

## ***Directions for Students Making Next Year Course Requests***

You may make course requests from the “Requests” screen: The Requests screen lets you choose courses to request for the next school year, The Requests screen will be available and the subjects will be listed there. If a subject is not listed, you cannot make requests for it. To view the available courses for a subject – to see the course catalog – click on the “Request a Course” button for that subject:

Deciphering the Course Catalog- Each line in the course catalog provides the following information: -

Course Code – The course number in the school’s catalog.

Course Name or description -

Credits – How many credits is it worth?

Type or level of course (e.g. Honors or AP) - Grades

which grade levels (e.g. 10th grade)

Status – Has this course been recommended for you? Have you already requested it?

Priority – A drop down that allows you to select your priority for the course.

Additional Information – A place where you can enter a short note about your choice

Selector or Message – This either provides you with a “Request this Course” button or the reason why the student cannot request it- For example, because it is already one of their requests, or they do not have the prerequisites for the course.

If a course can be requested, the “Request this Course” button will be available. Click this button to choose the corresponding course: When you click on a button, you will be asked to confirm your choice: Click “OK” to finalize the course request or “Cancel” to cancel it. Once you have made a request, the “Requests” screen is updated with your choice:

Prioritizing your Choices- the Course Catalog contains a “Priority” drop down for each course and an “Additional Information” field. You can prioritize your choice by selecting a priority. The “Priority” checkbox lets you pick a number between 1 – the highest – and 5 – the lowest – to indicate the order of your choices. You can also put a short note in the Additional Information field. Your school counselor will be able to see both the priority and the short note.