Qmlativ Student Course Request Entry

- 1. To enter course requests for next school, log into **Student Access** at <u>https://www.q.wa-k12.net/mercer</u>.
- 2. Click the Tile "Course Requests Mercer Island" to begin.

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Student Access						
Attendance	Endorsements	Endorsement Progress	Graduation Plan	Portfolio	Schedule	Student Profile

3. Available classes for student's grade level will be visible on the left. Click the **plus sign (+)** to add each request to the right. Students can also use the **Search bar** to find individual courses.

Re	quests			
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VAIL	ABLE COURSES FOR			
Q	Filter courses by Course Code, Desc	iption, or Subjec		
	1 Course Description	1 1 2 Course Code	Earned Credits	Subject Description
0	ACCOUNTING FINANCE A	GBU111	0.500	OCCUPATIONAL
)	ACCOUNTING FINANCE B	GBU112	0.500	OCCUPATIONAL
	ADV CERAMICS	PAV210	0.000	FINE ARTS
•	ADV DIGITAL PHOTOGRAP	FAV667	0.500	FINE ARTS
)	ADV DRAWING AND PAINTI	FAV350	0.500	FINE ARTS
Ð	ADV GLASS ART	FAV375	0.500	FINE ARTS
Ð	ADV METAL JEWELRY DESI	FAV150	0.500	FINE ARTS
Ð	ADV WHEEL THROWN CER	FAV225	0.500	FINE ARTS

4. Once all regular courses have been added, click the **Alternates** tab to select Alternate class options. When finished with all request entries, click **Submit Course Requests** on the right.

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AILABLE COURSES FOR 2024-2	725						December & Marrie			
C Filter courses by Course Code, Descr	iption, or Subjec		CLeger	d MY	REQUES	ALTERNATES	NOTOEL ANOT	nates		
1 Course Description	12 Course Code	Earned Subject Description Credits		Requ	ests:	4 Total Credits R	equested:	2.000 Maximi	um Credits: 2.000	1
CONCERT BAND A	FAP311	0.500 FINE ARTS			\uparrow^1			1	2	-
CONCERT BAND B	FAP312	0.500 FINE ARTS		-	Cour	rse Description	Code	Credits	ubject Description	Request Source
CREATIVE WRITING AND P	WLC156	0.500 ENGLISH		•	СНА	MBER ORCHESTRA A	FAP660	0.500 F	INE ARTS	Student
CREST ENG9A BLK	WLC167	0.500 ENGLISH 9 A		•	СНА	MBER ORCHESTRA B	FAP661	0.500 F	INE ARTS	Student
CREST HORTICULTURE A	WLC420	0.500 SCIENCE		•	CUL	INARY ARTS	HFL450	0.500 C	CCUPATIONAL	Student
CREST HORTICULTURE B	WLC425	0.500 SCIENCE		•	DIGI	TAL PHOTOGRAPHY	FAV665	0.500 F	INE ARTS	Student
CULINARY ARTS	HFL450	0.500 OCCUPATIONAL								
DIGITAL PHOTOGRAPHY	FAV665	0.500 FINE ARTS								
DIRECTED STUDY A	LND111	0.500 OTHER ELECTIVES								
DIRECTED STUDY B	LND112	0.500 OTHER ELECTIVES								
DRAMA 1 A ACTORS STUDIO	FAP810	0.500 FINE ARTS								