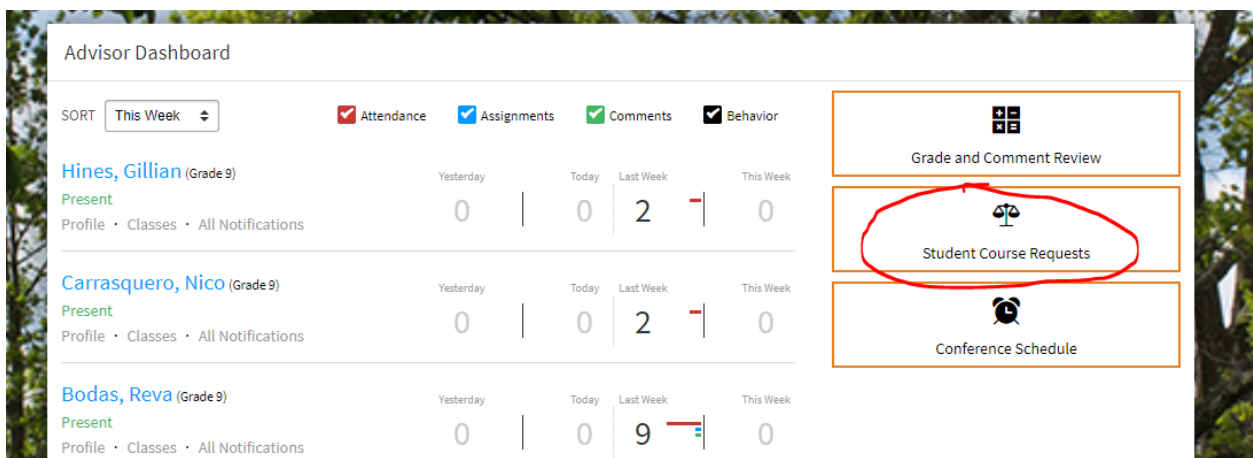
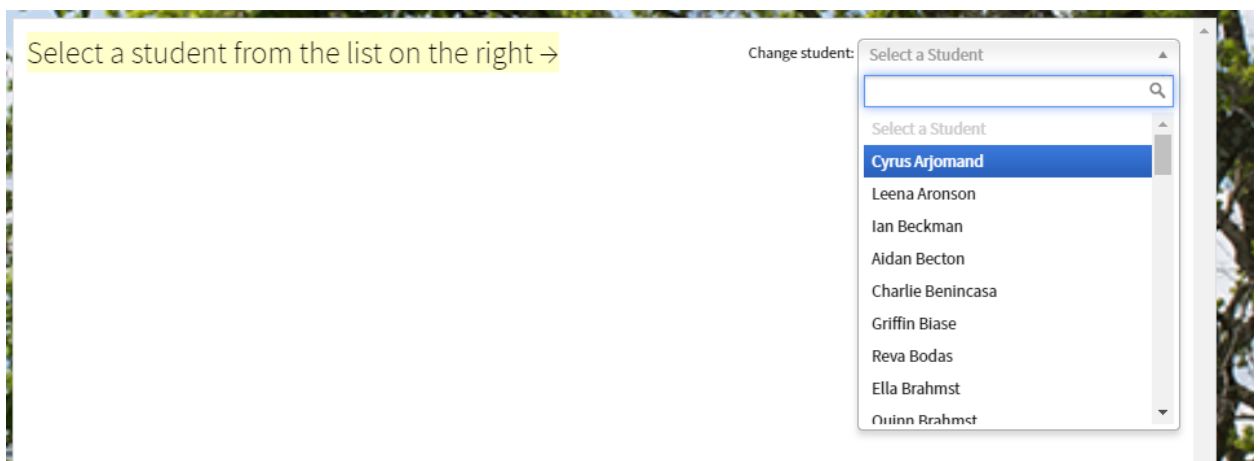


Interession Course Requests Instructions

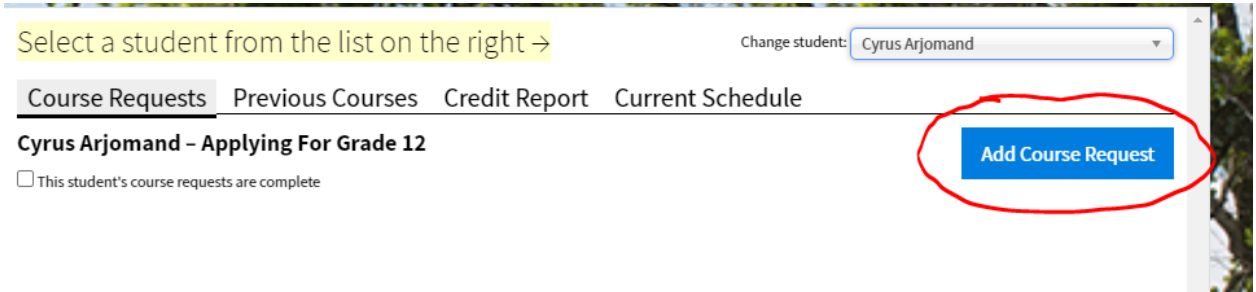
- Click on Advisor Dashboard
- Click on Student Course Requests



- Select a student from the list on the right. Only Students you teach or are your Advisees will show up.

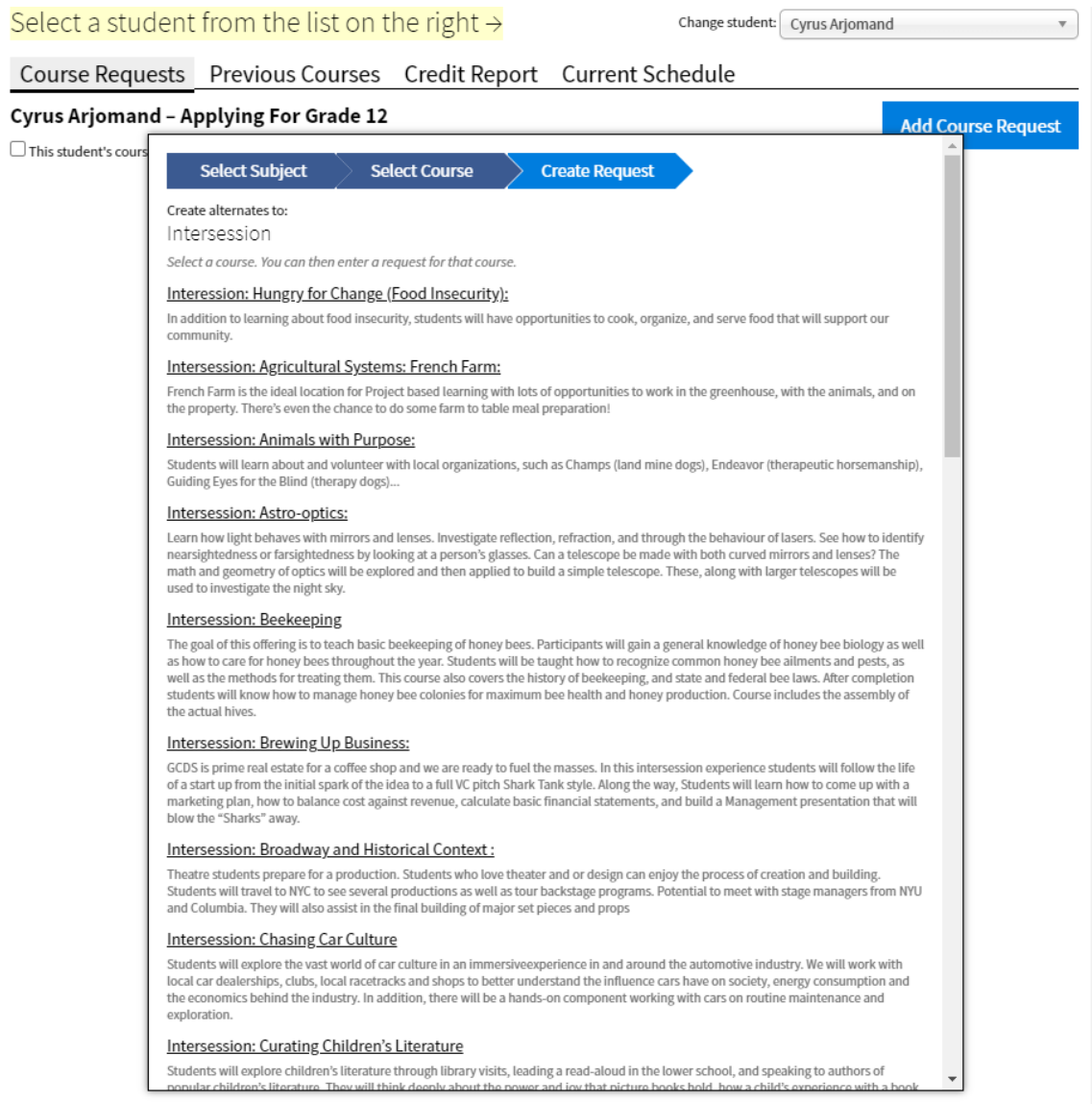


- Click add course Request



- Select Intersession

- Select the students 1st Choice intersession.



- Change Priority to first, and leave Term and Level as is. Click Add Course Request.

land - Applying for Grade 12 Add Course Request

ours

Select Subject Select Course Create Request

Create alternates to:
Request *Interession: Hungry for Change (Food Insecurity):*

Priority First

Term ALL

Level N/A

Approved

Recommended

Notes

- Click Add Alternate Course

Select a student from the list on the right → Change student: Cyrus Arjomand

Course Requests Previous Courses Credit Report Current Schedule

Cyrus Arjomand - Applying For Grade 12 Add Course Request

This student's course requests are complete

Course Request 1

Interession: Hungry for Change (Food Insecurity): Remove Request

Priority First

Term ALL

Level N/A

Approved

Recommended

Add Alternate Course

- Click Interession and Add students 2nd Choice. Make sure Priority is set to second.

rs
es

Select Subject **Select Course** **Create Request**

Create alternates to: Intersession: Hungry for Change (Food Insecurity): (1st)
Request *Intersession: Agricultural Systems: French Farm:*

Priority **Second** ▼

Term ALL ▼

Level N/A ▼

Approved

Recommended

Add Course Request

Notes

ve R

- Repeat process for 3rd choice.
- When you get to 4th and 5th. Set the Priority to 3rd but put 4th and 5th in the notes.

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es

Select Subject **Select Course** **Create Request**

Create alternates to: Intersession: Hungry for Change (Food Insecurity): (1st), Intersession: Agricultural Systems: French Farm: (2nd), Intersession: Beekeeping (3rd)
Request *Intersession: Brewing Up Business:*

Priority **Third** ▼

Term ALL ▼

Level N/A ▼

Approved

Recommended

Add Course Request

Notes
4th

ve Req

sion: Agricultural Systems: French Farm:

Demo Ben

- When all 5 requests are in click, this student's course requests are complete.

Select a student from the list on the right →

Change student: Cyrus Arjomand

Course Requests Previous Courses Credit Report Current Schedule

Cyrus Arjomand - Applying For Grade 12

Add Course Request

This student's course requests are complete

Course Request 1

Interession: Hungry for Change (Food Insecurity):

Remove Request

Priority First
Term ALL
Level N/A
Approved
Recommended

Interession: Agricultural Systems: French Farm:

Remove Request

Priority Second
Term ALL
Level N/A
Approved
Recommended

Interession: Beekeeping

Remove Request

Priority Third
Term ALL
Level N/A
Approved
Recommended

Interession: Brewing Up Business:

Remove Request

Priority Third
Term ALL
Level N/A
Approved
Recommended

4th