



ASCENDER Scheduling Guide - Combination (Step 2)

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The combination scheduling process involves creating the campus master schedule from the current year (section and meeting times) (Step 1), entering or bringing in student course requests (Step 2), and using an automated process to schedule students into course-sections (Step 3).

Step 2 covers adding student course requests.

IMPORTANT: Do not proceed unless [Combination - Step 1](#) is completed.

Before you proceed, run and review all [Scheduling pre-load reports](#).

Enter Student Course Requests

[Enter course requests.](#)

[Modify course requests as needed.](#)

[Scheduling > Maintenance > Student Schedules > Course Requests](#)

The screenshot displays the 'Enter Student Course Requests' interface. At the top, there is a 'Save' button and a 'School Year: 2021-2022' dropdown. Below this, a student profile section shows a placeholder for a student photo, the student's name 'STUDENT: 004277 : BARRETT, JOY GRACE', and the 'TEXAS UNIQUE STU ID: 4999637866'. A 'Retrieve' button is located to the right. The student's status is '1 - Currently enrolled at this campus', grade is '09 (10)', and the team is 'Active'. Below the student information, there are tabs for 'DEMO', 'COURSE REQUESTS' (which is selected), 'ASSIGNMENT INQUIRY', and 'CREDIT DETAIL'. The main area shows a table of course requests with columns for Del, Course, Title, Section, Sem, Num Sem, Status, Prd Cntrl, 1st Alt Course, Title, 2nd Alt Course, and Title C. Two rows are visible: one for 'H ENGLISH 2' and another for 'TC BRITAM LIT'. At the bottom right, there are buttons for 'Add' and 'Add 10', and a 'Rows: 2' indicator.

1. Retrieve the student.
2. To modify a request, select another course number.
3. To assign a course, select the section and semester. The **Status** changes to *Assigned*.
4. Click **Save**.



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