

ACTIVE STUDENT COURSE REQUEST INSTRUCTIONS

* PLEASE NOTE: "Course Requests" are requests to take a subject... it is not a guarantee that the course(s) will be assigned to the student's schedule. Courses are assigned to Seniors first, then Juniors, then Sophomores, then Freshmen. Students should choose several alternate courses in the event some course classes are full. Students should also request courses they are in danger of failing (or have previously failed) if the course is required for graduation.

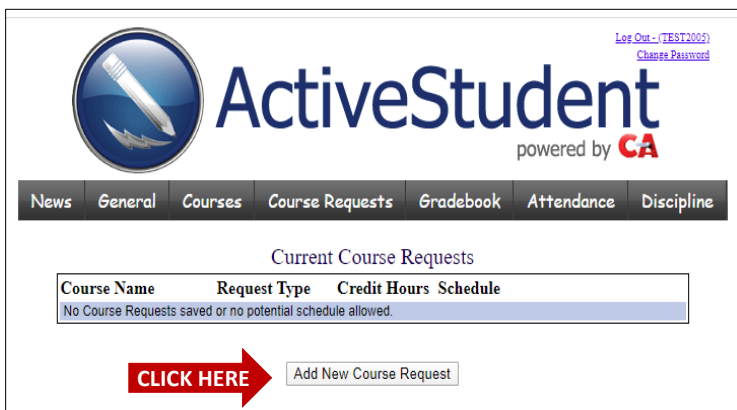
REQUIRED COURSES for GRADUATION: Please check specific courses request sheets provided on the North Pike High school website (some courses have specific criteria or pre-requisites that must be checked before course is assigned to the student's schedule)

- ENGLISH – 4 credits (1 specific for each grade level)
- MATH – 4 credits (Algebra I, Geometry, Algebra II, *1 of Student's choice)
- SCIENCE – 4 credits (Biology I, a lab-based science {Physical Science, Chemistry, Physics}, *2 of student's choice)
- SOCIAL STUDIES – 4 credits (specific course(s) for each grade level)
- COLLEGE & CAREER READINESS – 1 credit (Not required for 2021 Seniors)
- HEALTH – ½ credit
- PHYSICAL EDUCATION (PE) – ½ credit
- TECHNOLOGY FOUNDATIONS – 1 credit (OR - 8th grade ICT II)
- The ARTS – 1 credit
- ELECTIVES – 5½ credits (STUDENT CHOICE) (5 credits required for 2021 Seniors)
- **MINIMUM CREDITS REQUIRED FOR GRADUATION: 24**

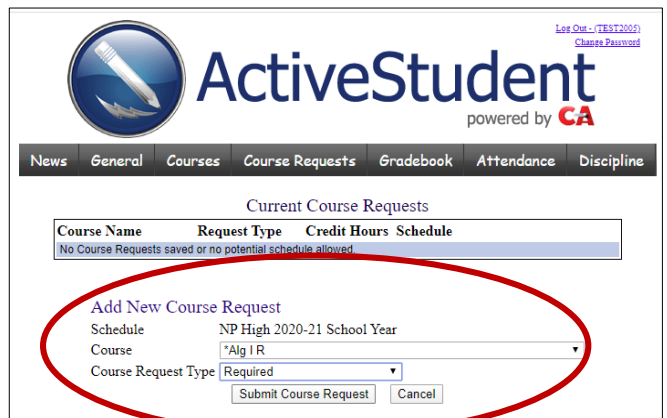
1. Log in your Active Student account
-then CLICK "COURSE REQUESTS"



2. Next CLICK "ADD NEW REQUEST COURSE"

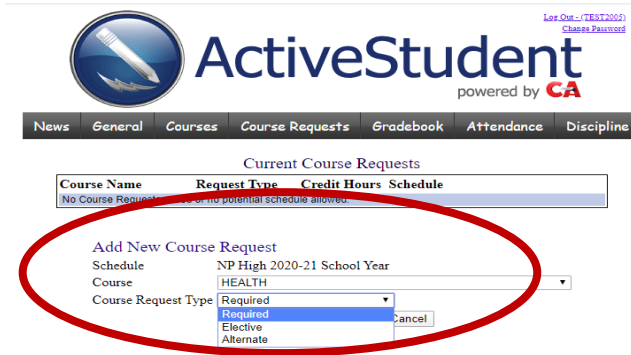


Information to submit course request will display.



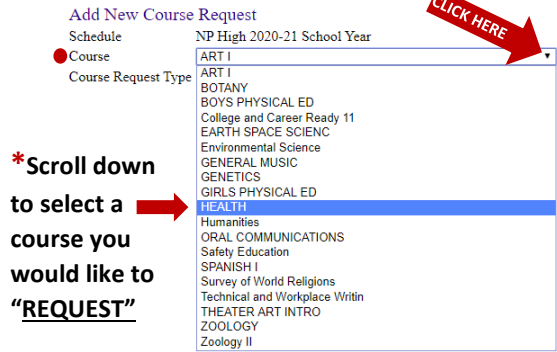
- Click the **"COURSE" DROP DOWN ARROW**.
A box will display with courses to choose from, scroll down and click subject name to select. →

When course is selected you will then see the screen below. Now select **"COURSE REQUEST TYPE"**, choose from **REQUIRED, ELECTIVE, or ALTERNATE** (in the event some subject classes are full).



Current Course Requests

Course Name	Request Type	Credit Hours	Schedule
No Course Requests saved or no potential schedule allowed.			



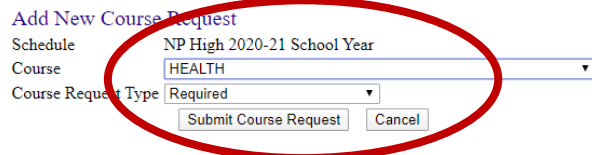
*Scroll down to select a course you would like to **"REQUEST"**

- Now you are ready to **SUBMIT** your **FIRST** course request. **CLICK "SUBMIT COURSE REQUEST"**. →



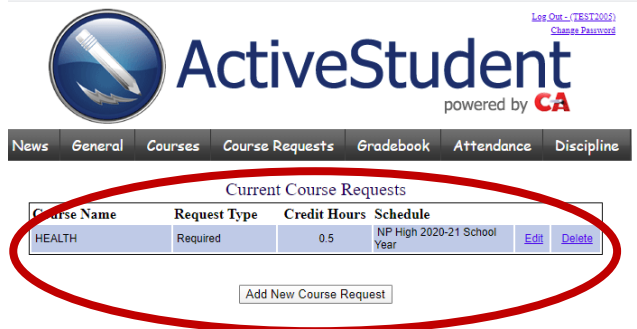
Current Course Requests

Course Name	Request Type	Credit Hours	Schedule
No Course Requests saved or no potential schedule allowed.			



Your **"Current Course Request"** will display on the screen. Continue to add courses as needed. As you submit course request they will display on the screen. You will have the ability to "EDIT" or "Delete" or "ADD" request during a given time period.

At the end of the time period ALL course request will be locked, no more changes will be allowed at this time.



Current Course Requests

Course Name	Request Type	Credit Hours	Schedule		
ART I	Elective	1	NP High 2020-21 School Year	Edit	Delete
EARTH SPACE SCIENC	Required	1	NP High 2020-21 School Year	Edit	Delete
GIRLS PHYSICAL ED	Required	0.5	NP High 2020-21 School Year	Edit	Delete
HEALTH	Required	0.5	NP High 2020-21 School Year	Edit	Delete
ORAL COMMUNICATIONS	Elective	0.5	NP High 2020-21 School Year	Edit	Delete
THEATER ART INTRO	Alternate	0.5	NP High 2020-21 School Year	Edit	Delete

Add New Course Request

Course Request will display in alphabetical order



As course request are added they will automatically be visible to counselors.