

ONLINE COURSE REQUEST INPUT

First, before you begin to input your courses make a plan of exactly what courses you want, possibly alternates for core classes, and which electives you want most so you input those in the correct order. To help in planning download a “Course Selection” form and “Service Electives” page from our website to planning.

1. Log into your Student Connection account.
2. If you have two tracks, i.e. Service High and King Tech, select the Service track for your main school. Choose the **NEXT YEAR TRACK!**
3. Select the “Requests” tab on the left side menu.
4. Click the “Add/Edit Requests” on the top right side of the section.
5. The course list window will appear below. When a course is selected, there will be a course description to the right (not all courses will have a description).
6. If you don’t get a class but have an alternate choice for that one class when inputting the second class make it an “alternate” for the first class. For instance, if you want Astronomy but if it didn’t work you would want Environmental Science select Astronomy and nothing else, then when you select Env. Sci and in click “alternate for” and then select Astronomy from the drop down.
7. For electives select the course that is your first choice, then click “Add Selected Class”; Remember that the order you select your courses will delegate the priority of your choices. If you want to change the order delete all then input again in the correct order.
8. Continue with step 6 until you have entered all of your choices in order then click the “Submit” button at the top of the window.
 - **Incoming 8th grade will only input requests for two elective periods. All core classes will be added based on placement recommendations.**
 - **Current 9th and 10th input requests for two elective periods and science. English, Social Studies, and math will be input for you.**
 - **Current 11th will have your social studies added but you will input your choice for English, Math, Science, and electives.**

Note: if you want AP courses in place of standard courses please add the AP course you want, then counselors will delete the standard core class that was added to all.