Online Course Requests

The window to make course selections for the 2020-21 SY opens on January 6, 2020 and closes April 30, 2020. Each school will communicate their process and dates to students and parents. Students will be able to log into their StudentVUE account to make selections. While this guide covers all the options available in StudentVUE and ParentVUE; your school may not use all options.

每位学校将有一个不同的课程选择流程和日期。

**GENERAL OVERVIEW**

- Students will meet with counselors in small or large groups to review the Program of Studies and the paths available based on current courses.
- Students may fill out paper course selection forms during these meetings.
- Students may be scheduled for time in a computer lab to make selections in StudentVUE or students may be directed to make selections at home (with their parents).
- Recommendations from teachers for core and World Language courses may be pre-loaded for students.
- Students may be able to select all course types (core and elective) or electives only, depending on the settings defined by the school.
- Course selection dates are defined individually by each school.

**SELECTED COURSE REQUESTS SCREEN**

The *Selected Course Requests* screen key areas and functions.

<table>
<thead>
<tr>
<th>Ln</th>
<th>Department</th>
<th>Course Title</th>
<th>Course ID</th>
<th>Elective</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Admin</td>
<td>Study Hall S1</td>
<td>066700</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Admin</td>
<td>Study Hall S2</td>
<td>067700</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Career and Technical Education</td>
<td>Personal Finance Sem</td>
<td>023000</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>English</td>
<td>English 11H</td>
<td>160200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Math</td>
<td>Func Algebra &amp; Data</td>
<td>565000</td>
<td></td>
<td>Currently enrolled</td>
</tr>
<tr>
<td>6</td>
<td>Science</td>
<td>Chemistry</td>
<td>660000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Social Science and Global Studies</td>
<td>AP Psychology</td>
<td>787100</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Social Science and Global Studies</td>
<td>AP US History</td>
<td>750100</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Social Science and Global Studies</td>
<td>Economics Sem</td>
<td>782700</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>World Languages and Culture</td>
<td>Spanish V H</td>
<td>365000</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

- **Current Requests area**: Requests entered by schools, including teacher recommendations, will appear here (school dependent).
- **Click here to change course requests**: Click on this button to start adding/editing course requests. You may be able to select both core and elective courses or only electives, depending on your school’s settings.
- **Course Title triangle**: Click on the blue triangle to view the course description.
- **Comment area**: Student is currently enrolled, has not met pre-requisites or has taken the class already.
Online Course Requests

STEP 1: STARTING COURSE SELECTIONS

Students must log into their StudentVUE account on a computer* to make course selections.

1. In a web browser go to https://portal.lcps.org.
2. Click on I am a student>>.
3. Enter your user name and password and click on Login.
4. Click on Course Request in the navigation menu. The Course Request screen appears with any pre-loaded courses and/or teacher recommendations (school dependent).
5. Click on Click here to change course requests. The Selected Course Requests screen appears. Students may add or remove core, elective or alternate courses with this screen (school dependent).

STEP 2: ADDING A COURSE

1. Select a subject area from the Department dropdown menu.
2. Messages may appear in the Comment column.
   - Student is currently enrolled.
   - Student has not met pre-requisites/co-requisites.
   - Student has taken the course (grade displays).

STEP 2: ADDING A COURSE (cont.)

3. Click on Add Request to select a course. The request is added to the list at the top.

STEP 3: ADDING AN ELECTIVE ALTERNATE

Some schools may allow students to select alternates for electives. For example, if the student has requested Photojournalism, but is unable to be scheduled due to other course conflicts, an alternate like Photography may be substituted.

1. Select a subject area from the Department dropdown menu.
2. Messages may appear in the Comment column.
   - Student is currently enrolled.
   - Student has not met pre-requisites/co-requisites.
   - Student has taken the course (grade displays).
3. Click on Add Alternate to select an alternate for an elective.
4. The request is added to the Selected Alternate Course Requests section.
**STEP 4: REMOVING A COURSE SELECTION**

Pre-loaded course requests, including teacher recommendations, may or may not be changed by the student (school dependent).

- Course requests added by the student may be removed and changed. Click on the Remove button next to a Course Request or Alternate Elective Request to delete the selection.

<table>
<thead>
<tr>
<th>Action</th>
<th>Ln</th>
<th>Department</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>English</td>
<td>English 11H</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Math</td>
<td>Func Algebra &amp; Da...</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Science</td>
<td>Chemistry</td>
</tr>
<tr>
<td>Remove</td>
<td>4</td>
<td>Social Sci</td>
<td>AP Psychology</td>
</tr>
<tr>
<td>Remove</td>
<td>5</td>
<td>Social Sci</td>
<td>AP US History</td>
</tr>
</tbody>
</table>

**STEP 5: COMPLETING THE PROCESS**

1. Once you finish requesting all your courses, click on the Click here to return to course request summary button.

2. Log out of StudentVUE.

**ADDITIONAL INFORMATION**

More information including Frequently Asked Questions and videos on the process can be found on the District StudentVUE and ParentVUE pages at [https://www.lcps.org/Page/154534](https://www.lcps.org/Page/154534).

Parents are also able to log into their ParentVUE account and view/edit course requests using these same steps.  
*Course Request* functionality is not available in the StudentVUE/ParentVUE mobile apps.