

# LONGVIEW HIGH SCHOOL

## 2010-2011 COURSE REQUEST INFORMATION

### Working with Course Requests

The **Course Requests** web pages allow you to view available and selected courses for your next year schedule. These pages also provide the ability to add or remove courses for your requested schedule.

In the **Available Courses** area you are able to view the courses which the school has prepared for possible selection for the current student.

The **Update Requests** area allows you to add or remove courses from your request list. On the left side of the screen is the list of **available** courses, showing the course key, description, whether it is an elective or required course, and the available credits. The right side of the screen shows those courses which you have already **requested**, also showing the course key, description, whether it is an elective or required course, and credits. To add a course to your list, highlight the course on the left side, and click the **'Add Course'** button. To remove an unscheduled course from your list, highlight the course on the right side and click the **'Remove Course'** button.

In the **Selected Courses** area you are able to view courses which you have requested.

The **Alternate Requests** area allows you to add or remove alternate courses from your list. On the left side of the screen is the list of available courses, showing the course key, description, whether it is an elective or required course, and the credits. The right side of the screen shows courses which you have already requested, also showing the course key, description, whether it is an elective or required course, and credits. Courses on the right that start with '1', '2', or '3' are alternates; Courses that start with 'R' are already requested or scheduled. To add an alternate to your list, highlight the course on the left side, and click the **'Add Course'** button. You may change the priority of an alternate by highlighting the alternate course and clicking on the **Move Up** or **Move Down** button. To remove an alternate from your list, highlight the course on the right side and click the **'Remove Course'** button. If a course is already an alternate, a request, or already scheduled it can not be re-added. If a course is of type 'R' it can not be removed through Family Access Alternate Courses.