	1.0
<input type="checkbox"/> Select				
<input type="checkbox"/> Select	323	Action Chemistry	N	1.0
<input type="checkbox"/> Select	113	American Studies 2	N	1.0

Alternate requests

Subject area	SchoolCourse > Crd/lt	SchoolCourse > Description	Alternate?	Credit
<input type="checkbox"/> Select	909	Academic Support 11-12	Y	1.0

Notes for counselor

Mrs. Smith, I don't have the prerequisite so I can't request it, but Mrs. Hope recommended Honors Trig. What should I do?

Post Last posted time: Approved time:

4. At the top of the page, in the **Instructions** box, read and follow the instructions for entering your requests.

Note: If any of your courses are required or recommended by your teachers, they might automatically appear as requests when you first view the Requests page.

5. In the **Primary requests** box, select your requests for the different subject areas. For example, to select your request for a math course, click **Select** next to Math. The courses you can request appear:

Subject area	Science
Instructions	

1 of 3 selected

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status
	320	Chemistry H & Lab	CP	1.0	320	Prerequisite
	321	Chemistry C & Lab	CP	1.0	321	Prerequisite
<input checked="" type="checkbox"/>	323	Action Chemistry	Std	1.0		Recommen

← III →

OK Cancel

Important: If you are entering alternate requests, you can type a number in the **Priority** column to prioritize them; type *1* next to the alternate you want to try to be scheduled in first, type *2* in the next alternate you would want on your schedule, and so on:

Primary requests					
	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Select...	English	094	ENGLISH III	N	5.0
Select...	Math	021	AMERICAN LIT	N	5.0
Select...	Math	202	ALGEBRA I LV 2	N	5.0
Select...	Science				
Select...	Social Studies	111	MOD WORLD HIST	N	5.0
Select...	Foreign Language				
Select...	Health/PE	987	PHYS ED 1	N	2.5
Select...	Health/PE	982	HEALTH NS	N	1.0
Select...	General Elective	067	COMM SERVICE	N	5.0

Alternate requests					
	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Select...	All subjects	058	COLL PREP ENG	Y	2.5

Notes for counselor

Mrs. Smith, can we talk about my English course selection ?

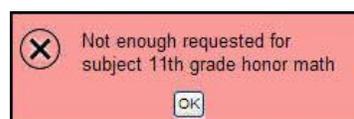
Post Last posted time Approved time

6. Select the checkbox in the **Select** column of the course(s) you want to request, and click **OK**. The requests now appear on your Requests page.

Note: To remove a request from your Requests page, click the **Select** checkbox again to deselect it.

7. In the **Notes for counselor** box, type any notes to your counselor regarding your requests. Your counselor can view these notes when reviewing your requests. Your requests are automatically saved after you enter them on the Requests page. Your counselor can view them anytime.

8. After you complete entering your requests, click **Post** at the bottom of the page. This lets your counselor know that you are finished entering requests. If you have not selected enough courses to satisfy requirements for your academic track, the system lets you know which area you need to make more requests in:



Note: Please note the date on which the course selection portal closes. After the portal closes all changes must be made through your guidance counselor.