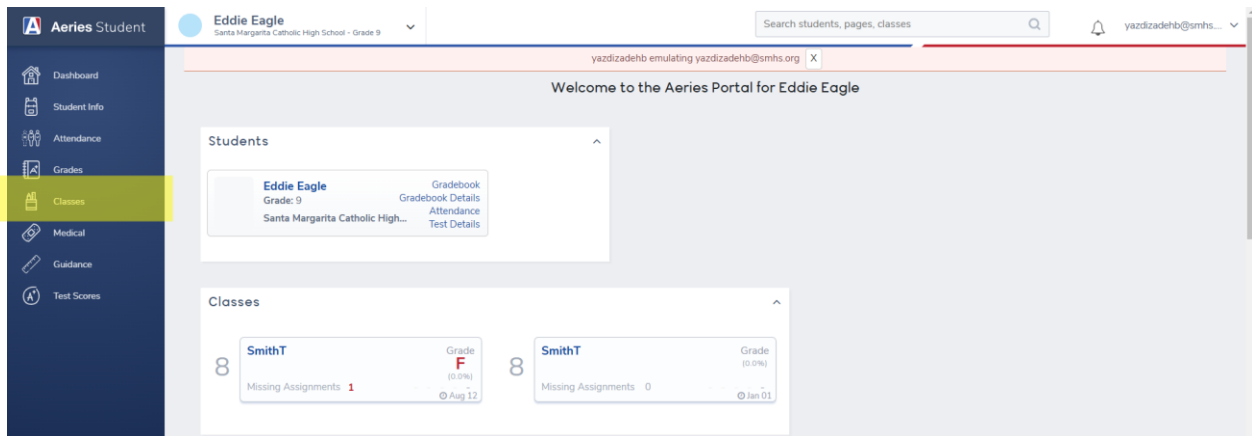


Sophomore Aeries Course Request Submission

Please adhere to the step-by-step instructions when submitting your course request. Course requests are due by January 27th. Please ensure you verify the course code found in our Course Description book to guarantee proper placement. Please feel free to reach out to your School Counselor if you have any questions.

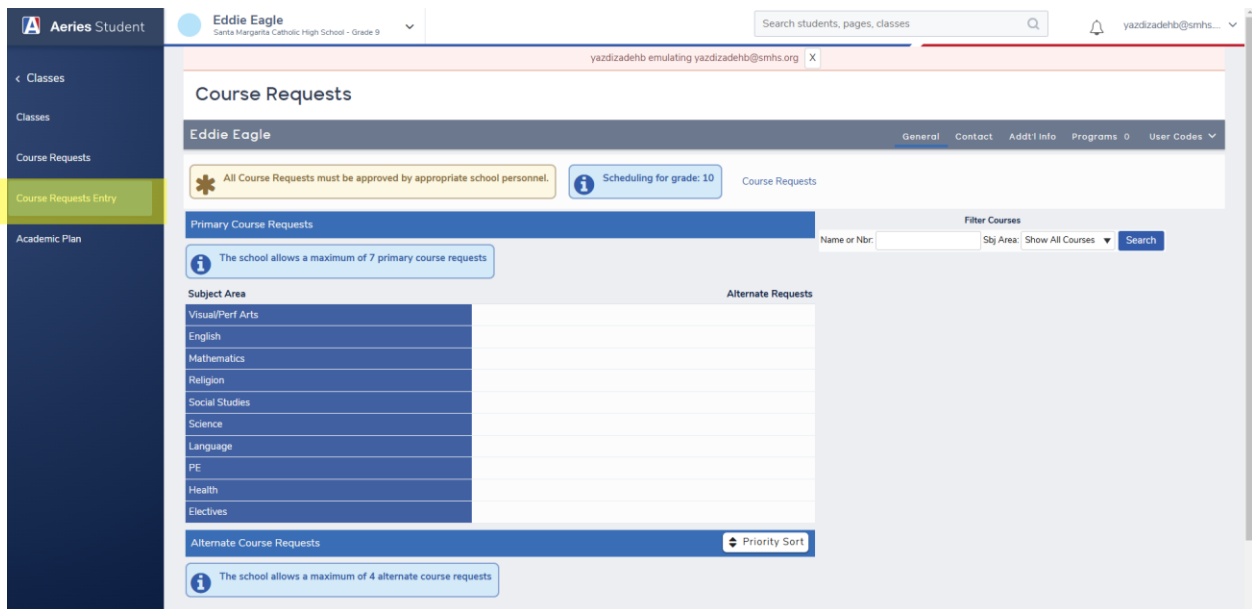
Step 1: Log In

- Go to the Aeries portal and log in with your student credentials.



Step 2: Navigate to Course Requests

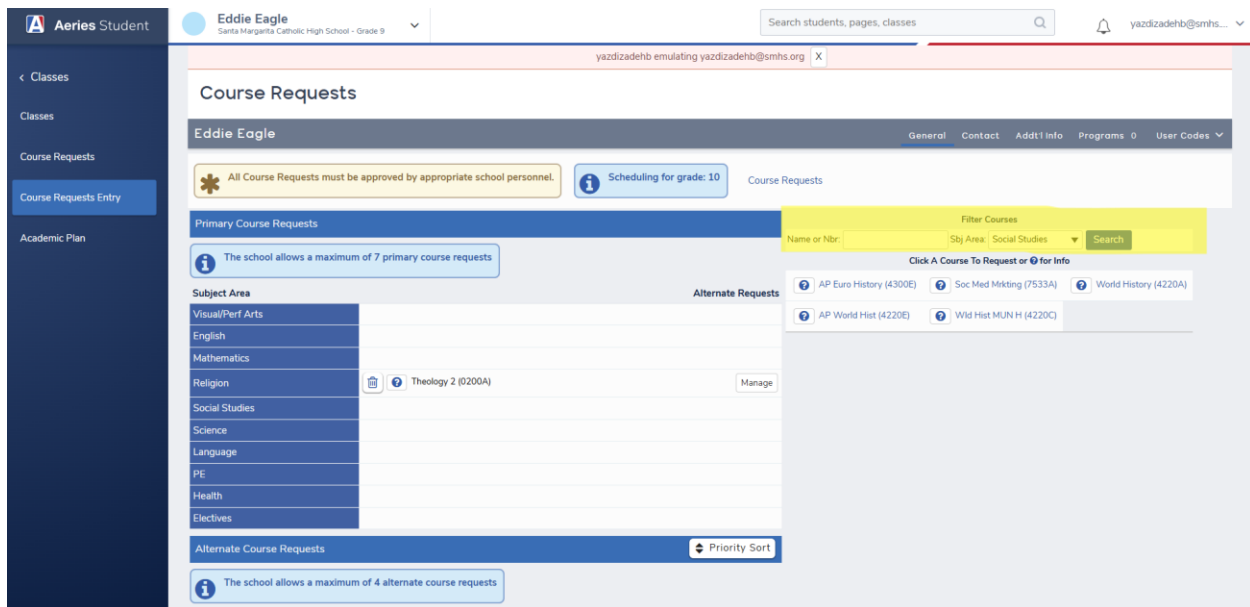
- Find and click on the **CLASSES** tab in the main menu on the left-hand side and then click on **COURSE REQUEST ENTRY**



Step 3: Select Courses

- Choose your courses for the next school year. On the right-hand side you will see a dropdown with all the course subject areas, under Filter Courses. You can also use the search feature to look up the name of a class.
 - When clicking to submit a class double check you are submitting the proper course code using our course description book found on the school website.
 - **Check Prerequisites** to ensure you meet the requirements for each course you select, including any honors and AP classes.
 - Your Course Request must include 7 Courses: Theology, Math, English, Science, Social Studies, World Language, and an Elective (double check that you have completed your PE, Art, and or Health credit)
 - Make sure you add your elective choices (include first, second, and third choices)
 - Note: If you do not see a course that you qualify for and would like to take, please reach out to your School Counselor

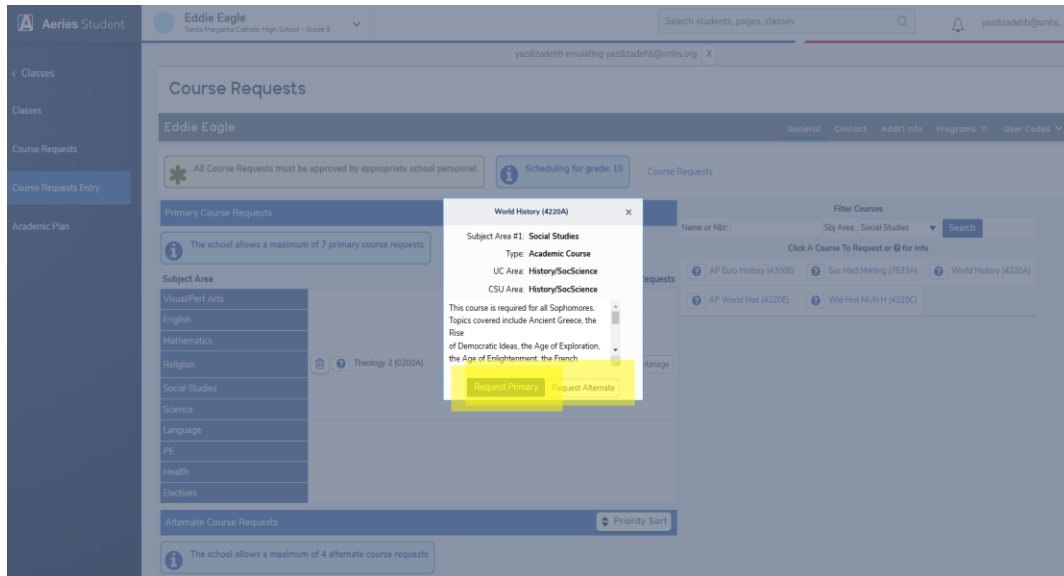
All Course Requests must be approved by appropriate school personnel



Step 4: ADD Courses

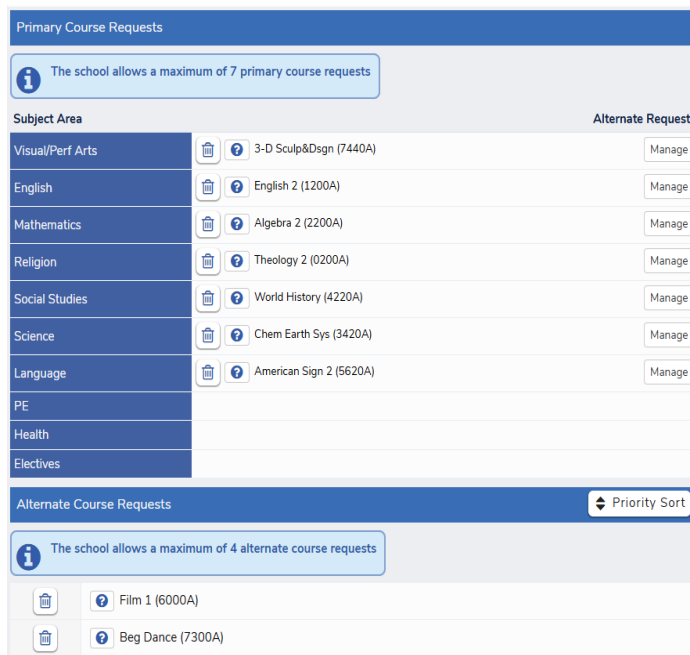
Once you have found the course you would like to add, click on it and press **REQUEST PRIMARY**. Request Primary will be entered as your first choice.

NOTE: For your elective we will need two alternative elective choices. We cannot guarantee first choice so please press **REQUEST ALTERNATE** to add other options should your first choice be filled or have a course conflict with another core class.



Step 5: DOUBLE CHECK

Once you see all SEVEN classes filled and TWO Alternate Course Requests you are done!



Once you are finished, please reach out to your School Counselor for a link to their Calendar to go over your course request for your sophomore year and your academic plan and goals for the next three years.

HAPPY SCHEDULING!

