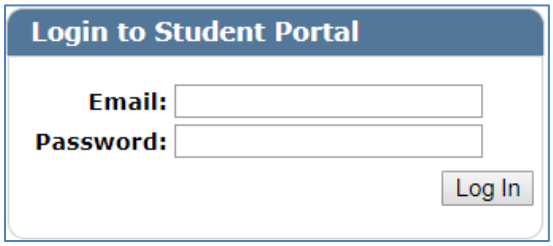
Student Course Request Selection

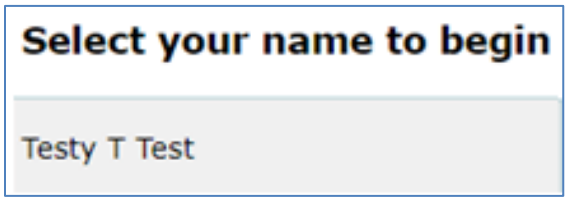
MISTAR Consortium

This document serves to walk students through the steps to submit course requests for the upcoming school year. Logon to Student Portal: https://mistar.oakland.k12.mi.us/berkley/studentportal/

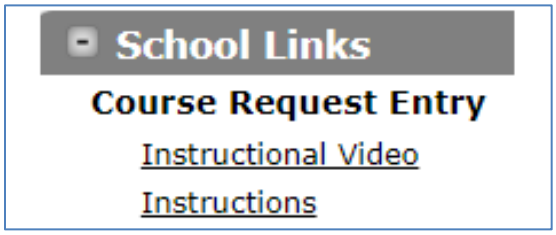
1. Login with your Berkley School District Email and Password, then select **Log In**



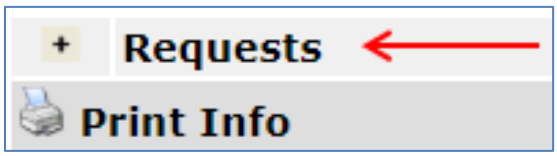
2. Select your name at the top of the screen



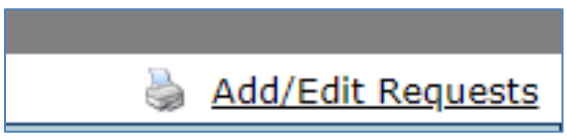
3. Instructions and video links are provided to assist in adding next year course requests



4. Select the **[+ Requests]** icon at top left to open course requests module



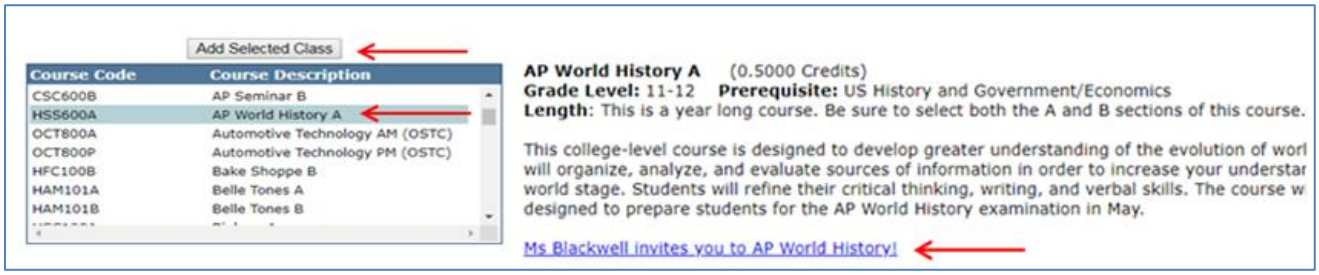
5. Course Requests module will display under School Links section. At the right side of screen, select **[Add/Edit Requests]**



6. Add all first choice Primary Requests:
    a. Scroll to the course desired and select to **highlight the course**

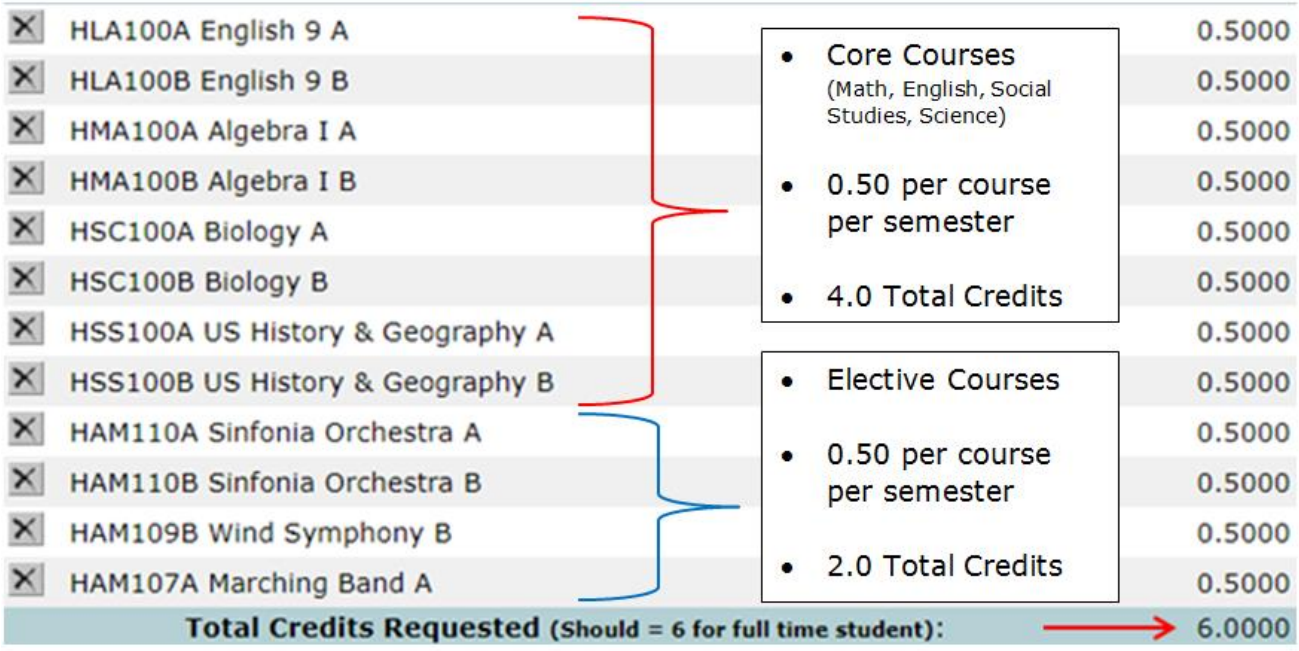
        i. Course attributes will display to the right of the course selection box. Some courses have additional information (videos and course applications) provided as links. Use the links to download documents or view videos.

    b. To add the course as a course request, **select the ADD SELECTED CLASS** icon

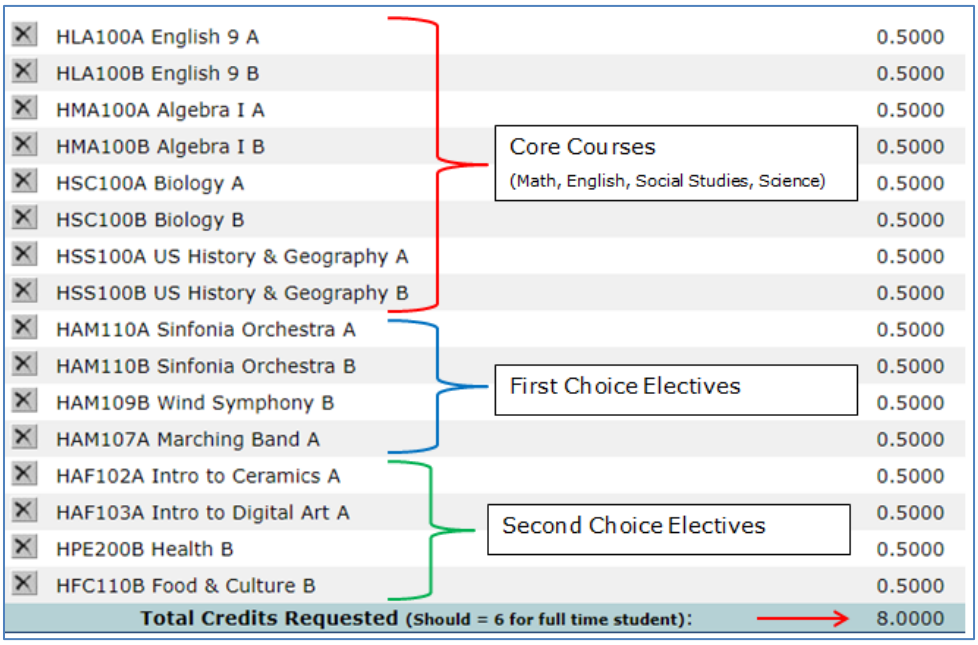


    c. Add all **PRIMARY (1st Choice)** course requests

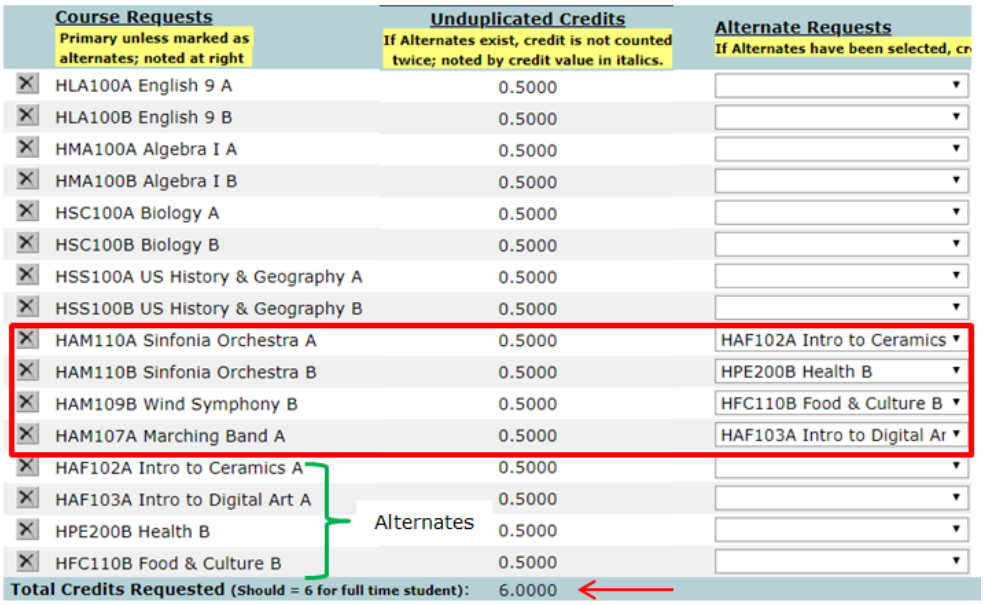
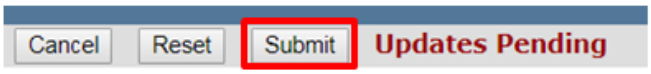
        i. Total credits requested should = 6.0 for Full-Time students



d. Next, add **ALTERNATE (2nd Choice)** course requests. Only add alternates for the courses you have a second choice courses for



i. Note total credit increased by the amount of extra course credits added
ii. After the second choice courses are added, use the Alternate Requests drop down menu to add the additional courses as **ALTERNATE REQUESTS**.
iii. Credit value adjusts back to 6 total credits as Alternate (2nd choice) requests are added to Primary (1st choice) requests.



7. Select **Submit** (at top left of screen) then log out of Student Portal