

Course Request

Table of Contents

rse Request1

Course Request

ASCENDER StudentPortal > Course Request

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

	Seleo	ction							Subje	ct Credit I
ampu	us Mes	sage								
uage A			nematics Science S Career/Tech Education	Electives	Economics/Fr	e Enterpr	ise Healt	h P.E./Equ	uivalent Ot	her Languag
						P	revious Sul	piect Net	xt Subject	Submi
e you	r requ	ests are sub	omitted, you will no	t be able	to make any			110	ni bubjeti	
Avai	ilable	e Course	es - Language	Arts	Req	ueste	ed Cou	rses		
Avai	ilable _{Alt}		es - Language	Arts	Req	ueste	ed Cou		Course	\$ Units
						Alt		Subject Language	CREATIVE	Units
Add	Alt	Number	Course	Units	Drop	Alt	Number 🗍	Subject		*
Add	Alt	Number (Course	Units 2	Drop	Alt <u>A</u> (1)	Number \$	Subject Language Arts	CREATIVE WRIT	2
Add +	Alt	Number Image: Second seco	Course ADV JRN YRBK 1 ADV JRN YRBK 2	Units 2 2	Drop	Alt <u>A</u> (1)	Number \$	Subject Language Arts	CREATIVE	2
Add + +	Alt A A A	Number Image: Number </td <td>Course ADV JRN YRBK 1 ADV JRN YRBK 2 COLLEGE EXM PRP</td> <td> Units 2 2 1 </td> <td>Alte</td> <td>Alt Alt (1)</td> <td>Number () 17100000</td> <td>Subject Language Arts</td> <td>CREATIVE WRIT</td> <td>2</td>	Course ADV JRN YRBK 1 ADV JRN YRBK 2 COLLEGE EXM PRP	 Units 2 2 1 	Alte	Alt Alt (1)	Number () 17100000	Subject Language Arts	CREATIVE WRIT	2
Add + + + + + +	Alt A A A A	Number 4 14940000 14950000 14950000 16010000 11060000 11060000	Course ADV JRN YRBK 1 ADV JRN YRBK 2 COLLEGE EXM PRP ENG 1 L	 Units 2 2 1 4 	Alte): 1710	Alt Alt (1) rnate	Number (17100000 Cours Cours CREA	Subject Language Arts Ses For	(remain	² ing 2
Add + + + + + + + +	Alt A A A A A	Number Image: Number </td <td>Course ADV JRN YRBK 1 ADV JRN YRBK 2 COLLEGE EXM PRP ENG 1 L ENG 1 SOL-9</td> <td> Units 2 2 1 4 4 </td> <td>Alte): 1710</td> <td>Alt Alt (1) rnate 00000 Rank</td> <td>Number (17100000 Cours Cours CREA Number (</td> <td>Subject Language Arts Sees For ATIVE V Subject</td> <td>(remain VRIT</td> <td>2 ning 2</td>	Course ADV JRN YRBK 1 ADV JRN YRBK 2 COLLEGE EXM PRP ENG 1 L ENG 1 SOL-9	 Units 2 2 1 4 4 	Alte): 1710	Alt Alt (1) rnate 00000 Rank	Number (17100000 Cours Cours CREA Number (Subject Language Arts Sees For ATIVE V Subject	(remain VRIT	2 ning 2
Add + + + + + + + + + + + + + + + + + +	Alt A A A A A A A	Number I 14940000 I 14950000 I 16010000 I 11060000 I 11050000 I 11080000 I	Course ADV JRN YRBK 1 ADV JRN YRBK 2 COLLEGE EXM PRP ENG 1 L ENG 1 SOL-9 ENG 1-IS	 Units 2 2 1 4 4 4 4 	Alte): 1710	Alt Alt (1) rnate	Number (17100000 Cours Cours CREA	Subject Language Arts Ses For	(remain	2 ning 2

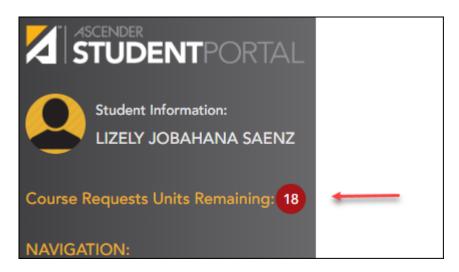
NOTE: If you log on to the application and you are only able to view the Confirmation page, you have either already submitted your course requests, or your campus has changed the application settings to view only. If no courses are listed on the Confirmation page, you have not requested courses for the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

1

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)						
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.

SP

Availat	ole Cou	urses - Lan	iguage Arts		Reque	ested (Courses			
Add	Alt	Number \$	Course	Units	Drop	Alt	Number \$	Subject	Course	¢ Units
+	Α	0115	ELA - DUAL	0	×	A (1)	1200	Language Arts	CREATIVE	1
+	Α	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	TVE WR	ITIN		
+	Λ	0200	ELA 2	0	Drop	Rank	Number	\$ Subject	Course	\$ Units
+	Α	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**.

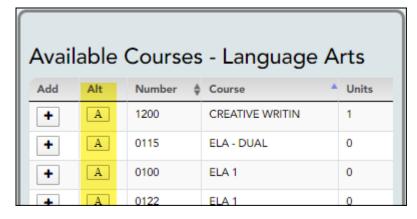
• Units Remaining increases by the appropriate number of units.

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.

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 -	
(1051) TECH WRITING - Language Arts - Units: 0	
NOTE: Alternates cannot be given for proxies, nor can proxies be used as alternates.	
Close	

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.

When you click the course, the window closes, and the selected alternate course is displayed in the **Alternate Courses For** list and is no longer displayed in the **Available Courses** list.

NOTE:

- 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.

Requ	iested	d Cour	ses		
Drop	Alt	Number 🛊	Subject	Course	Units
×	A (1)	1051	Language Arts	TECH WRITING	0
		Course	-	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 For** 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	lestec	l Cour	ses			
Drop	Alt	Number \$	Subject	Course	¢	Units
×	A (1)	1051	Language Arts	TECH WRITING		0
		Course H WRI		maining 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.

SP

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.

 \Box 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	K
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	

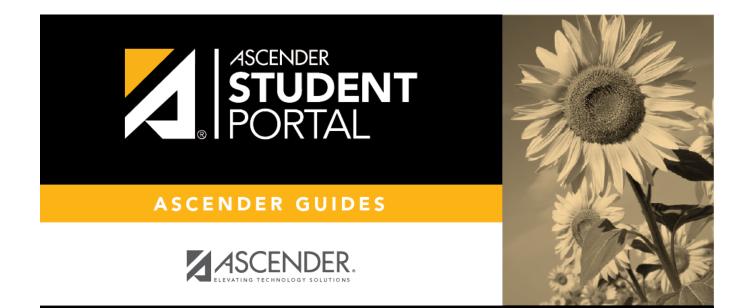
□ Click **Submit** to submit your list.

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.

dit	(top-right co	rner)									
ail	Course Se	lection							_	 (Subject Credit
	🖵 Campus Message 🗸 🗸										
	Language Arts	Speech	Mathema	tics Sci	ence Socia	al Studies	Econom	nics/Free Ent	erprise Health F	E./Equivalent?	Other Langua
	Fine Arts Te	ch Application	s Care	er/Tech Edu	ucation	ectives Lo	cal				
	Once your re	quests are	submit	ted, you	u will not b	be able to	make	any chan	Previous Subject ges.	Next Subj	ect Subm
	Availa	ble Cou	ircoc .	Land		Inte		Paquas	ted Courses		
	Availar		11 262 .	· Lang	Juage A			veques	teu courses	•	
	Click to vi	ow tho h	istory	of cour		have ta	ken fr	or the s	elected subjec	t area	
									u have taken i		niect area
									id important ci		
	including the	e creaits	earneo	u, the s	semester	anu in	argra	aues, ar	iu important ci	euit deta	
	r										
	A Colling Co										
	 Subject Cr 	edit Detail									X 🛛
	T Subject Cr	edit Detail									×
	Subject Cr			Cradite	Competer 1	Compettar 2	Final	Cradite in	Candita	Pamainian	
	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 Lacking
	+	School	Credits								Credits
	Language Arts	School Year	Credits	Earned	Grade	Grade	Grade	Progress	Scheduled/Requested		Credits
	Language Arts ENG 1	School Year 2017/2018	Credits	Earned 1.0	Grade 079	Grade 075	Grade 077	Progress 0.0	Scheduled/Requested 0.0		Credits
	Language Arts ENG 1 ENGLISH II	School Year 2017/2018 2018/2019	Credits	Earned 1.0 0.5	Grade 079	Grade 075	Grade 077	Progress 0.0 0.0	Scheduled/Requested 0.0 0.0		Credits
	Language Arts ENG 1 ENGLISH II ENGLISH II	School Year 2017/2018 2018/2019 2018/2019	Credits	Earned 1.0 0.5 0.0	Grade 079	Grade 075	Grade 077	Progress 0.0 0.0 0.0	Scheduled/Requested 0.0 0.0 0.0 0.0		Credits
	Language Arts ENG 1 ENGLISH II ENGLISH II ENGLISH III	School Year 2017/2018 2018/2019 2018/2019 2019/2020	Credits	Earned 1.0 0.5 0.0 0.0	Grade 079	Grade 075	Grade 077	Progress 0.0 0.0 0.0 1.0	Scheduled/Requested 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0		Credits
	Language Arts ENG 1 ENGLISH II ENGLISH II ENGLISH III READING I	School Year 2017/2018 2018/2019 2018/2019 2019/2020 2019/2020 12th	Credits	Earned 1.0 0.5 0.0 0.0 0.0	Grade 079	Grade 075	Grade 077	Progress 0.0 0.0 1.0 1.0	Scheduled/Requested 0.0 0.0 0.0 0.0 0.0 0.0 0.0	Plan Credits	Credits
	Language Arts ENG 1 ENGLISH II ENGLISH II READING I ENGLISH I	School Year 2017/2018 2018/2019 2018/2019 2019/2020 2019/2020 12th Grade 12th	Credits	Earned 1.0 0.5 0.0 0.0 0.0 0.0 0.0	Grade 079	Grade 075	Grade 077	Progress 0.0 0.0 0.0 1.0 1.0 0.0	Scheduled/Requested 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	Plan Credits	Credits
	Language Arts ENG 1 ENGLISH II ENGLISH II READING I ENGLISH I ENGLISH I-A	School Year 2017/2018 2018/2019 2018/2019 2019/2020 2019/2020 12th Grade 12th	Credits Needed	Earned 1.0 0.5 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0	Grade 079	Grade 075	Grade 077	Progress 0.0 0.0 1.0 1.0 0.0	Scheduled/Requested 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	Plan Credits	Credits Lacking
	Language Arts ENG 1 ENGLISH II ENGLISH II READING I ENGLISH I ENGLISH I-A	School Year 2017/2018 2018/2019 2018/2019 2019/2020 2019/2020 12th Grade 12th	Credits Needed	Earned 1.0 0.5 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0	Grade 079	Grade 075	Grade 077	Progress 0.0 0.0 1.0 1.0 0.0	Scheduled/Requested 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	Plan Credits	Credits Lacking
	Language Arts ENG 1 ENGLISH II ENGLISH II READING I ENGLISH I ENGLISH I-A	School Year 2017/2018 2018/2019 2018/2019 2019/2020 2019/2020 12th Grade 12th	Credits Needed	Earned 1.0 0.5 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0	Grade 079	Grade 075	Grade 077	Progress 0.0 0.0 1.0 1.0 0.0	Scheduled/Requested 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	Plan Credits	Credits Lacking
	Language Arts ENG 1 ENGLISH II ENGLISH II READING I ENGLISH I ENGLISH I-A Total	School Year 2017/2018 2018/2019 2018/2019 2019/2020 2019/2020 12th Grade 12th Grade	Credits Needed	Earned 1.0 0.5 0.0 0.0 0.0 0.0 0.0 1.5	Grade 079	Grade 075	Grade 077	Progress 0.0 0.0 1.0 1.0 0.0	Scheduled/Requested 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	Plan Credits	Credits Lacking
	Language Arts ENG 1 ENGLISH II ENGLISH II READING I ENGLISH I ENGLISH I-A	School Year 2017/2018 2018/2019 2018/2019 2019/2020 2019/2020 12th Grade 12th Grade	Credits Needed	Earned 1.0 0.5 0.0 0.0 0.0 0.0 0.0 1.5	Grade 079	Grade 075	Grade 077	Progress 0.0 0.0 1.0 1.0 0.0	Scheduled/Requested 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	Plan Credits	Credits Lacking
	Language Arts ENG 1 ENGLISH II ENGLISH II READING I ENGLISH I ENGLISH I-A Total	School Year 2017/2018 2018/2019 2018/2019 2019/2020 2019/2020 12th Grade 12th Grade	Credits Needed	Earned 1.0 0.5 0.0 0.0 0.0 0.0 0.0 1.5	Grade 079	Grade 075	Grade 077	Progress 0.0 0.0 1.0 1.0 0.0	Scheduled/Requested 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	Plan Credits	Credits Lacking
	Language Arts ENG 1 ENGLISH II ENGLISH II READING I ENGLISH I ENGLISH I-A Total	School Year 2017/2018 2018/2019 2018/2019 2019/2020 2019/2020 12th Grade 12th Grade	Credits Needed	Earned 1.0 0.5 0.0 0.0 0.0 0.0 0.0 1.5	Grade 079	Grade 075	Grade 077	Progress 0.0 0.0 1.0 1.0 0.0	Scheduled/Requested 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	Plan Credits	Credits Lacking
	Language Arts ENG 1 ENGLISH II ENGLISH II ENGLISH II ENGLISH I ENGLISH I ENGLISH I ENGLISH I ENGLISH I Click OK to c	School Year 2017/2018 2018/2019 2018/2019 2019/2020 2019/2020 12th Grade 12th Grade	4.0	Earned 1.0 0.5 0.0 0.0 0.0 0.0 1.5 W.	Grade 079 075 075	Grade 075 053	Grade 077 064	Progress 0.0 0.0 1.0 1.0 0.0 2.0	Scheduled/Requested 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	Plan Credits	Credits Lacking
	Language Arts ENG 1 ENGLISH II ENGLISH II ENGLISH II ENGLISH II ENGLISH I ENGLISH I ENGLISH I ENGLISH I Click OK to c	School Year 2017/2018 2018/2019 2018/2019 2019/2020 2019/2020 12th Grade 12th Grade	4.0	Earned 1.0 0.5 0.0 0.0 0.0 0.0 0.0 1.5 W. Urses)	Grade 079 075 075	Grade 075 053	Grade 077 064	Progress 0.0 0.0 1.0 1.0 0.0 2.0	Scheduled/Requested 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	Plan Credits	Credits Lacking
dous	Language Arts ENG 1 ENGLISH II ENGLISH II ENGLISH II ENGLISH II ENGLISH I ENGLISH I ENGLISH I ENGLISH I Click OK to c	School Year 2017/2018 2018/2019 2018/2019 2019/2020 2019/2020 12th Grade 12th Grade	4.0 windc	Earned 1.0 0.5 0.0 0.0 0.0 0.0 0.0 1.5 W. W. Urses y then cl	Grade 079 075 075	taken f	077 064	Progress 0.0 0.0 1.0 1.0 0.0 2.0	Scheduled/Requested 0.0 <td>Plan Credits I.0 I.0 I.5 DURSES Fro select a</td> <td>Credits Lacking</td>	Plan Credits I.0 I.0 I.5 DURSES Fro select a	Credits Lacking
dous	Language Arts ENG 1 ENGLISH II ENGLISH II ENGLISH II ENGLISH II ENGLISH I ENGLISH I ENGLISH I ENGLISH I Click OK to c	School Year 2017/2018 2018/2019 2018/2019 2019/2020 2019/2020 12th Grade 12th Grade	4.0 windc	Earned 1.0 0.5 0.0 0.0 0.0 0.0 0.0 1.5 W. W. Urses y then cl	Grade 079 075 075	taken f	077 064	Progress 0.0 0.0 1.0 1.0 0.0 2.0	Scheduled/Requested 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	Plan Credits I.0 I.0 I.5 DURSES Fro select a	Credits Lacking

8



Back Cover