Please use the course catalog and choose classes carefully
~ All selections are final and class changes are not permitted ~

ILHS Course Request Timeline

- **March 2nd –** Crew advisors will introduce Course Request information to students
- **March 2nd – March 9th –** Review course selections with parent/guardian(s). Complete your online registration through StudentVUE (see directions below on how to enter your course selections online)
- **March 9th (11:59 PM) -** Online course requests must be completed
- **March 11th – March 12th –** Mr. Cohn will meet with students individually during English classes to review online course requests

Students should check school email frequently and parents should make sure that their contact information is up to date in ParentVUE. Mr. Cohn will review student online course requests and reach out via email for follow up questions. **If your student does not hear from Mr. Cohn, their course requests are complete and no follow up is necessary.**

Questions?
Email Jon Cohn at jcohn@nsd.org or Christy Bressler at cbressler@nsd.org with questions.

Course Request Worksheet Instructions

1. English, Math, US History, Chemistry, and Crew are required (10 boxes)
   You need to choose your math class (Progression according to NSD: Algebra 1 → Geometry → Algebra 2/Trig → Pre-Calculus)

2. Choose 2-4 electives (*4 boxes*)
   **you need to take a 2nd year of your World Language; it is highly encouraged that you take at least a 3rd year

3. Choose *at least 4 semesters worth* of alternate electives
   **if you don't make enough alternate selections, and your first request is not available, you will be placed into a new elective at the discretion of your Counselor

4. Review selections with a parent or guardian

ILHS Online Course Requests Instructions

Step 1: Log-on to **StudentVUE** and click on "Course Request" located on left side of screen.
   User Name – Student ID # **Password** – Use your student created password

Step 2: Click on this button to navigate to the screen where you can begin adding courses:

Click here to change course requests

Step 3: **Begin entering the Course ID for the math class you would like to take.** Use your Course Registration Worksheet to find the correct Course ID for each class: ***Do not*** *type anything in Course Title or choose from the drop-down box next to "elective". Leave as is.* For Example, Course ID ENG200 will give you both the A and B option for English 10. Make sure you choose both since you are requesting a year-long class.
   **Repeat process with World Languages and electives

				Search Courses			
Action			Ln	Course ID	Course Title	Elective	Credit	Comment
				🔍 eng200	🔍	(All) ▾		
▸	Add Request	Add Alternate	1	ENG200A	ENGLISH 10	No	0.500	
▸	Add Request	Add Alternate	2	ENG200B	ENGLISH 10	No	0.500	

*Each time you select add a course request, it will be visible under your selected course requests.

Step 4: Once all 14 requests are in, then add your Alternates by choosing the alternate button.
These are your back-up classes. Enter <u>*at least*</u> *4 of them.*

▸	Add Request	Add Alternate

Step 5: When you have finished entering your requests and alternates, double check your work by clicking on the on the "Return to Course Summary" button.

Step 6: When you are done entering your classes and alternates, double check your work, then you can close the window and your work will be saved