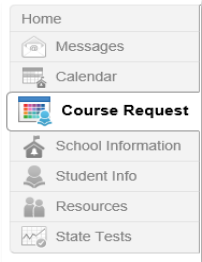




# 2020-21 Online Course Entry Instructions

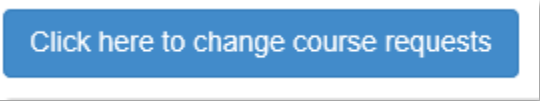
**STEP 1:** Grab your Course Request Worksheet/CRW and a hi-lighter. Hi-light the course and COURSE NUMBER/ID of the classes you want.

**STEP 2:** Log in to your Synergy/StudentVUE account



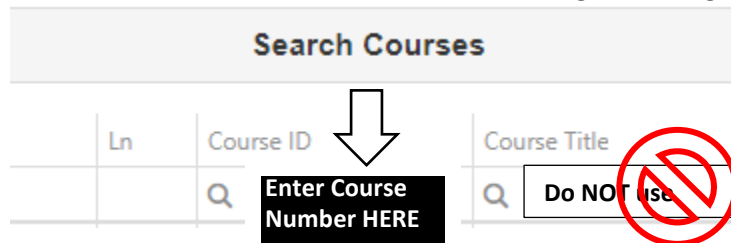
and choose Course Request from the left side of screen

**STEP 3:** To begin selecting courses:



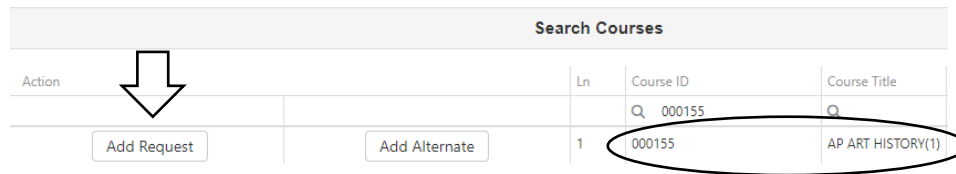
Note: You will see that some grade level core courses have been pre selected for you .

**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.

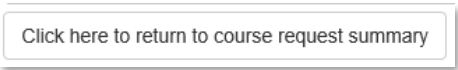
**STEP 5:** If the correct course is listed under Course Title, click Add Request or Add Alternate if it's a second choice elective. **TIP:** If the process is not following these steps, try a different browser.



**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.

February 13 – March 26 Counselors will meet individually with students during English  
March 24, 8-11 am, 1-4:30 pm Parent walk-in Q & A with Counselors  
March 31, 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/2ejf7>