

Instructions for Entering Course Requests

2022-2023 School Year

- ◇ Review the Course Selection Guide on our website, www.casdschools.org/caihs. Read the course descriptions, paying particular attention to any prerequisites.
- ◇ Log onto the Home Access via the district's website.
Username: FIRSTNAME.LASTNAME
Password: STUDENT ID
- ◇ From the home screen, click on the "Classes" icon at the top.
- ◇ Click on the "Requests" tab.
- ◇ Choose a department and click the "Edit" button at the far right.

NOTE: Select an English, Math, Science, and Social Studies course plus electives.

- ◇ Check the box for the desired course(s) and SAVE!
- ◇ **Credits MUST total 7.0.**

- ◇ Select alternates (two 1.0 credit, and two 0.5 credit) in case your first choice electives do not fit in your schedule:
 - Click on "Edit" button for the department.
 - Check the box for the desired course.
 - Choose "Alternate to Any Course" from the drop down menu.
 - Remember to hit Save!
 - Repeat to add another alternate request.

***** IMPORTANT NOTES *****

- ◇ The red ⊗ symbol indicates that the course has at least one prerequisite – but that course can still be selected.

- ◇ Please remember that course selection is for the entire school year. At the start of the new school year, schedule changes are NOT permitted after 2 cycles, (12 school days), unless approved by an administrator, or if the course being changed (with parent approval) is a different level of the same course.

STUDENTS MUST HAVE COURSE REQUESTS ENTERED BY

Friday, January 21st!