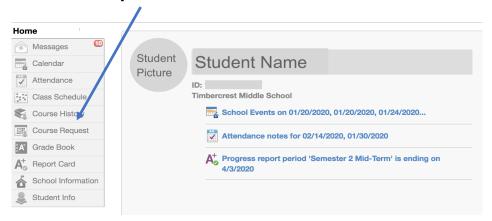
ON-LINE COURSE REQUEST INSTRUCTIONS

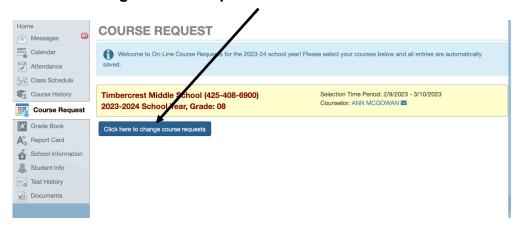
During the course request window, the course request screen allows students to view, add and/or edit course requests for next school year. Students should have a total of 15 courses selected (9 Core, 3 electives, 3 alternate electives). Selected courses will save automatically when you log out. Once the on-line registration window closes you will not be able to make any changes.

1. Login to StudentVue

2. Double Click Course Request



3. Select "Click here to change course requests"



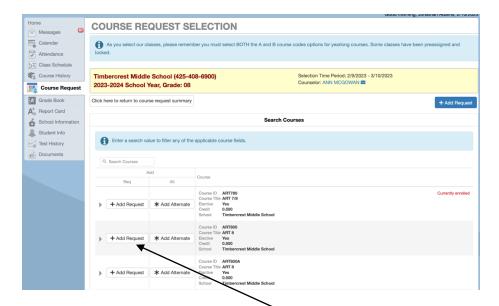
4. At the top you will see courses already selected for you.

All courses available to select will appear in a list.

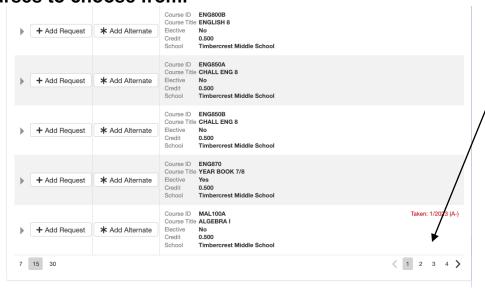
Select your courses need and 3 Electives courses for a total of 12 course requests.

Remember – you must choose both A & B selections for full year classes.

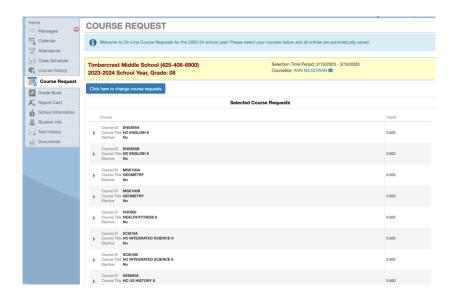
^{*} See the ONLINE COURSE REQUEST SHEET for course codes.



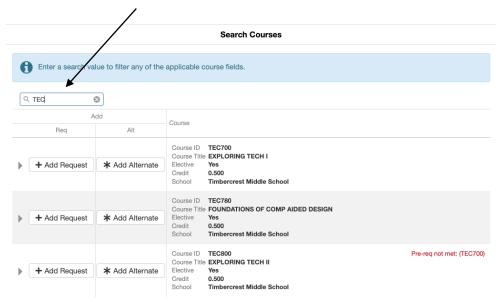
Select Courses by clicking "Add Request" Button. There is multiple pages of courses to choose from.



When add courses they will appear at the top of the page

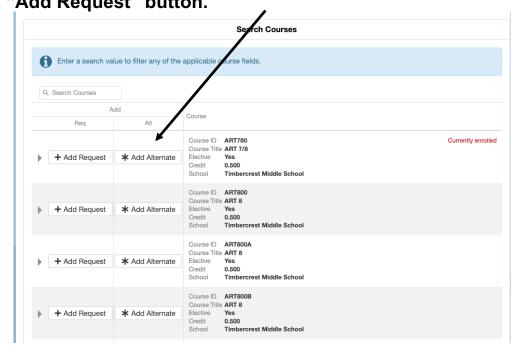


5. You can use the search to find a course:

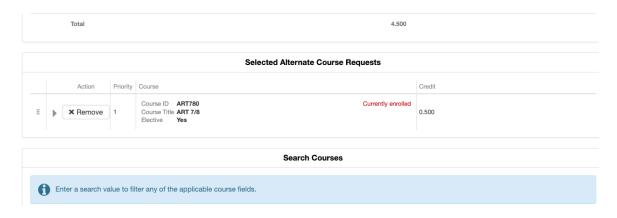


6. Once you have a total of 12 selections (English, Health/Fitness, Math, Science, Social Studies equal 9, plus 3 Elective selections) you need to add 3 Alternate Electives.

Follow the same process and choose the "Add Alternate" button, instead of the "Add Request" button.



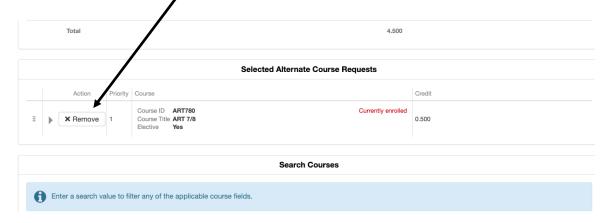
Once selected Alternate courses will appear below selected course requests.



TO REMOVE A COURSE

To remove a selection, click the remove button and it will no longer show in your selections.

Note: The course request is limited to 12 requests and 3 alternate selections. If a student needs to change an entered selection, the first selection may need to be removed prior to the entry of the replacement course. If a full year course is to be removed, remove both selections.



Selections are automatically saved once selected. You can make changes to your selections until the window closes.