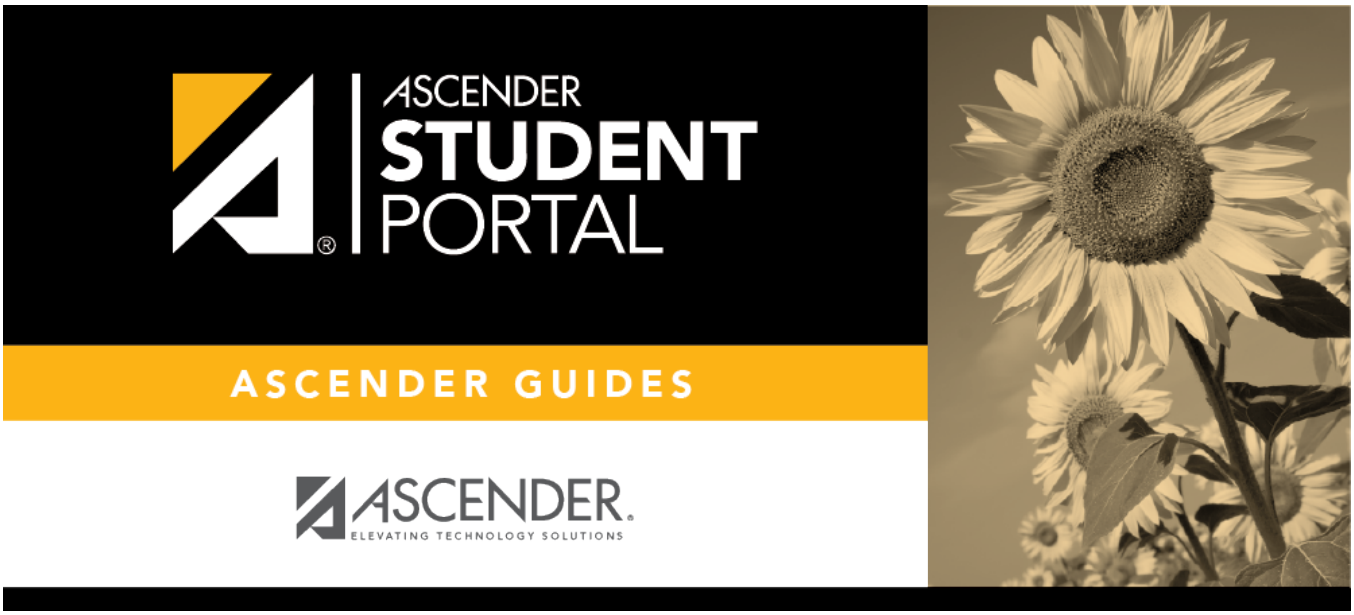

Course Request

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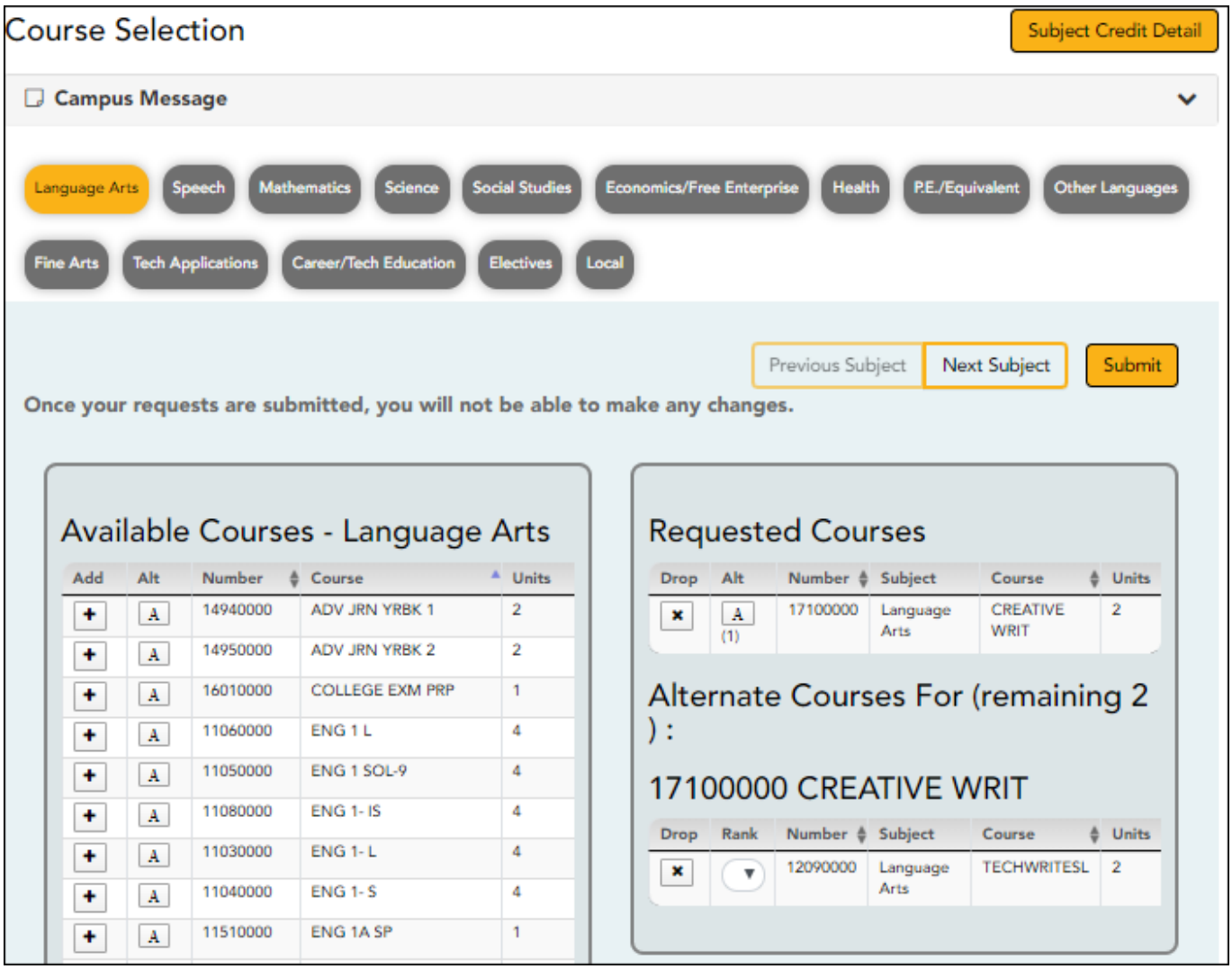
Course Request

ASCENDER StudentPortal > Course Request

The Course Request page allows you to select and submit course requests for your next year school schedule.

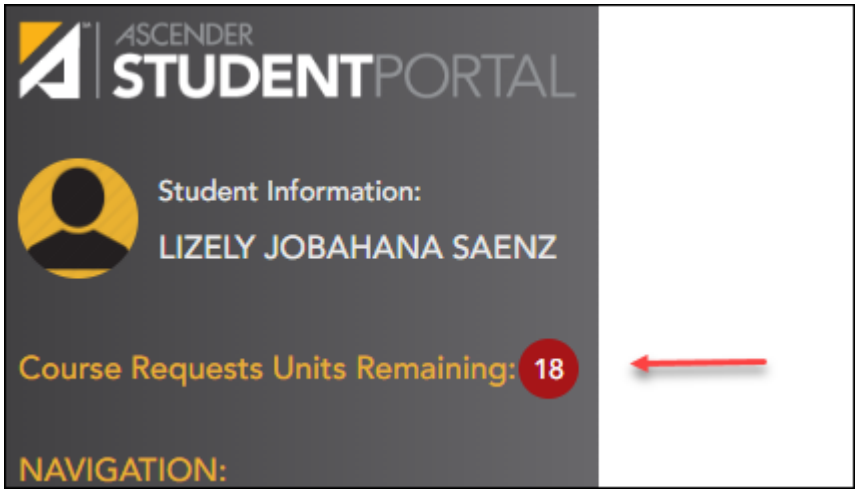


NOTE: If you log on to the application and you are only able to view the Confirmation page, you have either already submitted your course requests, or your campus has changed the application settings to view only. If no courses are listed on the Confirmation page, you have not requested courses for the next school year and will need to meet with your counselor.

A message from your campus is automatically displayed in the Campus Message window when you log on. Click **Close** once you have read the message.

Units Remaining:

To begin selecting courses, you must have the appropriate number of **Units Remaining** available. The **Units Remaining** field is located in the left-side navigation bar.



Units Remaining is the number of units available for you to select from the **Available Courses** section.

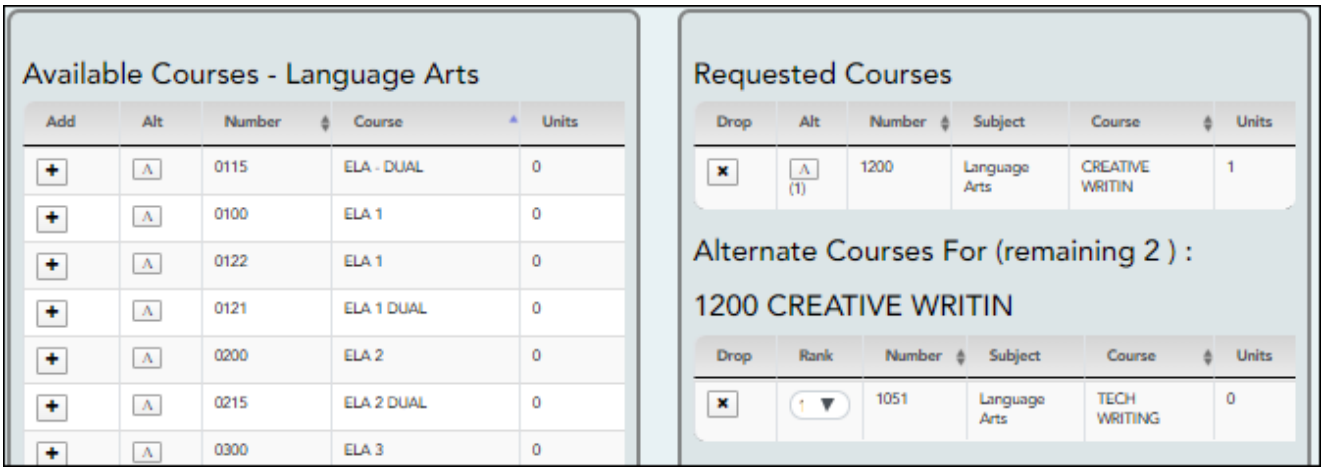
- Most courses are worth two units because the course is two semesters long. The units depend on your campus and the number of semesters required for the course.
- The number of units required for each course is displayed in the **Units** column of the **Available Courses** section.
- Once **Units Remaining** is zero, a warning message is displayed notifying you that you will not be able to select additional courses unless you remove a previously selected course from the **Requested Courses** section.
    - **Units Remaining** will decrease as you add courses.
    - **Units Remaining** will increase as you remove courses.

Select courses:

Subjects are listed across the top of the page.

❑ Click the subject area you want to view.

When you click a subject area, the list of courses under the **Available Courses** section will change to correspond with the subject selected. For example, when you click **Science**, all courses in the **Available Courses** section will change to science classes available at your campus.



You can click the **Number** or **Course** column heading to sort the columns in ascending order by course number and course name.

Left grid:

❑ Under **Available Courses**, click + to add a course.

• The course is moved to the **Requested Courses** list (right grid) and is no longer displayed under **Available Courses**.

• The **Units Remaining** field decreases by the appropriate number of units.

Right grid:

❑ To remove a course from the **Requested Courses** list, click ✖ in the **Drop** column.

• The course moves back to the **Available Courses** list (left grid) and is no longer displayed under **Requested Courses**.

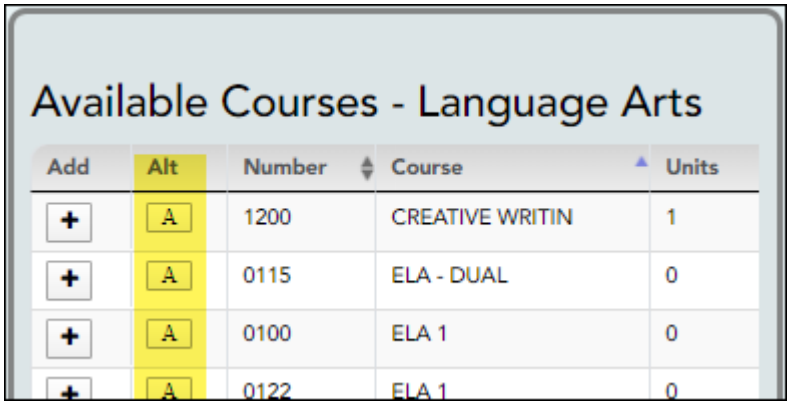
• **Units Remaining** increases by the appropriate number of units.

NOTE: If a course is displayed in the **Requested Courses** list and you do not have the ability

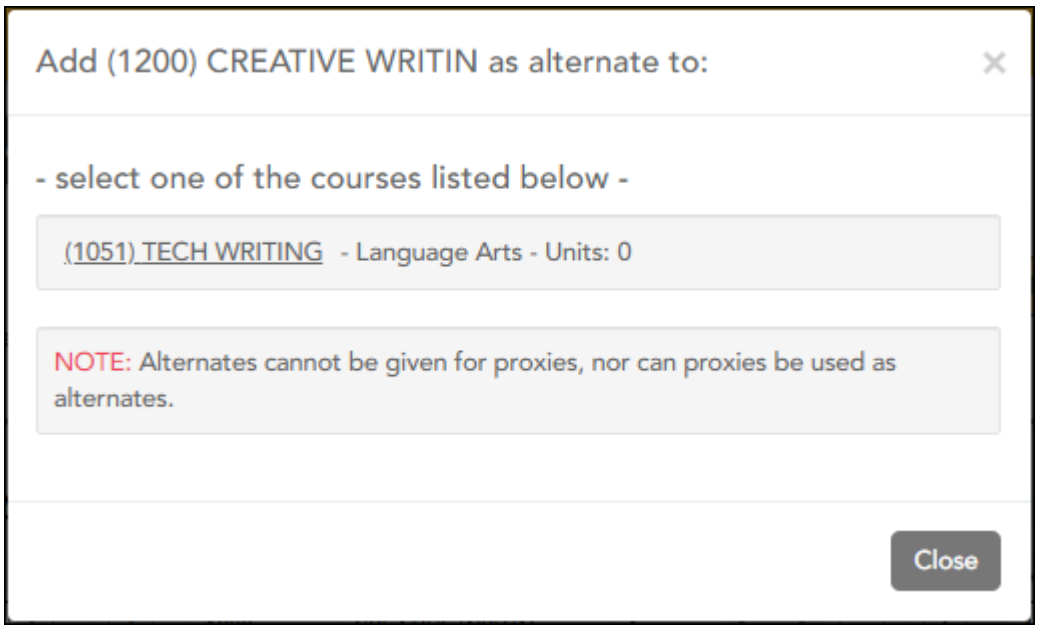
to remove it, it was added by your campus, and you will need to meet with a counselor to discuss it.

Select alternate courses:

- From the **Available Courses** list, click A to add an alternate course.



A pop-up window opens allowing you to select the course for which you want to add this alternate course.



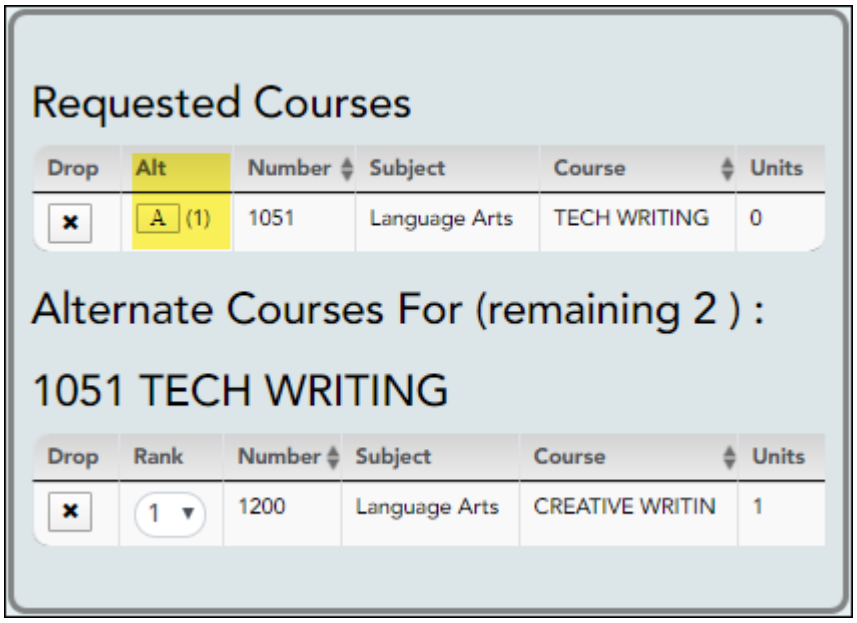
The window lists your requested courses. Click a course to select it.

In the example above, if the YRBK 1 course is not available, the CREATIVE WRIT course will be substituted.

The window closes, and the selected alternate course is displayed in the **Alternate Courses** list and is no longer displayed in the **Available Courses** list.

- Only courses with an assigned course number are available.
- Only three alternate courses may be selected per course.
- A proxy course (i.e., a group of courses that are scheduled together) cannot be added as an alternate.

Under **Requested Courses**, the **Alt** column displays in parentheses the number of alternate courses added for the course.



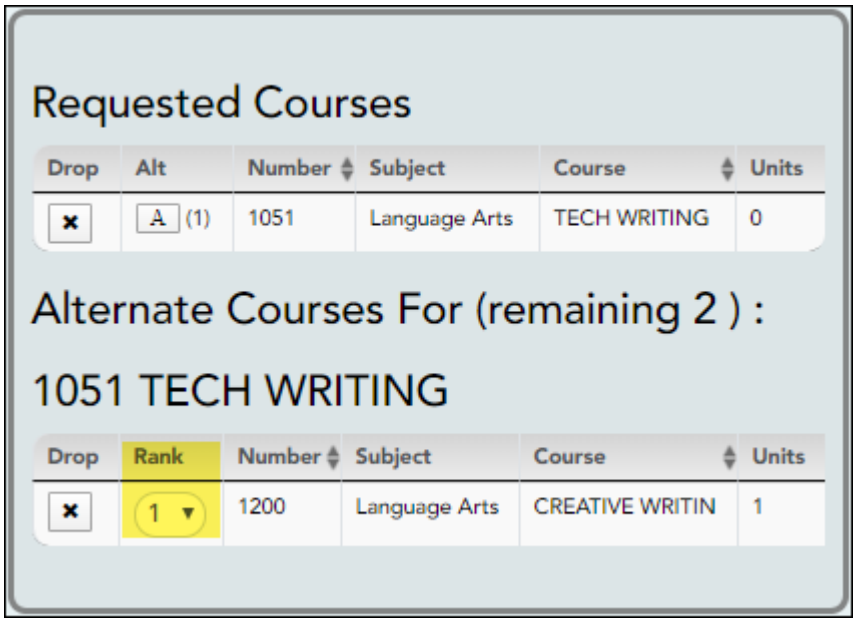
❑ Click A to view the alternate courses.

The alternate courses are displayed in the **Alternate Courses For** list.

❑ To remove an alternate course from the **Alternate Courses** list, click ✖ in the **Drop** column next to the appropriate course.

- The course is displayed in the **Available Courses** list and is no longer displayed in the **Alternate Courses For** list.
- If a course is displayed in the **Alternate Courses** list and you do not have the ability to remove it, it was added by your campus, and you will need to meet with a counselor to discuss it.

❑ Under **Alternate Courses For** in the **Rank** field, you can rank the order in which you want the alternate courses to be applied to your course requests.



For example, if a course is not available, the alternate course with a rank of 1 will be the first alternate course attempted to replace it. If that course cannot be applied, the course with a rank of 2 will be attempted, and so on.

> **NOTE:** If the counselor has specified the rank order, it cannot be changed.

Submit course requests:

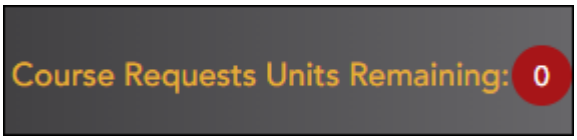
❑ Before submitting your course requests, confirm each of the following:

❑ All information on the About Me page is correct.

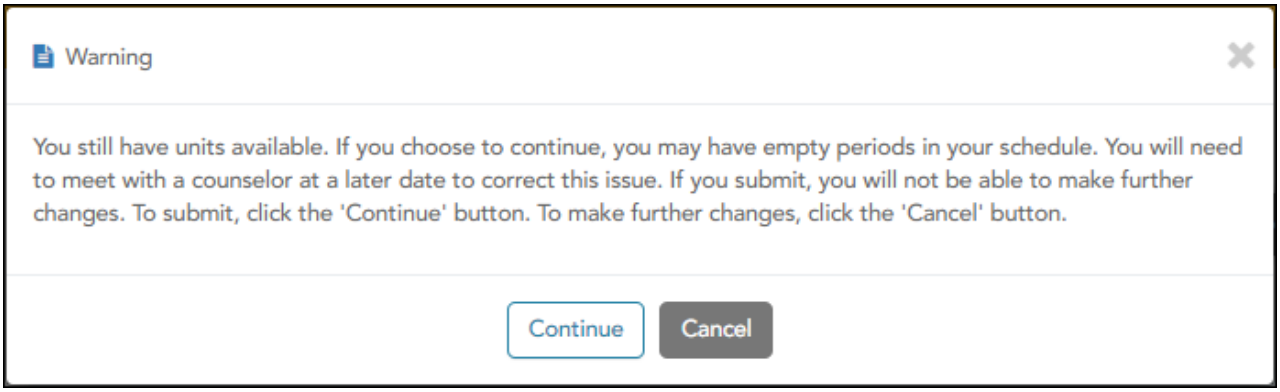
❑ You are satisfied with your selections.

No changes can be made once you click Submit.

❑ **Units Remaining** is equal to zero.



If **Units Remaining** is not zero when the request is submitted, a warning message will notify you that you still have units remaining, and you will need to meet with your campus counselor at a later date to complete your schedule.

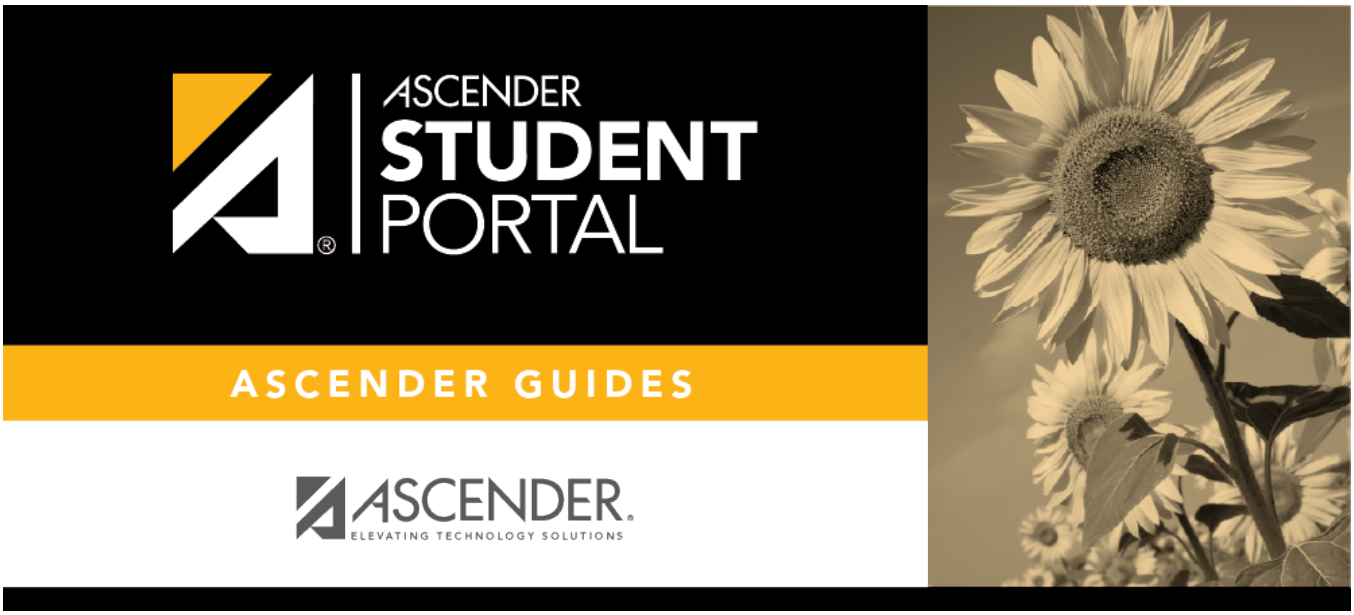


❑ Click **Submit** to submit your list.

A message is displayed confirming your choice to submit your request.

- Click **Continue** to view the Confirmation page.
- Or, click **Cancel** to continue adding or removing courses.

Subject Credit Detail	(top-right corner) ❑ Click to view the history of courses you have taken for the selected subject area. The Subject Credit Detail window opens, listing each course you have taken in the subject area, including the credits earned, the semester and final grades, and important credit detail. Click **OK** to close the window. ❑ To view the history of courses you have taken for a different subject area, select a different subject area under **Subjects**, and then click **Subject Credit Detail**.
Next Subject	Click to view the list of **Available Courses** for the next subject, in order from left-to-right.
Previous Subject	Click to view the list of **Available Courses** for the previous subject, in order from right-to-left.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