

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.

Course	Selec	tion			Subject Credit Deta
🕞 Cam	ous Mess	sage			~
Language Fine Arts	Arts Sp Tech Ap	opech Math	ematics Science S Career/Tech Education	Electives	Economics/Free Enterprise Health P.E./Equivalent Other Languages
Once yo	ur reque	ests are sub	mitted, you will no	ot be able t	Previous Subject Next Subject Submit
Ava	ailable	e Course	es - Language	Arts	Requested Courses
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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.

Course Selection	ı						
Language Arts Speech	Mathematics	Science	Social Studies	Economics/Free Enterprise	Health	P.E./Equivalent	Other

□ 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.

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Availab	ole Cou	ırses - Lan	guage Arts		Reque	ested	Courses			
Add	Alt	Number \$	Course	Units	Drop	Alt	Number \$	Subject	Course	\$ Units
+	Λ	0115	ELA - DUAL	0	×	A (1)	1200	Language Arts	CREATIVE	1
+	Λ	0100	ELA 1	0						
+	Λ	0122	ELA 1	0	Altern	ate C	ourses F	or (rema	iining 2) :	
+	Λ	0121	ELA 1 DUAL	0	1200 (CREAT	TIVE WR	ITIN		
+	Δ	0200	ELA 2	0	Drop	Rank	Number	\$ Subject	Course	\$ Units
+	Δ	0215	ELA 2 DUAL	0	×	1 🔻	1051	Language Arts	TECH WRITING	0
+	Λ	0300	ELA 3	0						

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.

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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.

Add (1200) CREATIVE WRITIN as alternate to:	×
- select one of the courses listed below -	
(<u>1051) IECH WRITING</u> - Language Arts - Units: 0	
alternates.	
Clos	e

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.
- $\circ\,$ 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.

Requ	lested	l Cour	ses		
Drop	Alt	Number \$	Subject	Course 🛔	Units
×	A (1)	1051	Language Arts	TECH WRITING	0
Alter 1051	nate TECI	Course H WRI	es For (re TING	maining 2):
Drop	Rank	Number 🛊	Subject	Course	Units
×	1 🔻	1200	Language Arts	CREATIVE WRITIN	1

 \Box Click \blacksquare 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.

Requ	lested	d Cour	ses		
Drop	Alt	Number (Subject	Course	Units
×	A (1)	1051	Language Arts	TECH WRITING	0
Alter 1051	nate TECI	Cours H WRI	es For (re TING	emaining 2):
Drop	Rank	Number 🛊	Subject	Course	Units
×	1 •	1200	Language Arts	CREATIVE WRITIN	1

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.

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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.

 $\hfill\square$ 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.

Warning	ε
You still have units available. If you choose to continue, you may have empty periods in your schedule. You will need to meet with a counselor at a later date to correct this issue. If you submit, you will not be able to make further changes. To submit, click the 'Continue' button. To make further changes, click the 'Cancel' button.	
Continue Cancel	

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										
Language Arts	School Year	Credits Needed	Credits Earned	Semester 1 Grade	Semester 2 Grade	Final Grade	Credits in Progress	Credits Scheduled/Requested	Remaining Plan Credits	Credits
ENG 1	2017/2018		1.0	079	075	077	0.0	0.0		
ENGLISH II	2018/2019		0.5	075	053	064	0.0	0.0		
ENGLISH II	2018/2019		0.0				0.0	0.0		
ENGLISH III	2019/2020		0.0				1.0	0.0		
READING I	2019/2020		0.0				1.0	0.0		
ENGLISH I	12th Grade		0.0				0.0	0.0	1.0	
ENGLISH I-A	12th Grade		0.0				0.0	0.0	0.5	
Total		4.0	1.5				2.0	0.0	1.5	+1.0
Click OK to	close the	windc	ow.	you have	taken f	or a c	lifferent	Alternate Co	select a	or (rei



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