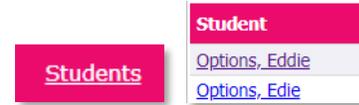


Quick Reference Card: Add New Course Request

For: Site Coordinator, Coach

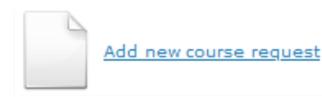
Click on **Students**. Click on the student's name.



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



Click **Add new course request**.



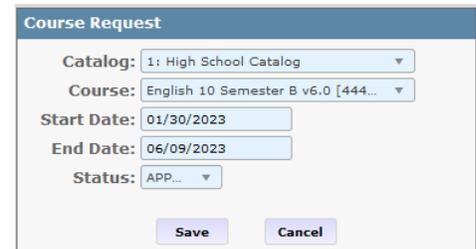
Select *Catalog* and *Course*.

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 |