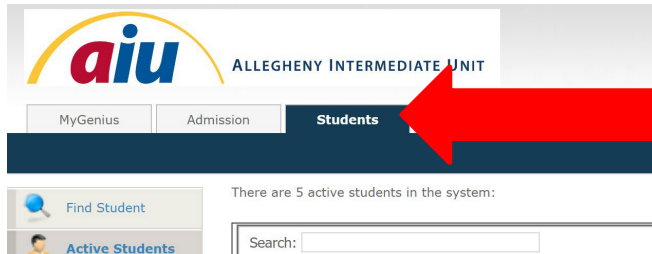
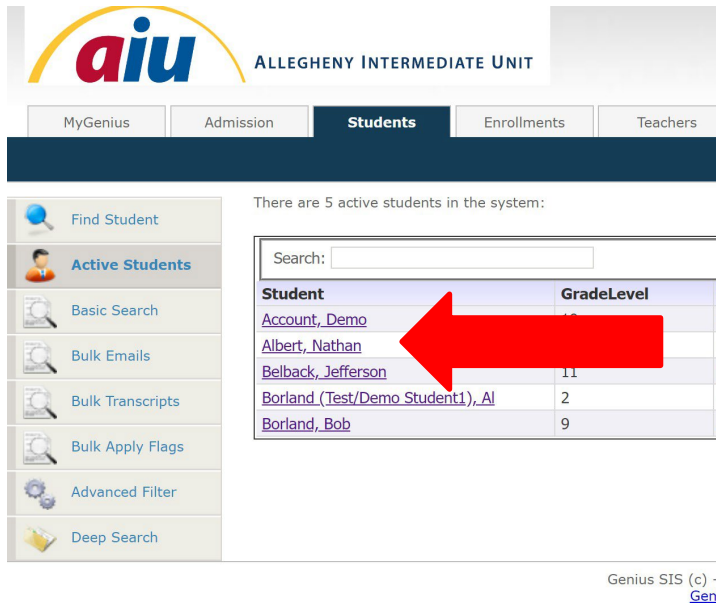


# How to Request a Student Course

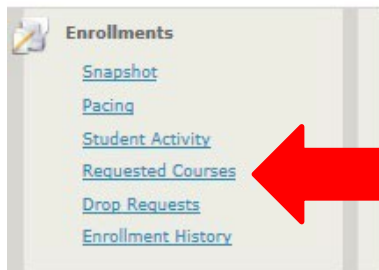
1. Select the **Students** tab from the top menu.



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.

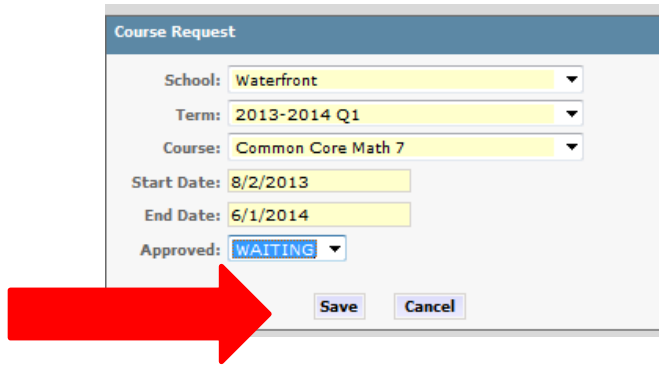
Waterfront Learning strives to enroll students as promptly as possible. Additionally, we enroll students when the necessary supports are in place to promote student success. Waterfront Learning recommends that districts request courses as far in advance as possible of a student's desired start date. For courses not requested in advance of the desired start date, Waterfront Learning will take **at least one business day** to process the enrollment. If additional documentation is required, the enrollment will be processed **3-5 business days** from the uploading of required documents. Please consider these timelines when requesting courses and communicating with families.

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**.*

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

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.