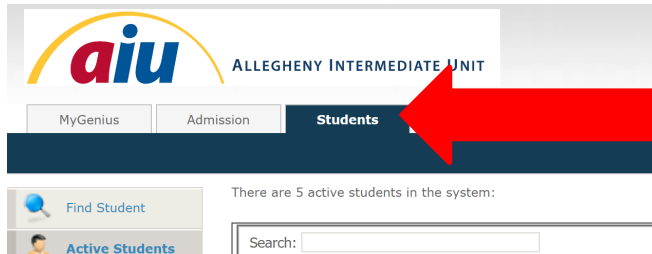
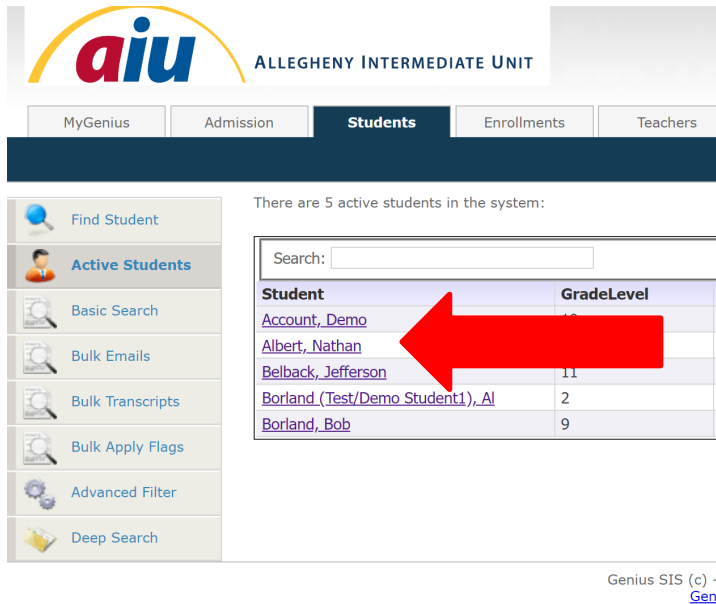


# How to Request a Student Course

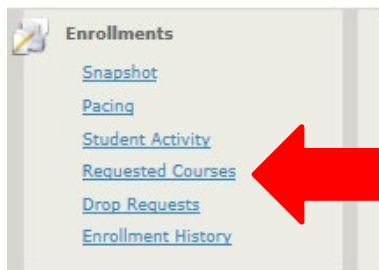
1. Select the **Students** tab from the top menu.



2. Select the student you would like to add courses for from the student list.



3. Select **Requested Courses** on the left side menu under the “Enrollments” section.



4. Select **Add new course request** at the top of the screen.

The screenshot shows the Aiu Allegeny Intermediary website interface. At the top, there is a navigation bar with the Aiu logo and the text 'ALLEGHENY INTERMEDIARY'. Below this, there are tabs for 'MyGenius', 'Admission', 'Students', 'Enrollments', 'Teachers', 'Reports', and 'Affiliations'. The 'Students' tab is selected. On the left, there is a sidebar with 'Main Information' and 'Historic Data' sections. The 'Main Information' section includes links for 'Main Page', 'Dashboard', 'Edit Information', 'External Files', 'View Calendar', 'Guardian', and 'Accounts'. The 'Historic Data' section includes links for 'Student Log' and 'View Transcript'. In the main content area, there is a paragraph of text about enrollment timelines. Below the text, there is a red arrow pointing to a link labeled 'Add new course request'.

5. When the Course Request box pops up, select the appropriate school.  
*NOTE: Only districts that are members of IU9 should select **Seneca Highlands IU 9**, all others should select **Waterfront**.*

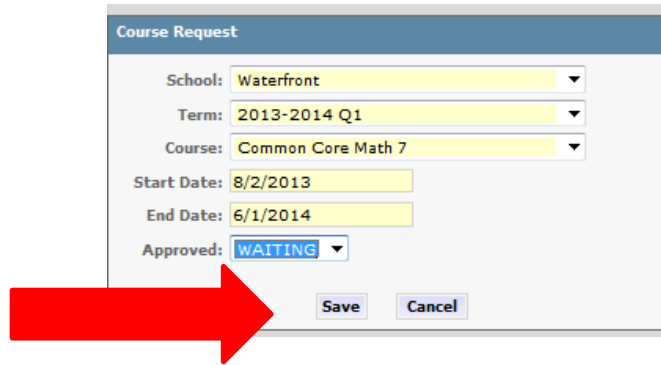
The screenshot shows the 'Course Request' form. The 'School' dropdown menu is open, showing 'Waterfront' as the selected option. A red arrow points to the 'Seneca Highlands IU 9' option in the dropdown menu. The 'Term' dropdown menu is also open, showing 'Waterfront' as the selected option. The 'Course' dropdown menu is set to 'Select...'. The 'Start Date' and 'End Date' fields are empty. The 'Approved' dropdown menu is set to 'Select...'.

6. Select the Term you would like the student enrolled into (ex: 2013-2014 Q1).  
7. Select the Course from the drop down menu.

The screenshot shows the 'Course Request' form. The 'School' dropdown menu is set to 'Waterfront'. The 'Term' dropdown menu is set to '2013-2014 Q1'. The 'Course' dropdown menu is open, showing a list of courses. 'Common Core Math 7' is selected. The 'Start Date' and 'End Date' fields are empty. The 'Approved' dropdown menu is set to 'Select...'.

8. Enter the Start and End Date for the course.  
9. Select **WAITING REVIEW**

10. Select **Save**



The screenshot shows a 'Course Request' form with the following fields:

- School: Waterfront
- Term: 2013-2014 Q1
- Course: Common Core Math 7
- Start Date: 8/2/2013
- End Date: 6/1/2014
- Approved: WAITING

At the bottom of the form are two buttons: 'Save' and 'Cancel'. A large red arrow points from the left towards the 'Save' button.

Once you have added all courses, Waterfront Learning will be able to process your request.