



Student Entered Course Requests

Students are now able to enter their elective choices for the next school year directly in the SIS.

After logging into your SIS portal, select the **Class Requests** option.



When the request screen opens, click on the "Switch to 2023-2024" button.

If you would like to enter course requests for the 2023-2024 school year, please click here	Switch to 2023-2024
	<u>.</u>

You are now on your Class Requests screen for next school year.

D)emo	graphic	Enrollment	Schedule	Reques	sts Absen	ces Fee	s & Payments					
0	Req Cre	uests An dits And (d O Alternates D Units	;							Approved by	Counselor: No Locke	ed for Students: No
Export: 🖼 📑 Filters: OFF													
			Course 🛊		Credits 🛊	Course # 🛊	Elective Priority ‡	Term 🛊	With Teacher	Without Teacher	With Period ‡	Without Period 🛊	Approved By Teach
				▼									
	4												•

Your teachers will provide you with a list of electives available to you.

In the Course column:

- Click on the blue arrow
- Begin typing the title of the elective you want to request
- Select the elective and hit the Enter key on the keyboard **2 times**.

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0 Requests And 0 Alternates 0 Credits And 0 Units

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	Cou	rse						
	cer							
	CERAM/POT 1 (0102300)							
	CERAM/POT 2 (0102310)							
Add a Request CERAM/POT 3 HON (0102320)								
	PERS,CAR,SCH DEV 2 (05	00510)						
3 Requirement	ment AICE GLBL PERSP 1 A (1700365)							
Subject	AICE GLBL PERSP 1 AS (1700364)							
-	AICE CL STDS 1 AS (0900500)							
Foreign Language AMER SIGN LANG 2 (0717310)								
	AICE SPAN LANG AS (0708538)							
Performing/Practic	Performing/Practic AICE ART & DESIGN 2 (0101371)							

Now your elective choice will be successfully entered in the SIS. Continue entering your electives in this manner using the number of electives instructed by your School Counselor or Administrator.

	Course 🛓	Credits 🛊	Course # 🛊
	DRAW 1 (0104340)		0104340
	DEBATE 1 (1007330)		1007330
	BAND 1 (1302300)		1302300
	CERAM/POT 1 (010 V		0102300
4			

Next, you will number your elective choices in the Elective Priority column. Begin with number 1 which will be the elective choice you would most like to have. Continue to number your electives in order of preference. Do not use the same number twice.

• Do <u>NOT</u> enter information in <u>ANY</u> of the remaining columns.

Image: Constraint of the second sec		Course 🛓	Credits 🛊	Course # 🛊	Elective Priority \$
DRAW 1 (0104340) 0104340 1 DEBATE 1 (1007330) 1007330 4 BAND 1 (1302300) 1302300 3					
DEBATE 1 (1007330) 1007330 4 BAND 1 (1302300) 1302300 3 CERAM/POT 1 (010) 0102300 2	-	DRAW 1 (0104340)		0104340	1
BAND 1 (1302300) 1302300 3	-	DEBATE 1 (1007330)		1007330	4
CERAM/POT 1 (010 0102300 2	-	BAND 1 (1302300)		1302300	3
	-	CERAM/POT 1 (010 V		0102300	2

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If you get the following error message, you have already taken this course and cannot request it again.

Error: You are already scheduled into BLDG TR & CDT 1 (8722010)	
	Cancel

If you get the following error message, you have not taken a required prerequisite course and cannot request the elective.

Error: Not all of the prerequisites have been taken for SPANISH 2 (0708350)	
	Cancel

Things to remember:

- During the window of online requests, you can update or delete your elective choices.
- You cannot delete any request entered by a teacher or administration.
- Once the window closes, you will not be able to update or view the elective requests.