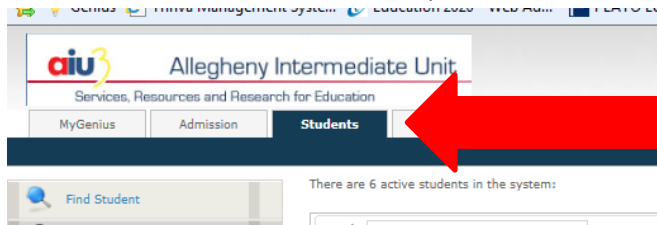
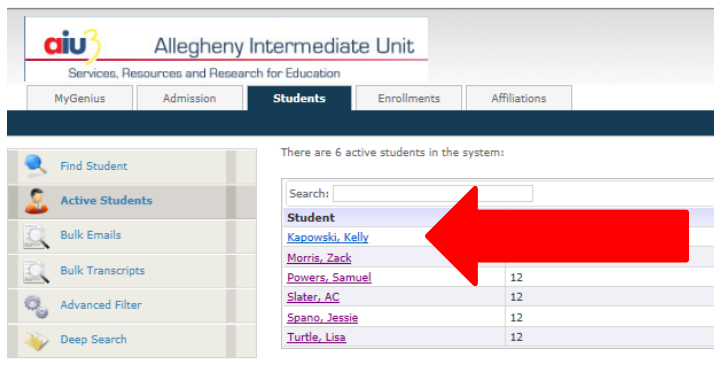


How to Request a Student Course

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



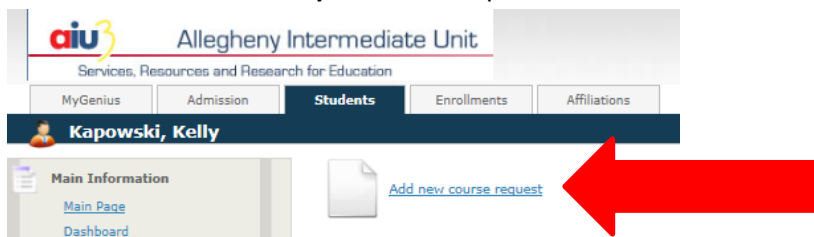
2. Select the student you would like to add courses for from the student list.



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.



- 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**.*

Course Request

School: Waterfront

Term: Seneca Highlands IU 9

Course: Select...

Start Date:

End Date:

Approved: Select...

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

Course Request

School: Waterfront

Term: 2013-2014 Q1

Course: Select...

Start Date: Career Planning and Development

End Date: Career Skills

Approved: Chemical Engineering - Edison

Common Core Algebra I

Common Core Algebra II

Common Core ELA 10

Common Core ELA 11

Common Core ELA 12

Common Core ELA 6

Common Core ELA 7

Common Core ELA 8

Common Core ELA 9

Common Core Geometry

Common Core Math 6

Common Core Math 7

Common Core Math 8

- Enter the Start and End Date for the course.
- Select **WAITING REVIEW**
- Select **Save**

Course Request

School: Waterfront

Term: 2013-2014 Q1

Course: Common Core Math 7

Start Date: 8/2/2013

End Date: 6/1/2014

Approved: WAITING

Save Cancel

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