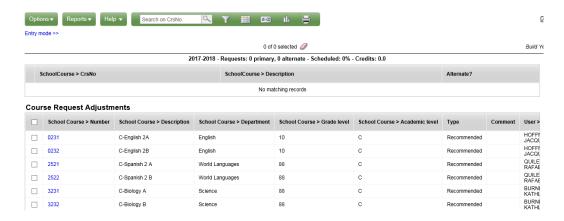
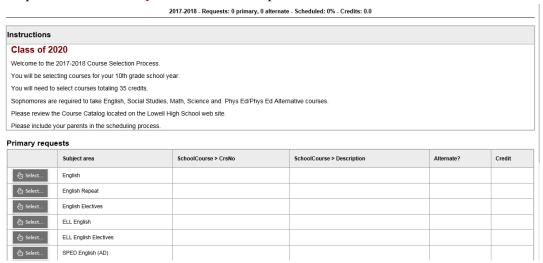
Student Requests

- 1. Click on the **My Info** tab
- 2. Click on the **Requests Side** Tab



3. To make requests, click on **Entry Mode** below the Options button

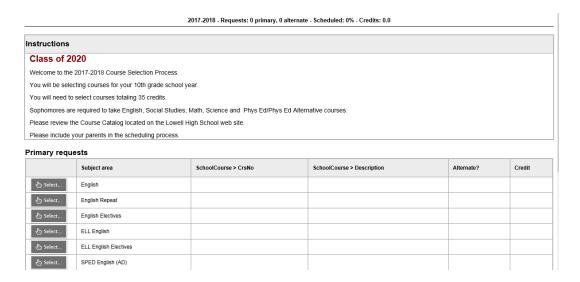


4. Click on the **Select Button** to the left of the Subject Area you want to make a request in.

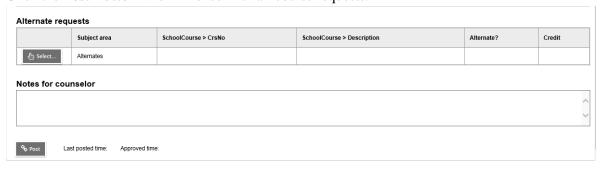
*Note: Students will make not make requests in all Subject Areas.

< 1:	< 1:10 2113			0 of 18 selected	
Select	CourseNumber	CourseDescription	Summary	Prequisite	Status
	2113	H-Latin 1 A &B	Latin 1 - Honors is an accelerated course for stud		
	2123	H-Latin 2 A & B	Latin 2 - Honors begins with an accelerated review		
	2311	C-French 1 A & B	French 1 - College provides an introduction to the		
	2313	H-French 1 A & B	French 1 - Honors is an accelerated course offered		
	2321	C-French 2 A & B	French 2 - College encompasses a continued explana		

- 5. In the pop up window, check the Select box or boxes you would like to request and then click OK
 - a. Click on the Page Selector arrow above the selection area to see additional choices when there are more than 10 options. (This will only appear on classes with more than 10 choices)



- 6. Select next Category and repeat until finished.
- 7. In the Alternate Requests section, select up to 4 classes that you want to take if requested classes cannot be filled.
- 8. In the Notes for Counselor section, leave any information you would like your counselor to know.
- 9. Click the **Post Button** when finished with all course requests.



10. To view requests, click on **Exit Entry Mode** below the Options button at the top of the screen