## Student Online Course Request Selection

Students, please follow the steps below to electronically submit your course requests for next school year.

Please Note: Changes/Updates are only possible during the Selection Time Period or until your course requests have been locked by a school administrator.

1. Sign in to your **Synergy StudentVue** account.

2. To open the course selection screen, click on the **Course Request** tab on your Menu bar.
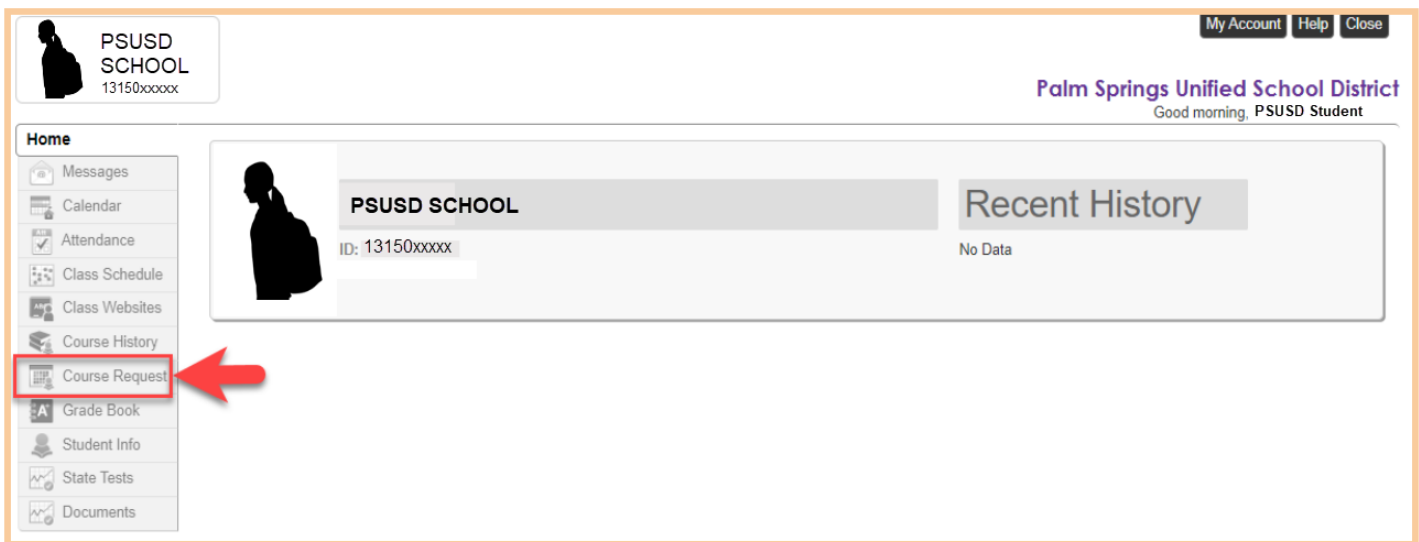
3. Next, click the blue 'Click here to change course requests' button.
   a. Your school *may have* pre-selected certain courses for you. These courses will be
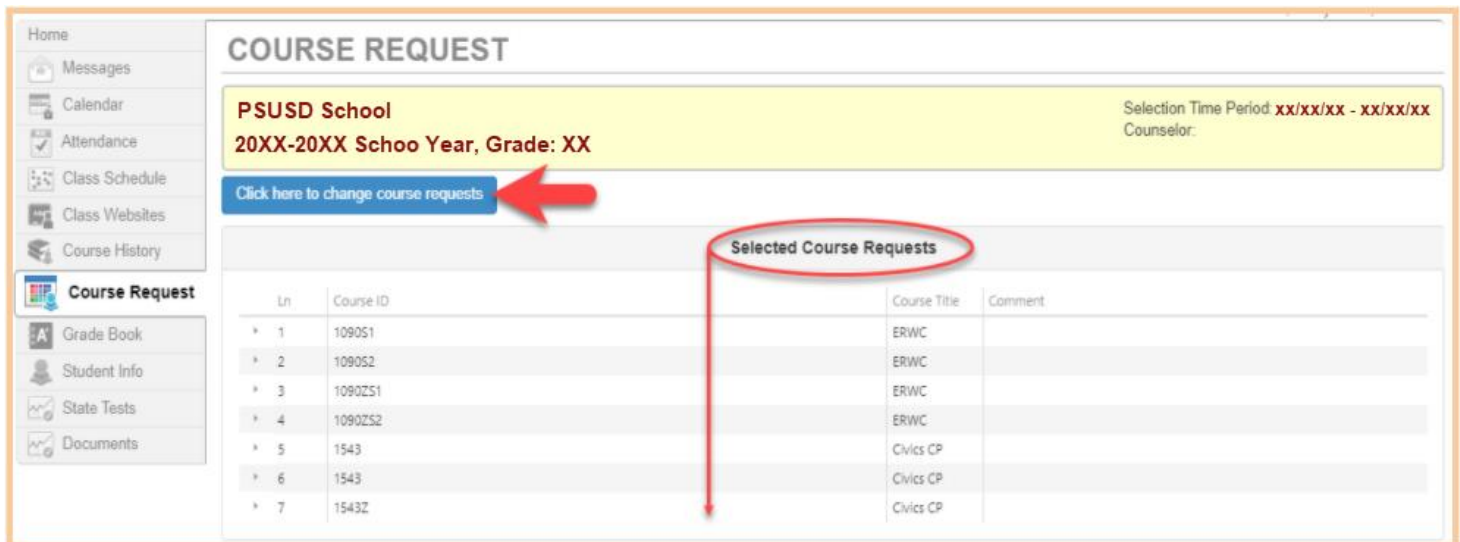
listed under *Selected Course Requests*.

4. Scroll down to the *Search Courses* table to choose your Course Requests.

5. Use the **Add Request** or **Add Alternate button** (f applicable) button(s) to request a course. The comment box will notify you if you have already completed a course and the grade

you earned.

a. Use the **search fields** to quickly locate a course by **Course ID number** or **Title**.

b. Clicking on the **Add Request** and/or **Add Alternate** button will move this course to the Selected Course Request area. Click the **Remove** button to remove it.

Action	Ln	Course ID	Course Title	Comment
▸ Remove	1	1029S2	Journalism I	
▸ Remove	2	1029S2	Journalism I	
▸	3	1090S1	ERWC	
▸	4	1090S2	ERWC	
▸	5	1090ZS1	ERWC	
▸	6	1090ZS2	ERWC	
▸	7	1543	Civics CP	
▸	8	1543	Civics CP	
▸	9	1543Z	Civics CP	

(Selected Course Requests)

6. Please review your selected courses. Click the 'Click here to return to course request summary' button when ready to submit your requests.

PSUSD School

20XX - 20XX School Year, Grade: XX

Selection Time Period: **xx/xx/xx - xx/xx/xx**
Counselor:

Click here to return to course request summary

All Set!!!

Your course requests for next school year have been updated. Please watch for direction from your school administrator on any next steps.