## 2024-2025 REGISTRATION INFORMATION

# High School Information 



Adams High School

3200 W. Tienken Rd.
248-726-5200

Principal:
Asst. Principals:
Counselors:

Pasquale Cusumano
Susan Demeniuk, Luke Swanson
Jessica Bellomo, Christy Clement, Sarah Falkowski, Janice King, Allison Parliament, Derek Trottier

Rochester High School
1361 Walton Blvd.
248-726-5400

Principal:
Asst. Principals:
Counselors:

Joshua Wrinkle
Daniel Amore, Megan Pasquale
Christopher Green, Melissa Kinney, Katie Martin, Kelly MessingMirabito, Jennifer O'Toole-Seyka, Dianna Sorentino


Stoney Creek High School
6755 Sheldon Rd.
248-726-5700

Principal:
Asst. Principals:
Counselors:

Brian Shelson
Jason Kluzak, Elizabeth Tocco
Nichole Allen, Philip Beach, Shannon Donnellon, Kimberly Holzknecht, Shelby Muir, Kelsey Seawright

PRIDE IN EXCELLENCE

## INTRODUCTION

This brochure has been developed for students to use in conjunction with the course description book available on Rochester Community Schools website located at:
http://www.rochester.k12.mi.us

- On the "District" site, click on the "Academic" tab
- Then click on "Curriculum" and select "Secondary Education"
- Click on the "High School" tab
- Click on "HS Course Description Booklet 2024-25"

Students are encouraged to work with their counselors when planning which courses they will register for each year.

## Minimum Graduation Requirements (Grades 9-12)

A minimum of $\mathbf{2 2}$ credits must be earned to graduate from Rochester Community Schools, and all students must participate in all State Mandated Tests during high school. The credits identified below are aligned with the Michigan Merit Curriculum (MMC) and include required and elective courses. The MMC also provides for personal modifications and some flexible options, as noted below.

## ENGLISH/LANGUAGE ARTS

Including: Language Arts 9
Language Arts 10
Language Arts 11 (Composition/Literature) (1 credit)
Language Arts 12 (Composition/Literature) (1 credit)

## SOCIAL STUDIES

Including: World History
US History
Government
Economics (Recommended for Grade 11)

SCIENCE
Biology
Chemistry, Physics, or a $3^{\text {rd }}$ Science*

### 4.0 Credits

Grade 9
Grade 10
Grade 11
Grade 12

### 3.0 Credits

Grade 9
Grade 10
Grade 11
Grades 11-12
3.0 Credits

Grade 9
Grades 11-12

The typical course sequence to fulfill the MMC mathematics requirement is Algebra 1 ( 1 credit), Geometry ( 1 credit), Algebra 2 (1 credit), and a mathematics or mathematics-related course(s) (1 credit) in the student's final year of high school.

- High school equivalent math course(s) taken in middle school may be applied to the 4.0 credits required in mathematics and counted toward the minimum 22 credits to graduate from high school. High school math credits earned in middle school are not calculated into the high school Grade Point Average GPA.
- The grade and credit for high school courses taken in middle school and repeated in high school will be reflected on the high school transcript and will only count for credit once. The grade for the repeated course(s) will be calculated into the high school GPA.
- A math or math-related credit must be taken in the final year of high school.
- Students must minimally complete coursework through Algebra 2 or Algebra 2B.
- Math-related credit has been approved for the following courses:

Accounting 1, 2, 3, and 4, all Design \& Technology classes, AP Chemistry, Chemistry, Fundamentals of Chemistry, AP Computer Science, AP Computer Science Principles, Computer Programming 1 and 2, Personal Finance, AP Physics, Fundamentals of Physics, Physics, Woodworking, Advanced Woodworking and Oakland Technical Center (OTC) clusters.

- Personal Curriculum modifications may only be considered after a student has completed one semester of Algebra 2 or a year of Algebra 2A.
- All other exceptions must be approved by the principal.


## WORLD LANGUAGES

### 2.0 Credits

Students must earn 2.0 credits in a World Language. The two credits must be in the same language.

- High School equivalent World Language course(s) taken in middle school may be applied to the 2.0credits required in World Languages and counted toward the minimum 22 credits to graduate from high school. High school credit earned in middle school is not calculated into the high school Grade Point Average (GPA). It is strongly recommended by most colleges that students obtain at least 2 years of world language study while in high school. College-bound students should contact the schools they are interested in attending for specific language requirements.
- The grade and credit for high school courses taken in middle school and repeated in high school will be reflected on the high school transcript and will only count for credit once. The grade for the repeated course(s) will be calculated into the high school Grade Point Average (GPA).


## VISUAL, PERFORMING, and APPLIED ARTS

1.0 Credits

Courses that are included in this area are identified below:

| 2D Art Exploration | Child Development/Parenting | Fund. of Digital Art Media | Robotics 2 |
| :--- | :--- | :--- | :--- |
| 3D Art Exploration | Chorale | Guitar | Sculpture |
| Advanced Drawing/Painting | Computer Operations in <br> Business | Independent Living |  <br> Entrepreneurship |
| Advanced Graphic Design | Computer Modeling and <br> Animation | Interior Design | Student Council |
| Advanced Multimedia <br> Communication (10 \& 11) | Concert Band | Jewelry/Metals | Summer Music Theater |
| Advanced Photography | Concert Choir | Marching Band | Symphony Band |
| Advanced Video Production | Concert Orchestra | Marketing and Advertising | Tenor/Bass Choir |
| Advanced Woodworking | Creative Writing | Advanced Marketing | Theater 1 |
| AP Capstone | Cuisines of the World | Mechanical Drafting/Design 1 | Theater 2 |
| AP Computer Science Principles | Drawing/Painting | Mechanical Drafting/Design 2 | Treble Choir |
| AP Research | Educational Careers | Men's Choir | Video Production |
| AP Seminar | Engineering Design 1 | Merchandising Lab/School Store | Virtual Enterprise Capstone |
| AP Art\& Design (formerly, AP Studio | Engineering Design 2 | Multimedia Communications | Web Design \& Social Media |
| Art) | Engineering Design 3 | Music Theory | Wind Ensemble |
| Architecture 1 | Engineering Design 4 | Oral Communications | Woodworking Fundamentals |
| Architecture 2 | Exploring Music | OSTC | Yearbook |
| Architecture 3 | Fashion Design | Photography |  |
| Architecture 4 | Foods and Nutrition | Printmaking |  |
| Ceramics | Graphic Design | Robotics 1 |  |
| Chamber Choir |  |  |  |

Students take Wellness 1 and Wellness 2, OR students may combine a . 5 Health class with a .5 PE activity course (i.e., Strength and Conditioning (formerly, Personal Fitness: Aerobics) to fulfill the 1.0 credit requirement.

## PERSONAL FINANCE

This requirement will be completed as part of the economic and AP Microeconomic courses.
ONLINE LEARNING EXPERIENCE
No Credit
Online course or 20 hours of online experience embedded within Rochester Community Schools curriculum.

STATE MANDATED ASSESSMENTS (PSAT, SAT, M-STEP, etc.)
REQUIRED CREDITS:
ELECTIVES:
TOTAL Minimum Credits Required

## No Credit

18.0
4.0
22.0

## ADDITIONAL EDUCATIONAL OPPORTUNITIES

## ALTERNATE CLASSROOM DELIVERY MODELS

- Credit Recovery Program Students who are at risk of not fulfilling their graduation requirements will be offered a unique atmosphere to fulfill credit recovery opportunities.
- Blended Learning Students may have the opportunity to take one or more Blended Learning courses. Students divide their time between face-to-face interactions with the instructor and classmates, coupled with a flexible learning environment. A flexible learning environment may be off-campus and may entail online learning, service learning, internships, site visits, lab work, group work workshops, or research.
- Online Learning Students have the opportunity to take up to two courses online per semester. Information and applications are available in the counseling office. Note: NCAA may not recognize credits earned in online learning classes toward eligibility.


## AP CAPSTONE DIPLOMA

The College Board's AP Capstone is an innovative college-level program based on two new courses - AP Seminar and AP Research - that complement and enhance discipline-specific AP courses. Students who earn scores of 3 or higher in AP Seminar and AP Research and on four additional AP Exams of their choosing receive the AP Capstone Diploma ${ }^{\text {TM }}$. See collegeboard.org for more information.

## CREDIT BY EXAM

Students may apply to take a test-out exam for courses in the Rochester Community Schools' curriculum. Testing out will occur twice each year, once at the end of the school year for placement during the following school year and once in January. Testing in January will be limited to single-semester courses, and only one test can be taken on the January test date. Students receive a list of course content expectations to use in preparation for the exam. In order to receive credit, students must attain a score of $77 \%$ or better on one or more assessments that measure the student's understanding of the course content expectations. The exam may be taken only once for any course. All exams will remain the property of Rochester Community Schools and will not be returned to the student. Note: NCAA does not recognize credits earned by exam toward eligibility.

## EARLY GRADUATION

High school is a four-year program requiring a minimum of 22 credits for graduation. Students who wish to graduate in less time must carefully coordinate their program with their counselor to ensure all requirements are met. A student who wishes to be considered for early graduation must submit his/her request to the building principal prior to the start of his/her last year of high school.

## EARNING COLLEGE CREDIT WHILE IN HIGH SCHOOL

Students are eligible for early college credit opportunities; however, some courses may have prerequisites. Because early college credit opportunities differ from student to student, check with your high school guidance counselor to see which options may be available.

- Advanced Placement (AP) Advanced Placement courses provide students with the opportunity to take college-level courses in high school taught by high school teachers. The course requirements for these programs may differ from class to class, so check with your counselor. Some AP courses will require that you complete a lower-level course in the same subject prior to taking the AP class. AP class grades are factored into the student's GPA with a multiplier of 1.25 .
- Articulation Agreements The Rochester Community Schools has articulation agreements with certain colleges to earn college credit for identified CTE high school courses. Please see your high school counselor for a list of specific courses.
- Dual Enrollment This option allows students in grades 9-12 to take classes in high school and one or more college courses. These are courses not offered by Rochester Community Schools. See Dual Enrollment information on the counseling website for eligibility.


## FLEX CREDIT EXCHANGE OPTIONS

In some curricular areas, students may elect to exchange a credit for a credit in another curricular area. There are flex options in the curricular areas of Physical Education, Science, and World Language. In each case, there are specific courses that students may exchange for those listed in the graduation requirements. The chart below shows the options available for exchanges. Students need to obtain a FLEX form from the counseling office, complete the form with the plan for exchange, and turn it in to. The counseling office with the scheduling card.

| FLEX <br> Options |  |
| :---: | :---: |
| Requirement | Potential Replacements |
| Half credit Physical |  |
| Education |  | Two seasons of MHSAA sport or marching $_{\text {band }}$| $3^{\text {rd }}$ Science Credit | Computer science or CTE program |
| :---: | :---: |
| $2^{\text {nd }}$ year World Language | Additional VPAA credit or CTE program |

## GLOBAL AWARENESS ENDORSEMENT

Students of Rochester Community Schools have the opportunity to earn a special global awareness endorsement to recognize their cultural initiatives, community service, and global citizenship. Students who complete three out of four requirements will receive a certificate upon high school graduation. Students in grades 7-12 are eligible, and they may complete the program at their own pace. Students are encouraged to customize projects to suit their interests and passions.

## Global Awareness Supports College Readiness

Post-secondary institutions are looking to attract students who value diverse perspectives and cultures while working collaboratively to make a positive impact on the world. A Rochester Community Schools global awareness endorsement provides an advantage for college applicants who can certify their personal efforts and commitment to cultural initiatives.

## Program Requirements

Students in grades 7-12 may participate in the program. Students may choose three of the four requirements, which must be completed prior to high school graduation.

1. Coursework (Mandatory): Students must take a minimum of six courses in areas of global focus, which may include world languages, Current Issues, AP Geography, World Cuisines, Myths, AP Art History, AP Capstone, and World Religions. All courses will be taken during high school, with the possible exception of world languages, which may begin in middle school. Students with an IEP should work with their learning consultant to customize a plan.
2. International exchange: Students may participate in an RCS international travel experience or host a long-term or short-term foreign exchange student or Amity Scholar.
3. Community service: Students may complete 60 hours of community service. This can include tutoring, volunteering for RCS international exchange initiatives, or other projects that are granted prior approval from the global awareness G6 team.
4. Global presentation: Students may share a global experience with a real-world audience. This may be achieved through a published story, a digital video, a live presentation, or another format approved by the global awareness G6 team.

## How to apply

Applications will be considered twice each year-in October and February. Interested students should send an email to the global awareness G6 team at ga6@rochester.k12.mi.us. It is NOT necessary to wait until senior year to apply for the global awareness endorsement. Students are encouraged to work closely with the team in advance.

## INDEPENDENT STUDY

Independent study is for advanced students who wish to pursue a course of study in more depth. To be eligible for an independent study, a student must be in the $11^{\text {th }}$ or $12^{\text {th }}$ grade. Students should consult with their counselor for information regarding the application process and deadlines for application.

## NON-DISTRICT SPONSORED CREDIT OPPORTUNITIES

Students must obtain permission prior to taking any course outside of RCS. If approved, the grade for the class will not be factored into the student's GPA, and a "G" will be included on the transcript. Non-district-sponsored credit opportunities, such as homeschooling, must be accredited through AdvancEd (formally NCA) or an equivalent accrediting association.

## OAKLAND SCHOOLS TECHNICAL CAMPUS (OSTC)/CAREER TECHNICAL EDUCATION (CTE)

Oakland Technical Centers provide students with a way to develop skills and competencies in a variety of careers and potentially earn college credit while in high school. Students usually begin a two-year program in their junior year; however, the length of the program can vary. OSTC students divide their time between high school and OSTC. See more at OSTConline.com.

## PERSONAL CURRICULUM MODIFICATION GUIDELINES (PC)

The Personal Curriculum (PC) is a documented process that modifies certain requirements of the Michigan Merit Curriculum (MMC) legislated by the state of Michigan. A request for consideration of a personal curriculum may be made by a parent, legal guardian, teacher, counselor, or emancipated student.

The use of a Personal Curriculum (PC) modification is allowed by State statute for students when:

1. There is a request to modify the mathematics, physical education, or VPAA requirement.
2. There is a request to go beyond the academic credit requirements by adding more advanced math, science, and English language arts courses, or a formal CTE program.
3. A student transfers in from out of state or a non-public school.
4. A student has an Individualized Education Plan (IEP) and requires a Personal Curriculum (PC).

A Personal Curriculum (PC) for a student without an Individualized Education Plan (IEP) is intended to increase the rigor and relevance of a student's educational experience based on the Education Development Plan's (EDP) goals; it is not intended to modify the Michigan Merit Curriculum (MMC) based on personal preference for one content area over another. The additional course work in science, math, English language arts, World Language, or formal CTE program must be higher level/Advanced Placement (AP) courses that align with the student's Education Development Plan (EDP), as opposed to additional electives in those areas. The Personal Curriculum (PC) modification should only be considered if the student is unable to fit required courses into the four-year plan. Personal Curriculum (PC) Modifications must follow the Michigan Merit Curriculum (MMC) Personal Curriculum Guidelines and be approved by the Superintendent/designee.

## There are specific requirements to qualify for a Personal Curriculum (PC) in each of these situations. Consult your counselor for further details and for a Personal Curriculum Request Application.

## STUDENT COUNCIL

Student Council is a year-long course that teaches leadership skills and acts as the student government. It is the umbrella that serves as a liaison to all student clubs and activities. Students are elected from all four grades. Specific goals for this course include developing an understanding of how a democracy works, parliamentary procedure, constitutional change, planning and organizing school events, running school elections, public speaking and leadership training opportunities. Another aspect of the course includes community service and working with local elementary and middle schools.

## SEAL OF BILITERACY

The Seal of Biliteracy is an award given to graduating seniors by Michigan Department of Education (and the student's district) in recognition of students who have attained proficiency in English and another language by high school graduation.

Qualified students have:

- Met graduation requirements
- Demonstrated Intermediate High proficiency in reading, writing, speaking, and listening on world language assessment(s) or through a non-traditional pathway
- English Language Learners (ELLs) must have earned a level 2.5 or higher on the ACCESS 2.0 assessment

The Michigan Seal of Biliteracy is designed to:

- Provide potential future employers with a method of identifying people with language and biliteracy skills
- Provide colleges and universities with a method to recognize and give credit to applicants for attainment of high level skills in multiple languages
- Prepare students with $21^{\text {st }}$ century skills that will benefit them in the labor market and the global society


## VIRTUAL CAMPUS

Students who select the virtual option will be expected to complete the entire year with the virtual campus. The Virtual Campus follows Rochester Community Schools' core curriculum with an expanded offering of electives.

## ACADEMIC RECOGNITION for SENIORS

| Scholars of Highest <br> Distinction | Scholars of Distinction | Scholars of Achievement |
| :--- | :--- | :---: |
| GPA: $3.9-4.0$ | GPA: $3.8-3.899$ or higher | GPA: $3.500-3.799$ or higher |
| AP: 4 or more courses | AP: 3 or more courses | AP: or more courses |

## CLASS CHANGES

Every attempt is made during the survey process to make sure students are appropriately placed in their classes. However, if a change is needed, due to an error or misplacement, counselors endeavor to make all changes prior to the start of the semester as class allotments will allow. Any requests made after that time will be referred to the building principal and/or designee.
Students enrolling in Advanced Placement (AP) courses make a commitment for the entire school year. Students may not drop AP courses in the summer, during schedule adjustment time before the start of school, at semester, or at any other time during the school year. Enrolling in an AP course should be carefully considered.

## COURSE AVAILABILITY

Courses listed in the Course Description Book have been approved or are pending approval by the Board of Education. However, all courses may not be offered at all of the high schools because of staff availability, lack of student requests, or facilities. If there is sufficient interest, courses will be offered at least once each year.

## GRADING SCALE

| $\mathrm{A}=100-93$ | $\mathrm{~B}-=82-80$ | $\mathrm{D}+=69-67$ |
| :--- | :--- | :--- |
| $\mathrm{~A}-=92-90$ | $C+=79-77$ | $\mathrm{D}=66-63$ |
| $\mathrm{~B}+=89-87$ | $C=76-73$ | $\mathrm{D}=62-60$ |
| $\mathrm{~B}=86-83$ | $C-=72-70$ | $\mathrm{E}=59$ and below |

While grades in AP courses use this same scale, the AP grade is factored into the GPA with a higher multiplier (1.25).

## LENGTH OF COURSES

Courses in high school are of two types:
a) Semester courses last 20 weeks and grant $1 / 2$ credit.
b) Year courses last 40 weeks and grant 1 credit.

Students who enroll in Year courses are expected to complete the full course. A student will receive $1 / 2$ credit per semester.

## REPEATING CLASSES

Refer to individual department descriptions for courses that can be repeated for credit, located at www.rochester.k12.mi.us. (On the District website, click on "Curriculum" and then click on "Secondary Education" in the drop-down menu. Click on "High School". Click on "HS Course Description Book (by department). Occasionally a student may wish to repeat a course for an improved grade. Students should talk with their counselor regarding this option.

## GENERAL RECOMMENDATIONS FOR FURTHER EDUCATION

Students interested in pursuing a career requiring additional training beyond high school should view their Educational Development Plan (EDP) and involve their counselor, teachers, and parents in planning toward their goal.

Students should begin thinking about career and college plans as early as possible to ensure that courses taken in high school meet the basic requirements of the college or career chosen. While ninth grade may seem early to make a final decision about a career, it is not too early to investigate the various kinds of post-secondary school or training opportunities available and their requirements. In the Career Resource Center and through online resources, students are able to investigate a variety of careers and the educational background needed for these careers. With the help of their counselors, students plan their high school program through work on their EDP. The plan may be updated yearly.

Colleges and universities generally consider success in core courses to be a vital component of the admissions process. In addition to required and/or recommended courses, grade point average, rigor, grade trends, depth of study, and test scores are reviewed when a student is being considered for admission to a college. Students should start preparing early if they hope to attend a highly competitive school or enter a field with very specific entrance requirements. It is also important to know that the proper high school courses will help student to become college ready, career ready, and life ready.

## NCAA <br> (NATIONAL COLLEGIATE ATHLETIC ASSOCIATION) REGISTRATION AND ELIGIBILITY

Students intending to participate in Division I or Division II athletics as a college freshman must do the following:

1. Consult the official NCAA website for detailed initial eligibility requirements http://eligibilitycenter.org.
2. $\quad$ Register for NCAA at http://eligibilitycenter.org and be certified by the NCAA InitialEligibility Clearinghouse.
3. Review Academic Eligibility Requirements and check the list of approved NCAA courses against your courses. The list of NCAA approved courses is available at http://eligibilitycenter.org.
4. Provide NCAA with your transcript at the end of your Junior and Senior year. Transcript requests can be made at www. parchment.com.
5. Request ACT/SAT scores to be sent directly from the testing agency.

The NCAA Eligibility Center may do a preliminary certification for a student, provided that the student has registered, has an ACT or SAT score on file, and has a six-semester transcript on file.

Important! Neither the Rochester Community Schools nor its staff are affiliated with the NCAA and cannot be responsible for interpreting NCAA requirements.*It remains the sole responsibility of the student at all times to make sure that he/she is satisfying the necessary NCAA requirements for Division I or Division II. Please contact the NCAA directly with any questions concerning the NCAA eligibility requirements.

## *Rochester Community Schools' graduation requirements are not the same as NCAA requirements.

Rochester Community Schools does not discriminate on the basis of race, color, religion, national origin, creed or ancestry, age, sex, marital status, or handicap including but not limited to Title II, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendment Act of 1972 and Section 504 of the Rehabilitation Act of 1973. In addition, individuals will not be excluded from, or be denied, the benefits of participation in any program or activity for which the Board is responsible. Rochester Community Schools has designated the following individual as Compliance Coordinator: Title IX, Section 504, Title II, Assistant Superintendent for Instruction, 52585 Dequindre Road, Rochester, Michigan 48307. 248-726-3106

## SYNERGY INSTRUCTIONS

## Welcome to Synergy StudentVUE Online Course Request

Please follow the directions below to access StudentVUE where you will be able to select and make changes to your course requests for the following school year.

1. Go to URL: https://rcsvue.rochester.k12.mi.us
2. Login to StudentVUE (Use your school computer username and password to login.)

3. Enter Course Requests by selecting the Course Requests Tab on the left side. The Course Request window will display.

4. To select your course requests, click on the option CLICK HERE TO CHANGE COURSE REQUESTS. You may click here for initial requests or if you need to make changes during your input.
a. Tips for Course Selection input: find Course Request by Course ID or Course title.
b. To find a course by Course ID number, type in the Course ID located on the course offerings sheet, course description book or scheduling card.
c. To find a course by title, select the Search Courses tab and type the course name. A list of courses that meet your criteria will display.

5. Select your courses by clicking on the action button for the desired courses.

Select Request if the course is a required course or first choice elective. Select Alternate* if the course is an alternate course request.
*Alternate course requests should be selected in priority order.

| Department <br> Family and Consumer Sciences |  | Course Title |  | Course ID | Eloctive | Search Courses |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  | Click here to move selected requests to Selected Course Requests |  |  |
|  | Action | Deparment | Course Tile | Coutse 10 | Credit | Elective | Comment |
| 1 | 9 None $\bigcirc$ Request $\bigcirc$ Altemate | Family and Consumer Sciences | DC.-Persnl Dov. | FS32C | 0.50 | Yes |  |
| 2 | O None $\bigcirc$ Request $\bigcirc$ Atemate | Family and Consumer Sciences | DChild Dev I | FS51 | 0.50 | Yes |  |
| 3 | 9 None © Request $\bigcirc$ Atemate | Family and Consumer Sciences | DChild Dew II | FS52 | 0.50 | Yes |  |
| 4 | $\bigcirc \mathrm{None} \bigcirc$ Request 9 Altemate | Famly and Consumer Scionces | DClothing | FS60 | 0.50 | Yes |  |
| 5 | $\bigcirc$ None $\bigcirc$ Request $\triangle$ Altemate | Family and Consumer Sciences | DCulinary Ants 1 | FS41 | 0.50 | Yes |  |
| 6 | Q None © Request © Altemate | Family and Consumer Sciences | DCulinary Ants 2 | FS42 | 0.50 | Yes |  |
| 7 | ONone Q Reguest Altemate | Family and Consumer Sciences | Design \& Merch | FS63 | 0.50 | Yes |  |

6. Select the Click here to move selected requests to Selected Course Requests tab.

Repeat steps 5 and 6 until all course requests and alternate courses on your schedule card have beenadded.
Tip: Please make sure to include both the first and second semesters if it is a full-year course.

Example: World History S1
World History S2

7. Select Click here to return to course request summary to review all course request for accuracy.
8. When you are finished select logout.


