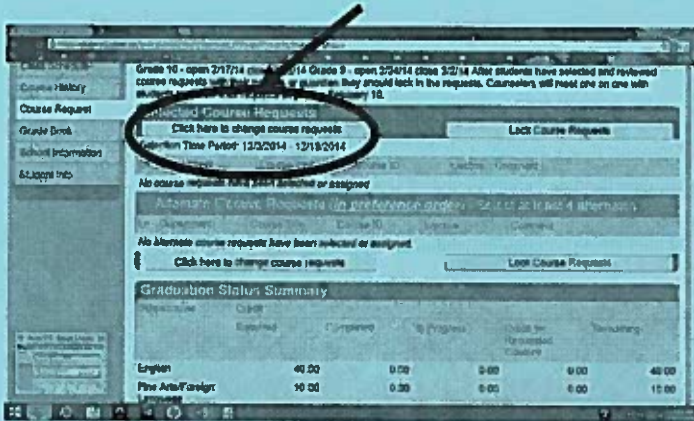


Escondido High School

STUDENT VUE Online Course Request Instructions

1. Have your **YELLOW** Course Selection Form with you
2. Go to Student VUE and access your account (**If you have not activated your account or your account is lock you MUST see the counseling secretary before you can proceed**).
3. Once you are logged in select "Course Request" link on the left side of the screen.
4. On the course request screen select "Click here to change course request"



5. In the next window, only use the course ID box and enter the course ID number from your course selection sheet and then click on "search courses"

Department Course Title Course ID Elective

| Ln | Action | Department | Course Title | Course ID | Elective | Comment |
|----|--|------------|-----------------------|-----------|----------|---------|
| 1 | <input type="radio"/> None <input type="radio"/> Request <input type="radio"/> Alternate | English | ▶ ENG 10 A (P) (SORT) | S2811 | | |
| 2 | <input type="radio"/> None <input type="radio"/> Request <input type="radio"/> Alternate | English | ▶ ENGLISH 10 A (P) | 2811 | | |

6. From the list click "request" for the course you want to take.

Department Course Title Course ID Elective

| Ln | Action | Department | Course Title | Course ID | Elective | Comment |
|----|--|------------|-----------------------|-----------|----------|---------|
| 1 | <input type="radio"/> None <input type="radio"/> Request <input type="radio"/> Alternate | English | ▶ ENG 10 A (P) (SORT) | S2811 | | |
| 2 | <input type="radio"/> None <input type="radio"/> Request <input type="radio"/> Alternate | English | ▶ ENGLISH 10 A (P) | 2811 | | |

7. Select "Click here to move selected requests to Selected Course Request"

8. Repeat steps 5-7 until you have selected 6 courses. Requests for reduced schedules will be reviewed at the course selection meeting with your counselor.

9. Choose 4-6 alternates. Enter alternates in preference order. Repeat Step 5. From the list click "alternate" for the courses you want to select as alternates. Repeat step 7 for each alternate.

10. Repeat step 9 until you have selected at least 4 alternates.

11. When you are finish making ALL selections select "Click here to return to course request summary."

12. Your work will automatically save as you make your course selections. To finalize your course requests click "Lock in Courses." IMPORTANT: Do NOT lock in courses until you have consulted with your parents and you are done making changes. Clicking "Lock in courses" will prevent you from making changes. Remember your course selection window is only open for a few days. After the window closes you will no longer be able to select or lock classes.

ADDITIONAL NOTE: Course selections are subject to change upon counselor review of your progress toward graduation, class availability, staffing and state funding.