



# Submitting Course Requests

## StudentVUE/ParentVUE

### Higley Unified School District #60

## Submitting Course Requests

Course requests for the next school year can be selected in StudentVUE/ParentVUE during the designated selection period. Both students and parents have the ability to add, remove, or modify course requests.

- Once you have logged into your account, select Course Request from the menu tree on the left.
- Parents with more than one child attending HUSD will need to focus to the correct student by using the drop-down menu at the top of their screen.



## Selected Course Requests

The Course Request screen includes two sections: Selected Course Requests and Graduation Status Summary – Standard Diploma Requirements. For now, we will focus on the Selected Course Requests section.

- **View Enrolled Courses**  
This section displays the courses you are currently enrolled in, along with the corresponding credits you will earn upon successful completion.
- **Course Details**  
To view more information about a course, click the gray arrow next to the course title to expand a course description, including the requirements that the course fulfills.
- **Modify Course Requests**  
Use the blue toggle button above this section to make changes to your course requests.

Course	Credit
▶ Course ID <b>EN305A</b> Course Title <b>English 11</b>	Currently enrolled 0.500
▶ Course ID <b>EN306B</b> Course Title <b>English 11</b>	Currently enrolled 0.500
▶ Course ID <b>MA303A</b> Course Title <b>Algebra II</b>	Currently enrolled 0.500
▶ Course ID <b>MA304B</b> Course Title <b>Algebra II</b>	Currently enrolled 0.500
▶ Course ID <b>SS301A</b> Course Title <b>American/Arizona History</b>	Currently enrolled 0.500
▶ Course ID <b>SS302B</b> Course Title <b>American/Arizona History</b>	Currently enrolled 0.500

**Meets American History Requirement**

This is a study of the growth and development of the United States from pre-historic cultures of North America to the present. Emphasis is on the founding principles of democracy and the experiences of the American people in transforming their society from colonies to a responsible world power. This course builds on an understanding of the cultural patterns and economic trends that are responsible for our present American character. The focus will be from the American Revolution to present day. Special emphasis on the impact relating to Arizona will be included.

Total 3.000





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#### Modify Course Requests

The blue “Click here to change course requests” button will allow you to add and remove courses to your Selected Course Requests. You still have the ability to expand the course descriptions.

- Remove Courses

Use the “Remove” button in the Action column to remove a course. Courses that do not have a Remove button are locked and cannot be changed.

- Selection Considerations

When making your selections, please keep in mind:

- You are registering for both Semester 1 courses (ending with an A) and Semester 2 courses (ending with a B). Register for the same number of courses for each semester.
- Courses requiring an audition or application may not be available to choose at this time.
- Any special instructions from your school can be found in the blue information box at the top of your screen. This may include the number of alternate courses required, EVIT classes or Release Time.

Click here to return to course request summary

Selected Course Requests		
Action	Course	Credit
▶ <input type="button" value="X Remove"/>	Course ID <b>EN305A</b> < Semester 1 Course Title <b>English 11</b> <span style="float: right;">Currently enrolled</span>	0.500
▶ <input type="button" value="X Remove"/>	Course ID <b>EN306B</b> < Semester 2 Course Title <b>English 11</b> <span style="float: right;">Currently enrolled</span>	0.500
▶ <input type="button" value=""/>	Course ID <b>Lunch S1</b> Course Title <b>Lunch S1</b>	0.000

- Searching Courses

To find courses to add, navigate to the Search Courses section by either clicking the blue “Add Request” button or scrolling down.

- Tab through the pages of courses or enter search criteria in the Search Courses field to find what you are looking for.

**Search Courses**

Enter a search value to filter any of the applicable course fields.

Add		Course
Req	Alt	
▶ <input type="button" value="+ Add Request"/>	<input type="button" value="* Add Alternate"/>	Course ID <b>BT107WA</b> Course Title <b>Honors Bioscience I</b>

▶ <input type="button" value="+ Add Request"/>	<input type="button" value="* Add Alternate"/>	Course ID <b>CJ201A</b> <span style="float: right;">Co-req not requested: (CJ202B)</span> Course Title <b>Intro to Criminal Justice</b>
7 15 30		<input type="button" value="1"/> <input type="button" value="2"/> <input type="button" value="3"/> <input type="button" value="4"/> <input type="button" value="5"/> ... <input type="button" value="40"/>



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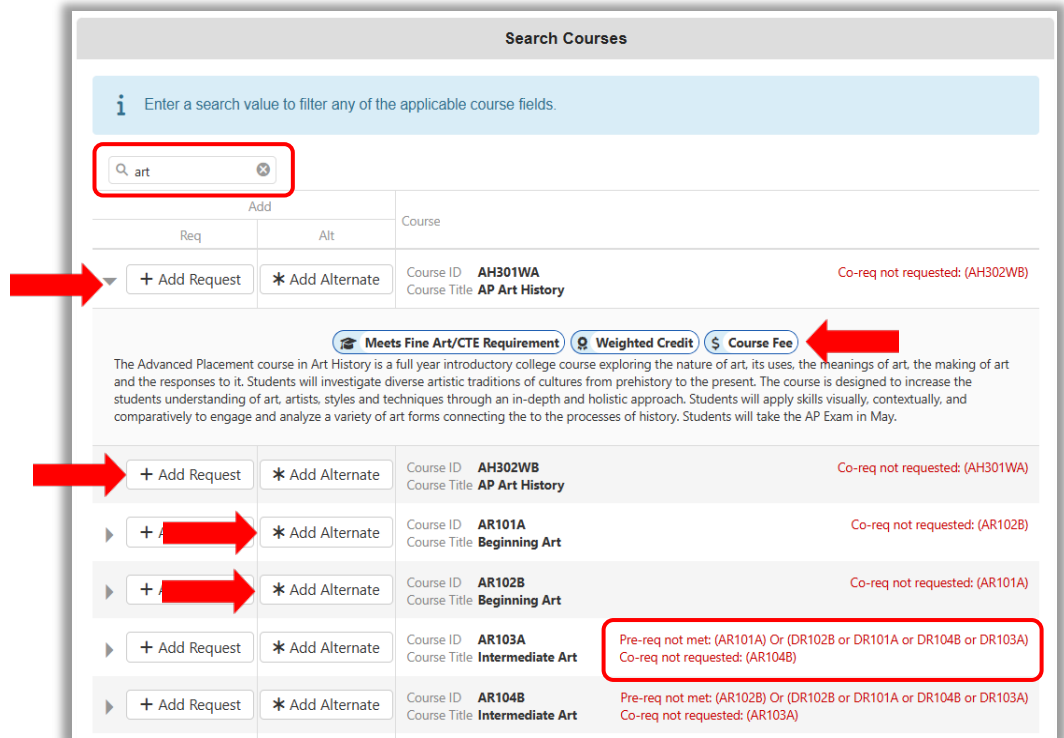
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- Searching Courses (continued)
  - You can search for a specific course or subject by using the Search Courses field. Typing “art” will result in a list of the available art courses.

- Informed Decisions

There are many pieces of information in the Course Chart to help you make a decision.

- When expanded, the Course Description provides information about the course including whether the course meets specific academic requirements or has a fee.
- Red notifies you of any required pre-requisites, whether or not you have met those pre-requisites and if you have already taken a specific course.



**Search Courses**

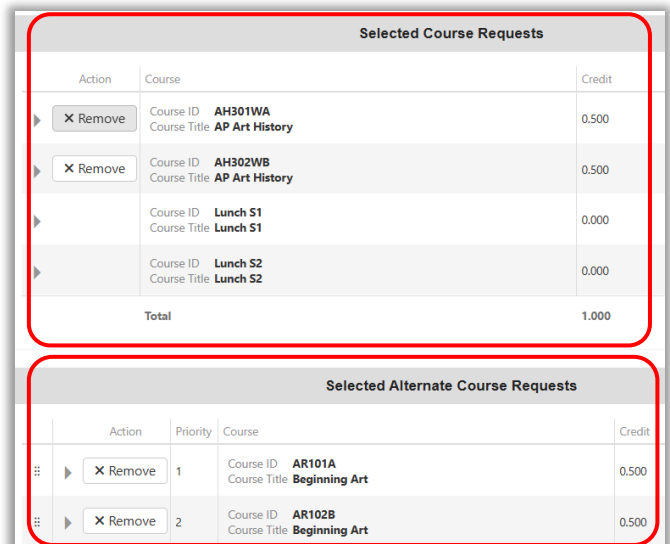
Enter a search value to filter any of the applicable course fields.

Search: art

Req	Alt	Course
+ Add Request	* Add Alternate	Course ID: AH301WA Course Title: AP Art History Co-req not requested: (AH302WB)
<p>Meets Fine Art/CTE Requirement   Weighted Credit   Course Fee</p> <p>The Advanced Placement course in Art History is a full year introductory college course exploring the nature of art, its uses, the meanings of art, the making of art and the responses to it. Students will investigate diverse artistic traditions of cultures from prehistory to the present. The course is designed to increase the students understanding of art, artists, styles and techniques through an in-depth and holistic approach. Students will apply skills visually, contextually, and comparatively to engage and analyze a variety of art forms connecting the to the processes of history. Students will take the AP Exam in May.</p>		
+ Add Request	* Add Alternate	Course ID: AH302WB Course Title: AP Art History Co-req not requested: (AH301WA)
+ Add Request	* Add Alternate	Course ID: AR101A Course Title: Beginning Art Co-req not requested: (AR102B)
+ Add Request	* Add Alternate	Course ID: AR102B Course Title: Beginning Art Co-req not requested: (AR101A)
+ Add Request	* Add Alternate	Course ID: AR103A Course Title: Intermediate Art Pre-req not met: (AR101A) Or (DR102B or DR101A or DR104B or DR103A) Co-req not requested: (AR104B)
+ Add Request	* Add Alternate	Course ID: AR104B Course Title: Intermediate Art Pre-req not met: (AR102B) Or (DR102B or DR101A or DR104B or DR103A) Co-req not requested: (AR103A)

- Adding Requests and Alternates

- Clicking the “Add Request” or “Add Alternate” buttons will move your requests from the Search Courses section to the Selected Course Requests or Selected Alternate Cours Requests section.
- Remember to select both S1 and S2 courses.
- Continue making adjustments to your schedule by removing and adding courses.



**Selected Course Requests**

Action	Course	Credit
X Remove	Course ID: AH301WA Course Title: AP Art History	0.500
X Remove	Course ID: AH302WB Course Title: AP Art History	0.500
	Course ID: Lunch S1 Course Title: Lunch S1	0.000
	Course ID: Lunch S2 Course Title: Lunch S2	0.000
Total		1.000

**Selected Alternate Course Requests**

Action	Priority	Course	Credit
X Remove	1	Course ID: AR101A Course Title: Beginning Art	0.500
X Remove	2	Course ID: AR102B Course Title: Beginning Art	0.500





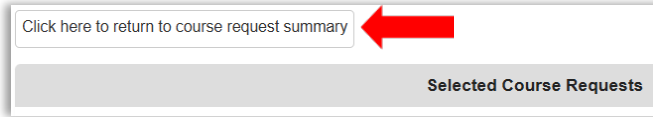
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#### Summary

When you have finished selecting courses, toggle back to the Course Request Summary by clicking the button. You can follow the previous steps to make any additional changes, until the designated selection period has ended.



#### Selected Course Requests

This overview of your course requests will show the total number of credits in the column to the right. (This example does not show a full year's course).

Selected Course Requests		Credit
▶ Course ID <b>AH301WA</b> Course Title <b>AP Art History</b>		0.500
▶ Course ID <b>AH302WB</b> Course Title <b>AP Art History</b>		0.500
▶ Course ID <b>Lunch S1</b> Course Title <b>Lunch S1</b>		0.000
▶ Course ID <b>Lunch S2</b> Course Title <b>Lunch S2</b>		0.000
<b>Total</b>		<b>1.000</b>

#### Selected Alternate Course Requests

All selected alternate courses are listed here.

Selected Alternate Course Requests			Credit
▶ 1	Course ID <b>AR101A</b> Course Title <b>Beginning Art</b>		0.500
▶ 2	Course ID <b>AR102B</b> Course Title <b>Beginning Art</b>		0.500

#### Graduation Status Summary – Standard Diploma Requirements

This credit summary shows your progress toward graduation.

- Required Credits to graduate is 22
- The student in this example has completed 12 credits
- He is in the process of completing 6 credits this school year.
- His Selected Courses total 1 credit. (This number will change as more course requests are added).
- He still needs to complete 3 more credits to graduate. (This number will change as more course requests are added).

Graduation Status Summary - Standard Diploma Requirements					
Subject Area	Required	Completed	In Progress	Credit for Request...	Remaining
English	4.000	2.000	1.000	0.000	1.000
Mathematics	4.000	2.000	1.000	0.000	1.000
Science	3.000	2.000	1.000	0.000	0.000
World History Ge...	1.000	1.000	0.000	0.000	0.000
American History	1.000	0.000	1.000	0.000	0.000
Government	0.500	0.000	0.000	0.000	0.500
Economics	0.500	0.000	0.000	0.000	0.500
Fine Art/CTE	1.000	1.000	0.000	0.000	0.000
Physical Education	1.000	1.000	0.000	0.000	0.000
Electives	6.000	3.000	2.000	1.000	0.000
<b>Total</b>	<b>22.000</b>	<b>12.000</b>	<b>6.000</b>	<b>1.000</b>	<b>3.000</b>

