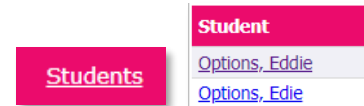


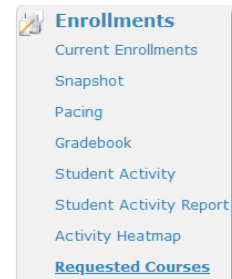
Quick Reference Card: Add New Course Request

For: Site Coordinator, Coach

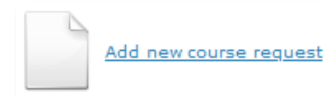
Click on **Students**. Click on the student's name.



On the left side under the *Enrollments* heading, click **Requested Courses**.



Click **Add new course request**.



Select *Catalog* and *Course*.

For *Start Date*, select the first day the student should have access to the course.

For *End Date*, select the last day the student should have access to the course. Note: Allow 5 business days for final grade to be issued after end date.

For *Status*, select **APPROVED**.

Click **Save**.

A record of all *Requested Courses* can be found on the **Requested Courses** page. They will be removed when the student is enrolled in a section with an Edmentum teacher. To view enrollments, refer to the *View Enrollments* quick reference card.

Course Requests

There are 2 requested courses for this student:

Edit	Course	Term	Approved	Start Date	Requested By	Requested On	End Date
	Academic Success v2.0	Ongoing	APPROVED	08/14/2023	Demo, EOA	01/25/2023	12/08/2023
	English 10 Semester B v6.0	Ongoing	APPROVED	01/30/2023	Demo, EOA	01/25/2023	06/09/2023