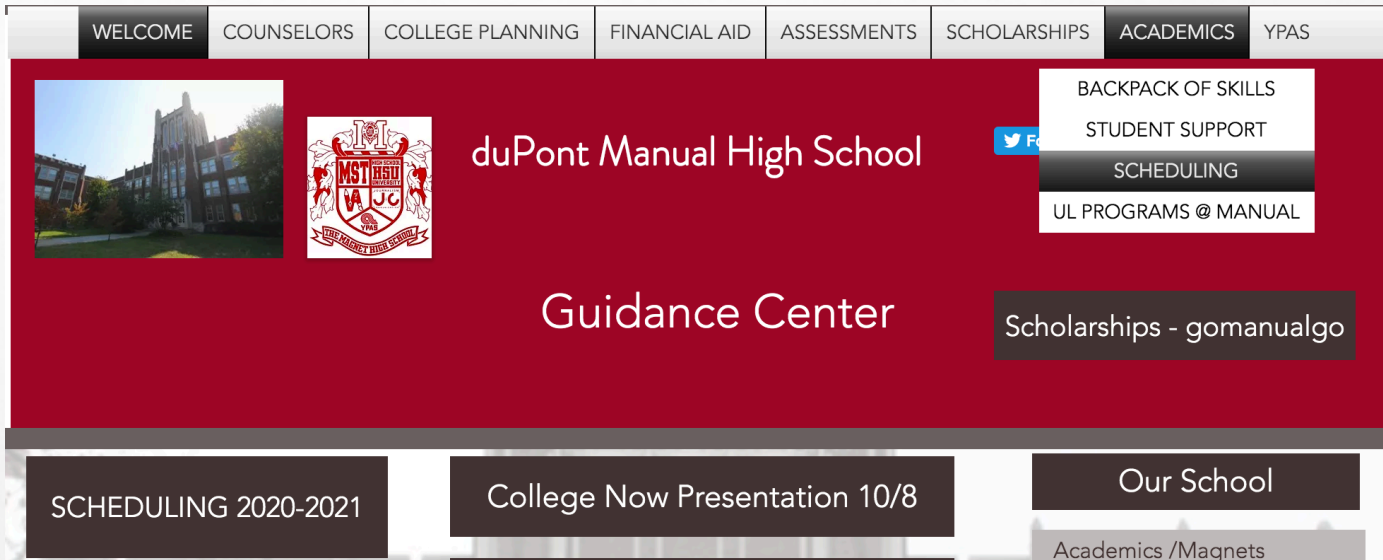




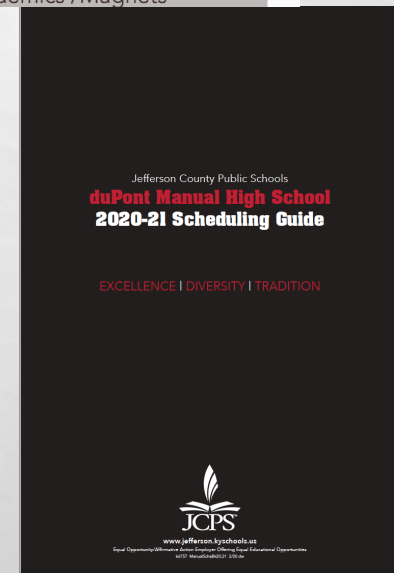
DUPONT MANUAL HIGH SCHOOL SCHEDULING 2020-21

Follow us on Twitter:  @dmhsguidance



www.dupontmanual.com, click on Counseling Corner, and click on Academics at the top of the counseling website homepage.

- Course Book
- Student Course Request Form
- YPAS Audition Dates
- Scheduling Presentation



SCHEDULING DOCUMENTS

February 18-March 12

Counselors will meet with students by magnet/grade level to discuss scheduling courses for 2020-21

March 13-19

Counselors will meet with you individually through your study skills to answer questions about your course list and transcript verification.

March 20

Due Date for all Student Course Request Forms to be turned into the Guidance Office; and to have Courses Listed on your Student Portal.

May 15

Schedule Change Deadline. After this date, changes will have to be made during Orientation over the summer.

TIMELINE FOR SCHEDULING



Mrs. Marti K. Johnston
Guidance Counselor (A-L - 11th & 12th)
marti.johnston@jefferson.kyschools.us



Mrs. Amy Medley
Guidance Counselor (M-Z - 11th & 12th)
amy.medley@jefferson.kyschools.us



Mrs. Michelle Leslie
Guidance Counselor (A-L - 9th & 10th)
michelle.leslie@jefferson.kyschools.us



Mrs. Amy Meeron
Guidance Counselor (M-Z - 9th & 10th)
amy.meeron@jefferson.kyschools.us



Mr. Kevin Fowler
Guidance Counselor (A-Z - YPAS)
kevin.fowler@jefferson.kyschools.us

YOUR COUNSELORS

GRADUATION REQUIREMENTS – CLASS OF 2021 & 2022 (P. 5)

SUBJECT AREA	CREDITS
ENGLISH/LANGUAGE ARTS	4
MATHEMATICS Algebra 1, Geometry, & Algebra 2; students must take a math course each year of high school and successfully complete math credit in the 12 th grade.	3
SCIENCE Biology, Chemistry & Physics	3
SOCIAL STUDIES World History, U.S. History and one of the following: Geography, Economics, Government or African American History.	3
HEALTH/PHYSICAL EDUCATION	1
HISTORY & APPRECIATION OF THE VISUAL & PERFORMING ARTS (HAVPA) Students can fulfill this requirement by taking the following: HAVPA course, Spanish Humanities, AP Art History, 3-VA or 3 YPAS courses.	1
ELECTIVES - 4 Course sequence of electives (magnet/major) - World Language – 2 credits are recommended	7
Total	22

OTHER DIPLOMA REQUIREMENTS – CLASS OF 2021 & 2022

- Complete the Individual Learning Plan
- Student must pass the Civics test.
- All students must demonstrate proficiency in technology (this will be done while they load artifacts in their *JCPS Back Pack of Success*).



GRADUATION REQUIREMENTS – CLASS OF 2023 & 2024 (P. 6)

SUBJECT AREA	CREDITS
ENGLISH/LANGUAGE ARTS	4
MATHEMATICS Algebra 1, Geometry, & Algebra 2; students must take a math course each year of high school and successfully complete math credit in the 12 th grade.	4
SCIENCE Biology, Chemistry & Physics	3
SOCIAL STUDIES World History, U.S. History and one of the following: Geography, Economics, Government or African American History.	3
HEALTH/PHYSICAL EDUCATION	1
HISTORY & APPRECIATION OF THE VISUAL & PERFORMING ARTS (HAVPA) Students can fulfill this requirement by taking the following: HAVPA course, Spanish Humanities, AP Art History, 3-VA or 3 YPAS courses.	1
Electives - 4 Course sequence of electives (magnet/major) - World Language – 2 credits are recommended	6
Total	22

OTHER DIPLOMA REQUIREMENTS – CLASS OF 2023 & 2024

- Complete the Individual Learning Plan (ILP).
- Students must pass the Civics test.
- Financial Literacy embedded in a course (Class of 2024 only)
- All students must demonstrate proficiency in technology (this will be done while they load artifacts in their JCPS Back Pack of Success)



GRADUATION QUALIFIERS (Complete One) - P. 7

In addition to the graduation requirements listed in this document, students must complete one or more of the following graduation qualifiers:

- Satisfy Precollege Curriculum,
- Achieve benchmark score on one College Admissions or Placement Exam,
- Complete (3) Postsecondary Credit Hours – Dual Credit with a grade of “C” or higher,
- Obtain an Industry Certification,
- Complete four credits from an approved Career Pathway (p.,
- Complete 500 hours of exceptional work experience, or
- Complete 2 years in an approved pre-apprenticeship or apprenticeship program.

[Incoming Freshmen](#)[Enrollment Checklist](#)[Transfer Students](#)[International Admissions](#)[In-State Admissions](#)[Frequently Asked Questions](#)[Become a VIP](#)

In terms of educational preparation, the college preparatory curriculum minimum unit requirements for regular admissions are

- 4 units of English
- 4 units of social sciences, including world history or a comparable course (second foreign language will satisfy one of the four required social science requirements)
- 3 units of mathematics (must include algebra I, algebra II, and one unit of either geometry, trigonometry, or calculus)
- 3 units of natural sciences, including two courses with lab components
- 1 unit of foreign language
- 5 additional units of academic courses (We recommend courses in fine arts or computer literacy, with additional courses in mathematics, natural sciences, and foreign language.)

The University of Alabama reserves the right to refuse admission or re-enrollment or to place conditions on admission or re-enrollment of applicants and former students who it determines represent a safety risk to University students, employees, and University property. Applicants have the right to appeal any such decision to the Undergraduate Admissions Advisory Committee within 7 business days of the date the notice was received.

Withholding information or giving false information may make you ineligible for admission to, or continuation at, the University. Therefore, by submitting this information, you certify that it is true, correct, and complete. Also, by submitting this application, you give permission for the University to obtain additional information from others pertinent to your record prior to attending the University.

OUT OF STATE REQUIREMENTS

UNDERGRADUATE ADMISSIONS

Academic Preparation

While our admissions process is holistic, most successful candidates will present a curriculum that includes the equivalent of five academic subjects each year for four years. Recommended course work includes 4 units of English, 4 units of mathematics, 4 units of natural science, 2 units of foreign language, 2 units of social science/humanities, and 4 units of additional course work in these areas, or other academic courses such as engineering science, computer science, social science or natural science research, or advanced work in the humanities. Close attention will be paid to the rigor of course work presented. It is highly recommended that candidates applying to the School of Engineering have taken calculus and calculus-based physics.

OUT OF STATE REQUIREMENTS

- COMPREHENSIVE
- HONORS (HNR)
- ADVANCE PROGRAM (ADV)
- DUAL CREDIT
- MATHEMATICS, SCIENCE & TECHNOLOGY (MST)
- ADVANCED PLACEMENT (AP)

*TRY TO BALANCE DIFFICULTY OF COURSES WITH YOUR TIME AND TALENTS.

COURSE LEVEL DESCRIPTIONS – P. 7

The JCPS Advance Program is an incentive program to encourage students to take more rigorous, accelerated courses.

- Complete 12 advance program and/or AP courses in high school.
- Complete 3 years of the same world language, or two years of two different world languages.
- Complete one of the following: ADV History Arts, AP Art History, Spanish Humanities, 3 VA courses, or 3 YPAS courses.
- Students must maintain a 3.0 GPA to remain in the program.
- Students do not have to be Advance Program to take advanced courses.

College Board Website: <https://apstudents.collegeboard.org/>
(click on Courses & Exams)

- AP courses are college-level courses taught in high school
- AP courses have college level reading and writing assignments and have the most rigorous test and homework assignments.
- While taking an AP course, you may elect to take the AP exam for that course and possibly earn college credit if the college you will be attending will accept AP scores.
- AP classes are weighted – it is a good way to raise your GPA if you are successful in the course.

AP Credit Policy Search

Find colleges that offer credit or placement for AP scores. For the most up-to-date AP credit policy information, check the institution's website.

☐ Search by Course

☒ Find Your College

College name

Search College

<https://apstudents.collegeboard.org/getting-credit-placement/search-policies>

UNIVERSITY OF LOUISVILLE – AP COURSE CREDIT

AP Exam	Required Exam Score	Awarded Course
AP Eng Language	3 , 4, or 5	ENGL101 (3 hours)
AP Macroeconomics	3, 4, Or 5	ECON 202 (3 hrs)
AP US History	3, 4, or 5	HIST 211 – 212 (6 hours)
AP Calculus AB	3, 4, or 5	3 - MATH 180 (3 hrs); 4 or 5 MATH 205 (4hrs)
AP Spanish Language	3, 4, or 5	3 – SPAN 122 (4hrs); 4-SPAN 123 (4hrs); 5- SPAN 201-202 (6 hrs)
AP Biology	3, 4, or 5	BIOL 102 (3 hours)
AP World	3, 4, or 5	HIST 102(3 hrs)
AP Art History	4 or 5	ARTH 250 (3 hours)
AP Psychology	3, 4, or 5	PSYC 201 (3 hours)
AP Statistics	3, 4, or 5	MATH 109 (3 hrs)

STANDARD SCALE

A = 4. (90-100%)

B = 3 (80-89%)

C = 2 (70-79%)

D = 1 (60-69%)

U = 0 (BELOW 60%)

COLLEGE SCALE*

A = 5 (90-100%)

B = 3.75 (80-89%)

C = 2.5 (70-79%)

D = 1.25 (60-69%)

U = 0 (BELOW 60%)

***DUAL CREDIT & ADVANCED PLACEMENT
COURSE**

GRADING SYSTEM (P. 10)

- **MANUAL ACHEIVEMENT CENTER** (Room 113) – peer tutors are available and students can receive individual interventions with a certified teacher.
- **Extended School Services** (ESS) is available after school with a teacher
- **Transition Center** (eSchool Lab) is available for students to work on credit and content recovery through JCPS eSchool and Edmentum.
- National Honor Society (**peer tutoring**) works before/after school with students.



JEFFERSON COUNTY PUBLIC SCHOOLS

CERTIFIED CREDIT SHEET

Date Run: 2/20/2020 11:27:37 AM

Dupont Manual High
120 West Lee Street
Louisville, KY 40208
(502)485-8241

GPA: Weighted 4.099

GPA: Standard Unweighted 3.793

Credits Earned: 29.00

Credits Required: 22.00

Grade Level: 12

Subject	Grade	Credit
Dupont Manual High		
Gr: 09 Term: 3 2015-2016		
HUMAN GEOGRAPHY AP	A-	0.50
ENGLISH1 ADV	A	0.50
SPANISH2 ADV	A	0.50
MST GEOMETRY	A	0.50
INTEG SCIENCE 1A (MST)	A	0.50
COMPUTATIONAL THINKING	A	0.50
VISUAL ARTS1	A	0.50
Total Term 3 Credits:		3.50

Dupont Manual High		
Gr: 09 Term: 6 2015-2016		
HUMAN GEOGRAPHY AP	A-	0.50
ENGLISH1 ADV	A	0.50
SPANISH2 ADV	A	0.50
MST GEOMETRY	A	0.50
INTEG SCIENCE 1A (MST)	A	0.50
COMPUTATIONAL THINKING	A	0.50
VISUAL ARTS1	A	0.50
Total Term 6 Credits:		3.50

Dupont Manual High		
Gr: 09 Term: 7 2015-2016		
PHYSICAL EDUCATION 1	A	0.50
HEALTH EDUCATION I	A	0.50
Total Term 7 Credits:		1.00

Subject	Grade	Credit
Dupont Manual High		
Gr: 10 Term: 3 2016-2017		
WORLD HIST AP	A	0.50
AP SEMINAR ENGLISH II	B+	0.50
SPANISH3 ADV	A	0.50
ALGEBRA 2 (MST)	A	0.50
CHEMISTRY 1 (MST)	B	0.50
JAVA PROGRAMMING I	A	0.50
VISUAL ARTS2	A	0.50
Total Term 3 Credits:		3.50

Dupont Manual High		
Gr: 10 Term: 6 2016-2017		
WORLD HIST AP	B+	0.50
AP SEMINAR ENGLISH II	A+	0.50
SPANISH3 ADV	A	0.50
ALGEBRA 2 (MST)	A	0.50
CHEMISTRY 1 (MST)	B	0.50
SCIENCE IND RS1 (ADV)	A	0.50
JAVA PROGRAMMING I	A	0.50
VISUAL ARTS2	A	0.50
Total Term 6 Credits:		4.00

Subject	Grade	Credit
Dupont Manual High		
Gr: 11 Term: 3 2017-2018		
US HISTORY AP	B	0.50
MACRO ECON AP	A	0.50
ENG LA COM AP	A	0.50
SPANISH4 ADV	A	0.50
MST PRE-CALCULUS	A	0.50
BIOLOGY 1 (MST)	A	0.50
PHOTOGRAPHY 1	A	0.50
Total Term 3 Credits:		3.50

Dupont Manual High		
Gr: 11 Term: 6 2017-2018		
US HISTORY AP	B	0.50
MACRO ECON AP	A	0.50
ENG LA COM AP	A+	0.50
SPANISH4 ADV	A	0.50
MST PRE-CALCULUS	B	0.50
BIOLOGY 1 (MST)	A	0.50
SCIENCE IND RS1 (ADV)	A	0.50
PHOTOGRAPHY 1	A	0.50
Total Term 6 Credits:		4.00

Subject	Grade	Credit
Dupont Manual High		
Gr: 12 Term: 3 2018-2019		
PSYCHOLOGY AP	A	0.50
ENGL 102 UL INTERM COLL	A	0.50
WRITIN		
SPANISH5 HNR	A	0.50
AP CALCULUS BC	A	0.50
AP PHYSICS I: ALGEBRA BASED	C	0.50
PHOTOGRAPHY2	A	0.50
Total Term 3 Credits:		3.00

Dupont Manual High		
Gr: 12 Term: 6 2018-2019		
PSYCHOLOGY AP	A	0.50
ENGL 102 UL INTERM COLL	A	0.50
WRITIN		
SPANISH5 HNR	A	0.50
AP CALCULUS BC	B	0.50
AP PHYSICS I: ALGEBRA BASED	C	0.50
PHOTOGRAPHY2	A	0.50
Total Term 6 Credits:		3.00

MST TRANSCRIPT

WHAT TO DO IF YOU FAIL A REQUIRED CLASS FOR GRADUATION

- Take the course again
- Take the course through JCPS e-School (no longer counts for NCAA)
- Take the course through Edmentum (on-line through our school)
- Take the course during Summer School (\$fee)

*See your counselor to sign up for the above.

NCAA CLEARINGHOUSE

- For students who wish to play sports in college
- No official college visits for sports until you have registered with NCAA Clearinghouse
- Apply online at www.eligibilitycenter.org
- Make sure you complete the required core courses listed in your booklet
- Make sure you have the minimum test scores and GPA listed on the NCAA website.
- See Ms. Leslie (Manual's NCAA Clearinghouse Coordinator) if you have any questions.



CORE CONTENT COURSES

SOPHOMORE YEAR:

- HNR English 2
- ADV English 2
- AP Seminar (English 2 credit)

JUNIOR YEAR:

- HNR English 3
- ADV English 3
- ADV English 3 (Focus: African-American lit/Women's studies)
- AP English Language & Comp.

SENIOR YEAR:

- HNR English 4
- ADV English 4
- ENGL 101 –UL
- ENGL 102 – UL
- AP English Literature & Comp.

ENGLISH

SOPHOMORE YEAR:

- MST Algebra 2/Trig

JUNIOR YEAR:

- MST Precalculus

SENIOR YEAR:

- AP Calculus AB
- AP Calculus BC
- AP Statistics
- MST Discrete

MATHEMATICS

SOPHOMORE YEAR:

- MST Chemistry

JUNIOR YEAR:

- MST Biology

SENIOR YEAR:

- AP Physics

ELECTIVES:

- AP Chemistry
- AP Biology
- AP Environmental Science
- ADV Anatomy & Physiology
- Engineering I
- Engineering II
- Biomedical/Human Body

SCIENCE

SOPHOMORE YEAR:

- HNR World Civilization
- ADV World Civilization
- AP World History

JUNIOR YEAR:

- HNR U.S. History
- ADV U.S. History
- AP U.S. History

SENIOR YEAR:

- Economics
- Political Science
- African American History
- AP Macroeconomics
- AP Microeconomics
- AP Macro/AP Micro
- AP US Government & Pol.
- AP Comparative Gov. & Pol.
- Sociology/Financial Literacy
- HNR Psychology
- AP Psychology
- Holocaust
- AP European History

SOCIAL STUDIES

- Health (.5)
- PE (.5) or
Fundamentals of Dance (1 full year credit)

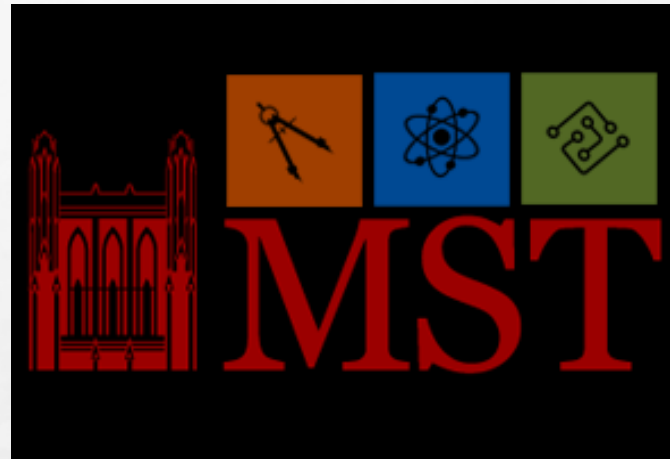
HEALTH & PHYSICAL EDUCATION

- History Arts (comprehensive level)
- ADV History Arts
- AP Art History
- ADV Spanish Humanities
- 3 years of Visual Art courses
- 3 years of YPAS courses in one area

HUMANITIES (HAVPA)

- Spanish: HNR, ADV and AP – Level 1, 2, 3, 4, & 5, & AP
- French: HNR, ADV and AP – Level 1, 2, 3, & 4, & Ap
- Latin: ADV and AP – Level 1, 2, 3, & AP
- German: HNR and ADV – Level 1, 2, 3, & 4

WORLD LANGUAGE



MST MAGNET (P. 16-17)

SOPHOMORE YEAR:

- English 2
- **MST Algebra 2/MST Trig**
- **MST Chemistry**
- **Programming**
- World History
- World Language
- Elective
- Study Skills

JUNIOR YEAR:

- English 3
- **MST Precalculus**
- **MST Biology**
- U.S. History
- World Language
- Elective
- Elective
- Study Skills

SENIOR YEAR:

- English 4
- **AP Calculus BC**
- **AP Physics**
- HAVPA
- Elective
- Elective
- Elective
- Study Skills/Student Asst.

MATH, SCIENCE & TECHNOLOGY

Notes:

1. All MST students will complete a minimum of 4 years of math and science; and 2 years of computer science (labeled in bold on your 4-year plan).
2. AP Statistics, AP Environmental Science, AP Chemistry, AP Biology, AP Computer Science A, Cyber Science, and Information Tech Intern.
3. No MST students will allow to transfer to a lower level science class unless they receive a D or less in class.

MATH, SCIENCE & TECHNOLOGY

Notes:

4. MST Research Component: Science, mathematics or technology research is the focus of the MST Program. All students are required to complete a research project in one of the three area during freshman, sophomore, & junior year. During sophomore & junior year, students will receive a half credit for the research each year and the grades will be separate from any science courses.
5. All MST students are expected to participate in a regional science fair or comparable science competition in the school year when the student completes their science fair component.

Think about the things you love to do. Also, think about your personality and how you do things. Answer questions like these:

- Do I prefer to give a speech or write a speech?
- Would I rather be an actor or a director?
- Would I rather listen to music or play music?
- Do I plan out everything before I take on a project or dive right in?
- Am I outgoing or introspective?
- Would I rather think up something new or improve upon something that already exists?
- Do I prefer to be a leader or a team member?
- Are you good at math?
- Are you able to teach yourself computer languages?

HOW TO CHOOSE ELECTIVES

Career Pathway	Complete 4 Course Sequence
Biomedical Sciences	- Principles of Biomedical Services - Human Body Systems - Medical Interventions - Biomedical Innovations
Computer Science	- AP Computer Science Principles - JAVA Programming - AP Computer Science A - Cyber Science and/or Information Technology Internship
Computer Programming Blended Hybrid	- Programming or AP Computer Science Principles - Web Page Development - AP Compute Science A - Information Technology Internship
Consumer & Family Services	- FACS Essential (Life Skills) - Food & Nutrition - Relationship & Parenting
Engineering	- Engineering I - Engineering II - Mechanical Engineering - Engineering Capstone or Engineering Co-op or AP Computers Science A or AP Computer Science Principles
Fashion & Interior Design	- FACS Essentials (Life Skills) - Fashion & Interior Design I - Fashion & interior Design II - Fashion & Interior Design III
Hospitality & Tourism	- Principles of Hospitality - Food & Nutrition or FACS Essentials

YPAS Electives are found in all the YPAS Majors

- Dance
- Instrumental Music – Band
- Instrumental Music – Orchestra
- Instrumental Music – Guitar
- Instrumental Music – Piano
- Musical Theatre
- Theatre
- Vocal Music
- Music Theory

**YOUTH PERFORMING ART SCHOOL
COURSES OPEN TO NON-MAJORS**



Please contact YPAS Music Faculty to schedule your audition(s).

Band	April 21, 22	
Curtis Essig	curtis.essig@jefferson.kyschools.us	
Jason Gregory	jason.gregory@jefferson.kyschools.us	
Guitar	April 20	
Michael Kagan	michael.kagan@jefferson.kyschools.us	485-8355
Orchestra	April 27, 28, 29	
Dan Whisler	daniel.whisler@jefferson.kyschools.us	485-8355
Piano	April 21	
Dr. Matilda Ertz	matilda.ertz@jefferson.kyschools.us	485-8355
Vocal	April 29	
Jacob Cook	jacob.cook@jefferson.kyschools.us	485-8355

Please see departmental audition requirements on reverse.
Additional information is available on the YPAS web site at www.ypas.org

YPAS AUDITION DATES

- Work at UPS during your senior year (4 classes at Manual – 2 each day) – work start time is 11:00 or 11:30 AM
- Earn a weekly paycheck - \$14.00 per hour
- Take a college class through JCTC
- Receive preferred placement in the UPS Metro College Program to earn free tuition to UL
- If you are interested, please see Ms. Anita in the Guidance Office before March 11.



UPS – COOP PROGRAM



- Crimson Scholars Program and The Louisville Academy Program allows students to take college classes at UL while in high school.
- Students will need to give up 2 classes to allow the UL class.
- Students experience college curriculum while saving money.
- Informational Meeting will be held on March 11 after school in the library.
- Students will complete the following application process:
 - UL Application
 - UL Financial Agreement Policy
 - Send Transcript
 - Send ACT or SAT (If you are a 10th grader – you will need to take the ACT.

Taking Classes at the University of Louisville

UL - Cardinal Core		Course Name	Min. # of Credit Hours
Skills	Written Communication	ENG 101 & 102	6
	Oral Communication	COMM 111 (Public Speaking)	3
	Quantitative Reasoning	MATH 111 (College Alg)	3
Disciplinary Perspectives	Arts & Humanities	HUM 152 (Cultures of America)	6
	Social & Behavioral Sciences and Historical Perspective	PSYC 201 (Intro to Psychology)	6
	Natural Sciences	BIOL 102 (Biology I)	7
Diversity	US Diversity/Global Diversity	HIST 211 (History of Civ. I)	6
Total			31

UK Core		Course Name	Min. # of Credit Hours
Intellectual Inquiry	Arts & Creativity	AE 120 (Pathways to Creativity)	3
	Humanities	CLA 135 (Greek Mythology)	3
	Social Sciences	COM 101 (Intro to Communication)	3
	Natural, Physical & Math Sciences	BIO 102 (Human Ecology)	3
Written & Oral Communication	Comp. & Communication I	ENG 101 (CIS 110)	3
	Comp. & Communication II	ENG 102 (CIS 112)	3
Quantitative Reasoning	Quantitative Foundations	MATH 109 (College Alg.)	3
	Statistical Inferential Reasoning	STA 210 Intro. Stat Reasoning)	3
Citizenship	Community, Culture & Citizenship	HIS 108 (His. Of US)	3
	Global Dynamics	GEO 160 (Lands & People)	3
Total			30

- Dual Credit courses (ENGL 101, ENGL102, ENGL 202 Creative Writing, SPA 111, and SPA 112) – requirements are 3.0 GPA and ACT score.
- Senior Aide – Mark an X in the box for Student Assistant
- Peer Tutor – Mark an X in the box for Peer Tutor (11-12th Grade). You can peer tutor with a teacher or in the MAC.

SCHEDULING NOTES

SCHEDULING INSTRUCTIONS

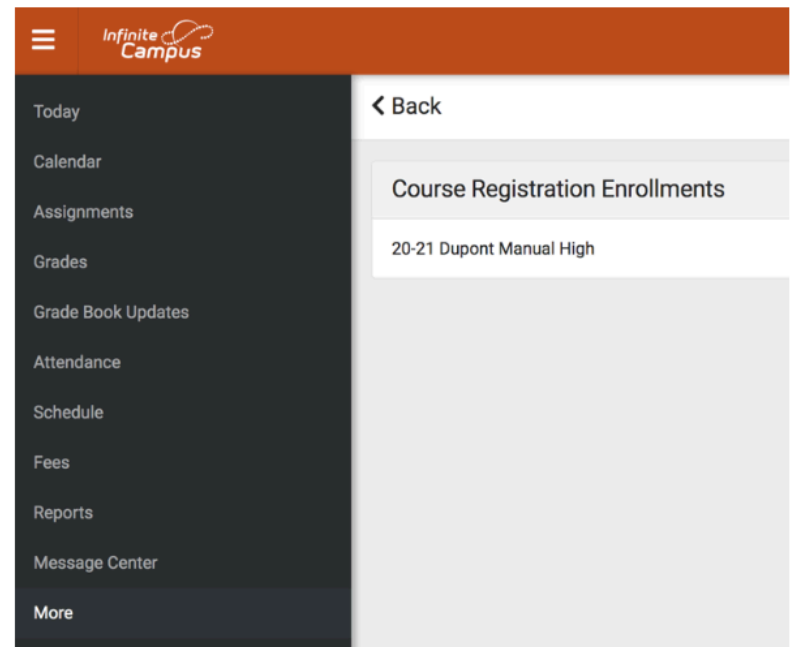


On the Student Course Request sheet:

1. Print first and last name clearly, circle grade level for 2020-21 school year; and circle magnet
2. Place your signature and have parent/guardian place signature on appropriate line.
3. Select 8 classes and note them with an 'X'. Teacher initials in core classes.
4. Choose 3 alternate classes for your electives by writing A1, A2, & A3 in the X column.
5. Students must enter 8 courses and 3 alternates in the Infinite Campus Student Portal.
6. Return the completed Student Course Request form to the Guidance Office by **Friday, March 20**.

SCHEDULING DIRECTIONS: COMPLETE THE COURSE REQUEST FORM

1. Log into the **Campus Portal**. Go to www.jcpsky.net, choose Students, choose Logins, then Student Portal.
2. Click on **More** under your name on the left side of the screen.
3. Click **Course Registration**. Then select **20-21 duPont Manual High School**.



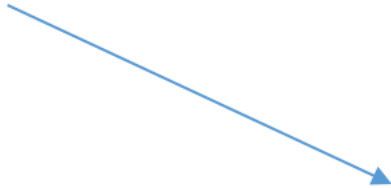
ENTERING STUDENT REQUESTS ON PORTAL

4. To begin adding course requests, click the [blue] **Add Course** button.

The screenshot shows a web interface for course requests. At the top is an orange navigation bar with a bell icon and a user profile icon. Below this is a white header with a '< Back' link. The main content area has a light gray background. A white box at the top of the content area contains the text 'Not started' in red on the left and 'Units: 0/24' on the right, with a progress bar below. Below this is a section titled 'Course Requests' in a gray header. The content of this section says 'No course requests.' and features a prominent blue button labeled 'Add Course'. At the bottom of the page, there is a footer with two buttons: 'Add Course' (blue) and 'Print' (white).

ENTERING STUDENT REQUESTS ON PORTAL

5. Type in either the **Course Number** or **Course Name**. Click the blue symbol to add the course.



The screenshot shows a web interface for adding a course. At the top is an orange header bar with a bell icon and a user profile icon. Below the header is a white bar with a '< Back' link. The main content area has a light gray background. It starts with a 'Not started' status bar on the left and 'Units: 0/24' on the right. Below this is a section titled 'Add Course' with a search input field containing '42351161'. Underneath the search field is a table with three columns: 'ACTION', 'COURSE NAME', and 'UNITS'. The table contains one row with a blue plus icon in the 'ACTION' column, 'ENG LA COM AP' and '42351161' in the 'COURSE NAME' column, and '3' in the 'UNITS' column. A blue arrow points from the instruction text to this plus icon.

ACTION	COURSE NAME	UNITS
+	ENG LA COM AP 42351161	3

ENTERING STUDENT REQUESTS ON PORTAL

6. When the **Add Course** box displays, select *Request*, *Alternate* or *Cancel*.

The screenshot shows a student portal interface. At the top, there is an orange header bar with a bell icon and a user profile icon. Below the header, a grey bar contains a '< Back' button. The main content area has a '13% complete' progress indicator on the left and 'Units: 3/24' on the right. A search bar labeled 'Add Course' contains the text 'us hist'. Below the search bar, a table lists search results:

ACTION	COURSE NAME	UNITS
+	US HIST RECONSTRUC PRESEN 42230091	3
+	US HIST RECONSTRUC PRESEN 42230031	3
+	US HISTORY AP 42230061	3

An 'Add Course' modal box is overlaid on the table. It contains the text 'Would you like to add this course as a Request or an Alternate?' and the course details 'US HIST RECONSTRUC PRESENT ADV' and '42230091'. At the bottom of the modal are three buttons: 'Request' (highlighted in blue), 'Alternate', and 'Cancel'.

ENTERING STUDENT REQUESTS ON PORTAL

7. Click **Back** to enter your next course. Use the same process to add your 8 requests and 3 alternates. If you enter a course by mistake, click on the course and you will have the option to delete the request.

A screenshot of a mobile application interface for course requests. At the top, there is an orange header bar. Below it, a grey bar contains a back arrow and the text "< Back". A progress bar shows "38% complete" in red text, with a red bar indicating the progress. To the right of the progress bar, it says "Units: 9/24". Below the progress bar, the section is titled "Course Requests". Under this title, there is a table with two columns: "COURSE NAME" and "UNITS". The table has a dropdown arrow on the left and a "REQUESTS" button on the right. The table lists three courses: "ENG LA COM AP" (42351161) with 3 units, "US HIST RECONSTRUC PRESENT ADV" (42230091) with 3 units, and "STUDYSKILL" (42300011) with 3 units. Each row has a right arrow next to the unit count.

8. When you are finished you will have 24 units (see example). Most courses are 3 units. If you have any questions/concerns about this process, please reach out to the Guidance Office.

Note: YPAS double-blocked courses are 6 units; therefore, the students with these courses will have only 7 classes under Requests completing the 24 units.

A screenshot of the same mobile application interface, but now showing "100% complete" in green text with a green progress bar. The "Units: 24/24" is also shown. The "Course Requests" section is the same as in the previous screenshot. Below the "REQUESTS" section, there is an "ALTERNATES" button. Under this button, there is a table with three courses: "PSYCHOLOGY AP" (42240261) with 3 units, "SOCIOLOGY" (42240011) with 3 units, and "EXPLORING THEATRE" (48512211) with 3 units. Each row has a right arrow next to the unit count.

WHEN YOU ARE COMPLETE – IT WILL CONFIRM 50% = 24 UNITS.

Student Course Request Form is due in the Guidance Office and your requests need to be entered into your Student Portal by **Friday, March 20, 2020.**

