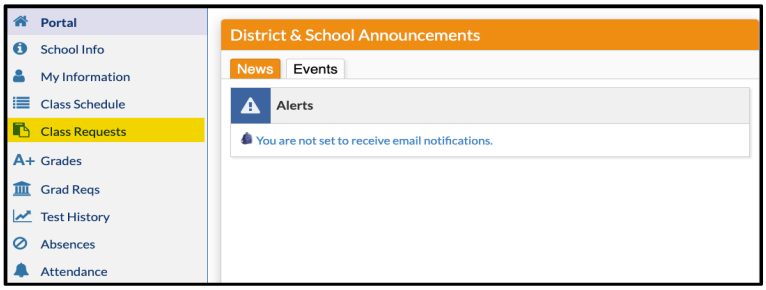
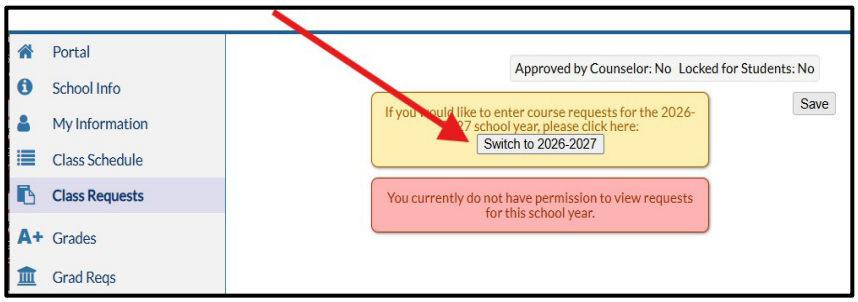
The courses available for students to request are determined at the School level.

Log into the **Student Portal**.

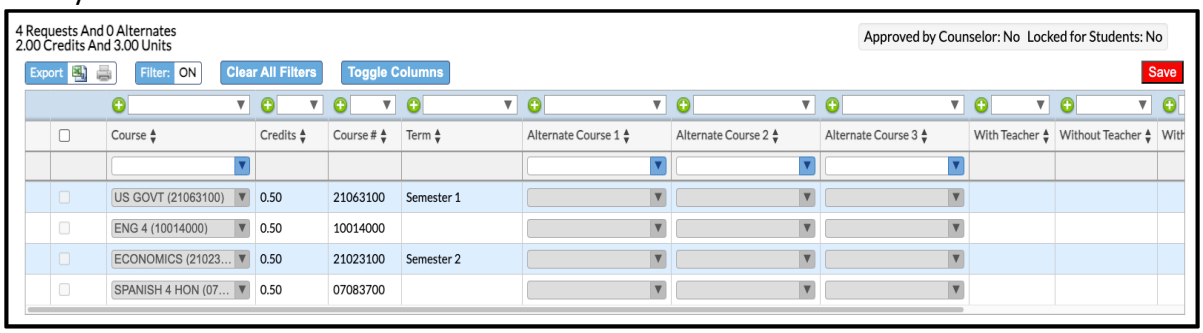
Select **Class Requests** from the navigation menu on the left.



Select **Switch to 2026-2027**.



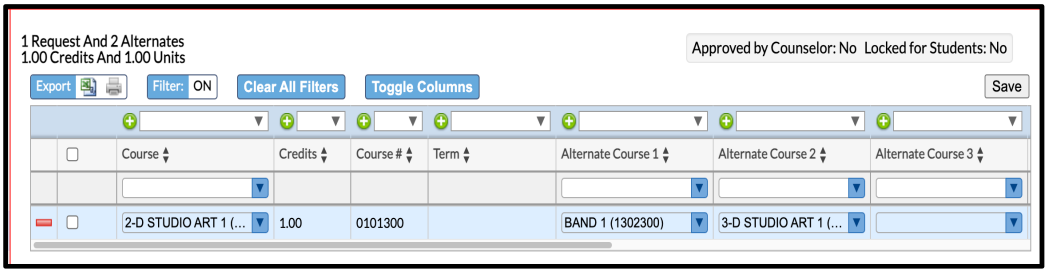
- Course Requests that have been entered by school staff will be greyed out and cannot be edited or removed by students.



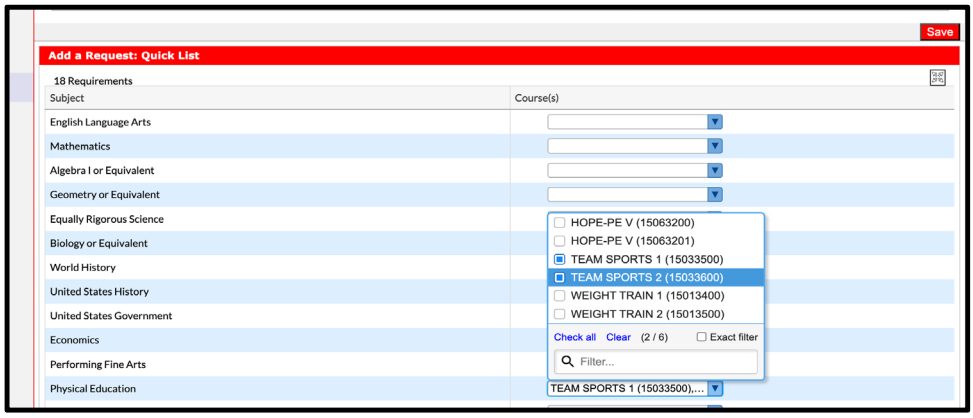
Students enter ***individual*** course requests at the top of the **Class Requests** screen by selecting or typing the course number or course title in the filter field of the **Course** column dropdown.

- Students may select up to three alternate requests in the **Alternate Course** columns. **Note**: Students can also use Elective Alternate Course Requests. See Elective Alternate Course Requests section below.
- Select Enter on the keyboard after each course has been selected or click **Save**.
- Each request will auto-save once the Enter key is selected.
- Entering a request for a course that a student doesn't have access to, has already completed, or doesn't meet the prerequisites for, will result in an error and the student won't be able to add the course.

- Students can edit and delete their own requests.
  - Click the Course dropdown from a selected course to replace with another course.
  - Click the red dash to delete.



- Students can add ***multiple*** requests at once by using the **Quick List** at the bottom of the screen.
- Students can select one or more courses available for request from the dropdowns.
- A green check will display next to Subject area dropdowns where a course that meets the Grad Requirement has been selected and Saved.



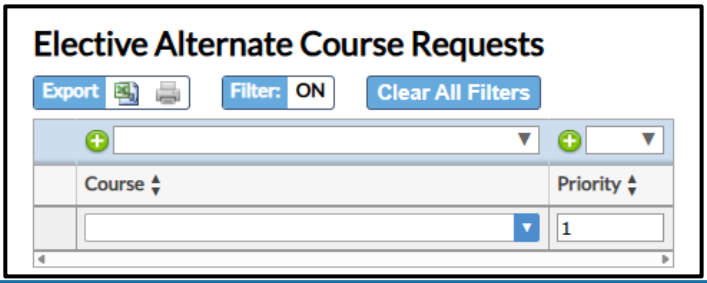
Select **Save**.

The requests will appear at the top of the screen.

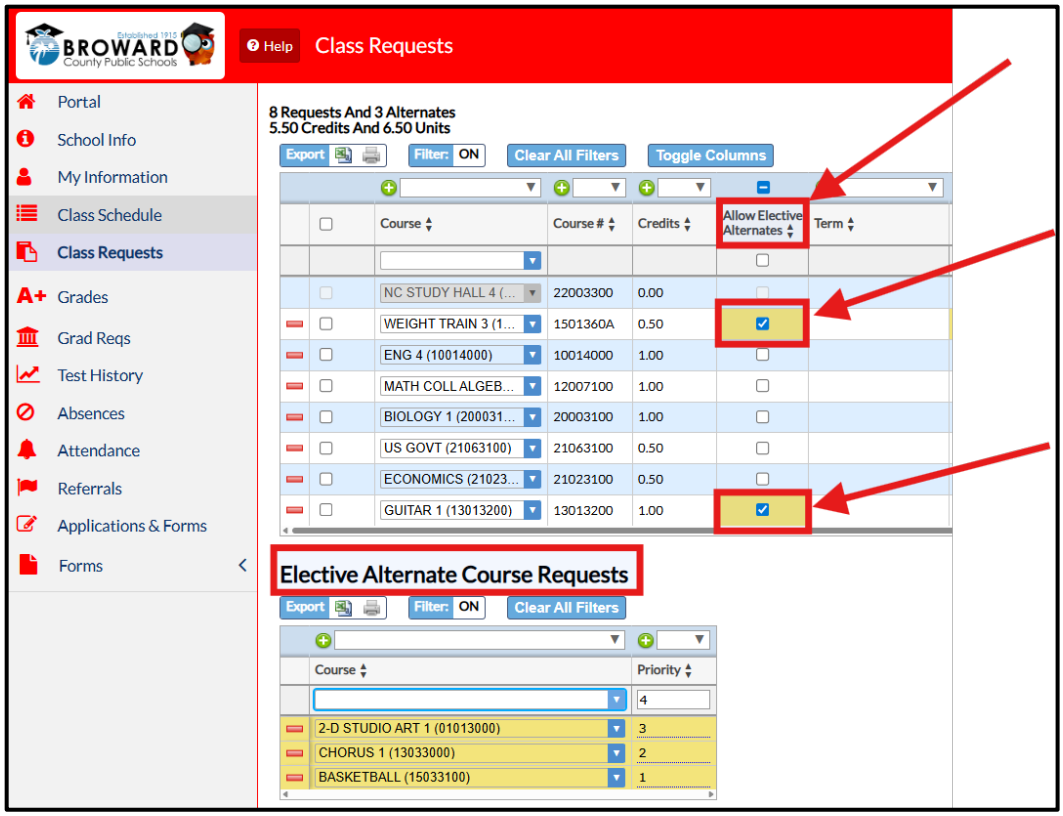
Elective Alternate Course Requests

Elective Alternate Course Requests allow students to enter universal alternate course requests instead of having to designate alternates for each individual course.

1. To enter elective alternate course requests, navigate to the Elective Alternate Course Requests table.
2. In the blank row, select the alternate course from the dropdown. The Priority field defaults to 1 for the first alternate course request entry, 2 for the next alternate course request entry, etc.



3. Press Enter to add the row.
4. If needed, adjust the Priority numbers for the alternates.
5. At the top of the screen, select Allow Elective Alternates next to the courses that can be replaced by the Elective Alternate Course Requests. You would only check the boxes for courses in which you would allow an Elective Alternate to replace that course if the originally requested course is not available.



6. Click **Save**.