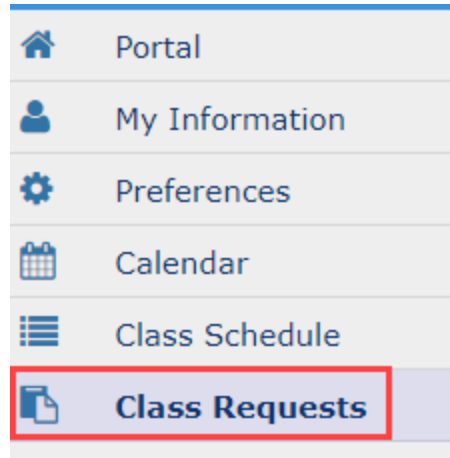


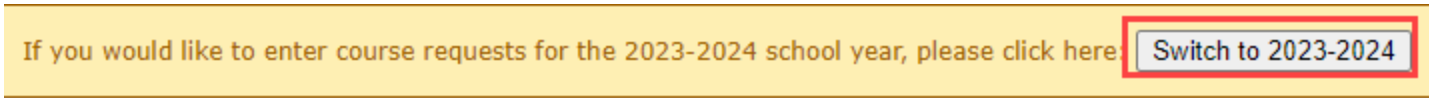
Student Entered Course Requests

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

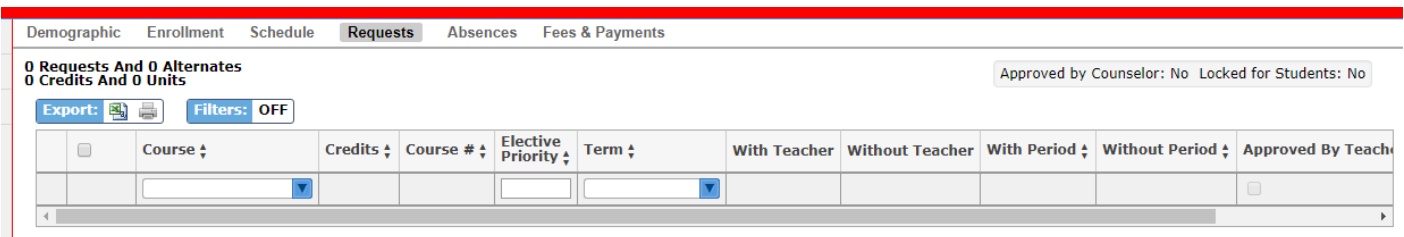
After logging into your SIS portal, select the **Class Requests** option.



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



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



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**.

Student Entered Course Requests

0 Requests And 0 Alternates
0 Credits And 0 Units

Export:  

Filters: OFF

<input type="checkbox"/>	Course	Credits	Course
	<input type="text" value="cer"/>		
	CERAM/POT 1 (0102300)		
	CERAM/POT 2 (0102310)		
	CERAM/POT 3 HON (0102320)		
	PERS,CAR,SCH DEV 2 (0500510)		
	AICE GLBL PERSP 1 A (1700365)		
	AICE GLBL PERSP 1 AS (1700364)		
	AICE CL STDS 1 AS (0900500)		
	AMER SIGN LANG 2 (0717310)		
	AICE SPAN LANG AS (0708538)		
	AICE ART & DESIGN 2 (0101371)		

Add a Request

3 Requirement

Subject

Foreign Language

Performing/Practic

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.

<input type="checkbox"/>	Course	Credits	Course #
	<input type="text"/>		
<input type="checkbox"/>	DRAW 1 (0104340)		0104340
<input type="checkbox"/>	DEBATE 1 (1007330)		1007330
<input type="checkbox"/>	BAND 1 (1302300)		1302300
<input type="checkbox"/>	CERAM/POT 1 (010...		0102300

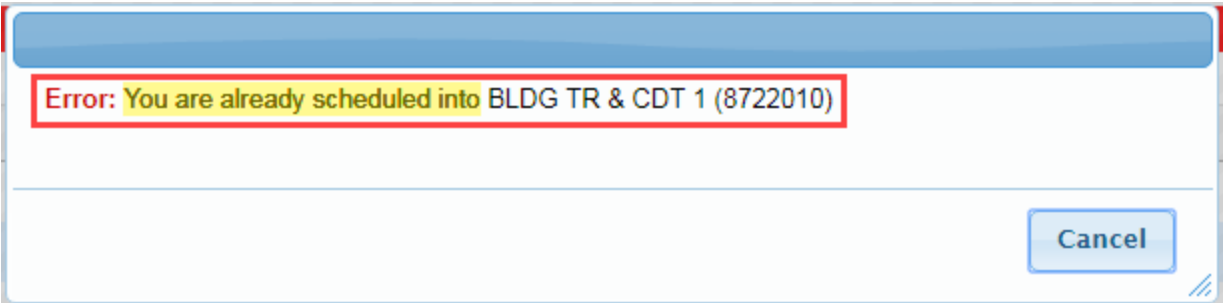
Next, you will number your elective choices in the Elective Priority column. Begin with number 1 which will be the elective choice you would most like to have. Continue to number your electives in order of preference. Do not use the same number twice.

- **Do NOT enter information in ANY of the remaining columns.**

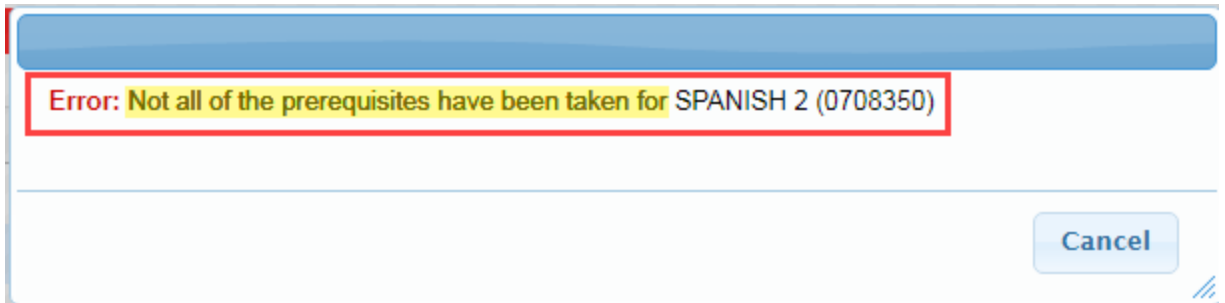
<input type="checkbox"/>	Course	Credits	Course #	Elective Priority
	<input type="text"/>			<input type="text"/>
<input type="checkbox"/>	DRAW 1 (0104340)		0104340	1
<input type="checkbox"/>	DEBATE 1 (1007330)		1007330	4
<input type="checkbox"/>	BAND 1 (1302300)		1302300	3
<input type="checkbox"/>	CERAM/POT 1 (010...		0102300	2

Student Entered Course Requests

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



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



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.