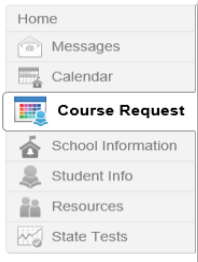




Online Course Entry Instructions

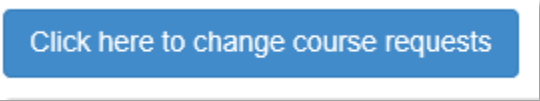
STEP 1: Print out your Course Request Worksheet/CRW and grab a hi-lighter. Hi-light the course and COURSE NUMBER/ID of the classes you want.

STEP 2: Log in to your Synergy/StudentVUE account



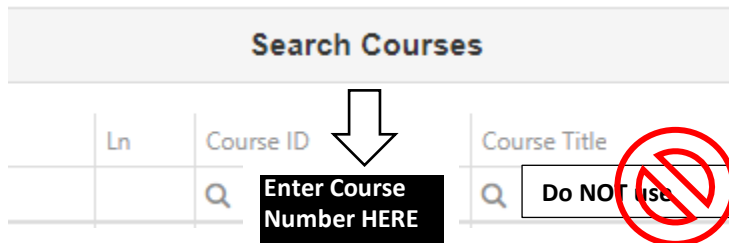
and choose Course Request from the left side of screen

STEP 3: To begin selecting courses:



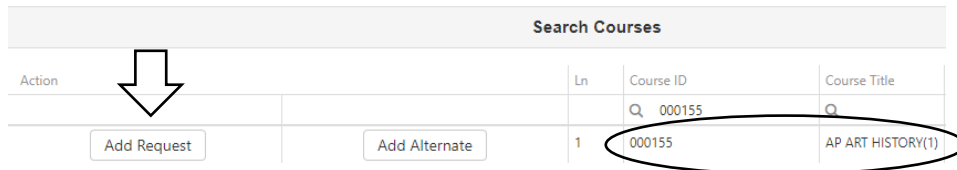
Note: You will see that some grade level core courses have been pre-selected for you .

STEP 4: Scroll Down to SEARCH COURSES. Begin entering Course NUMBER/ID FROM YOUR CRW



IMPORTANT: ONLY SEARCH BY COURSE ID FROM YOUR CRW - If you search by course title you will get a list of all courses in the district and they will not be compatible with our sequence.

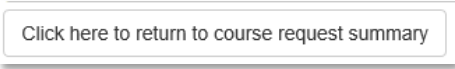
STEP 5: If the correct course is listed under Course Title, click Add Request or Add Alternate if it's a second choice elective. **TIP:** If the process is not following these steps, try a different browser.



REPEAT Process until you have requested 15 Courses and up to 3 Alternate Electives.

IMPORTANT: If you are selecting a 3 trimester course (orchestra, yearbook, AP courses) be sure to enter **all 3** course ID numbers - one for each trimester (even if the number appears to be a duplicate).

STEP 6: Once you have chosen your 15 classes and 3 alternates, double check your choices. You are done. Do NOT lock courses.



TIP: If you want an off-roll in any trimester, be sure to request it as one of your 15. We cannot rearrange your schedule later to accommodate off-roll.

April 2, DEADLINE: Online window closes at 11 pm

RESOURCES: Check with your current teachers for recommendations. MCHS Website and Academic Planning

Resource: <https://www.smores.com/dv0q4>