Add Student Course Requests POC 3 COPY

Last Modified on 09/01/2026 1:15 pm CDT

Path: Student Information > General > Schedule > Walk-in Scheduler

This guide explains how to add the course request list to the student's schedule using the Walk-In Scheduler.

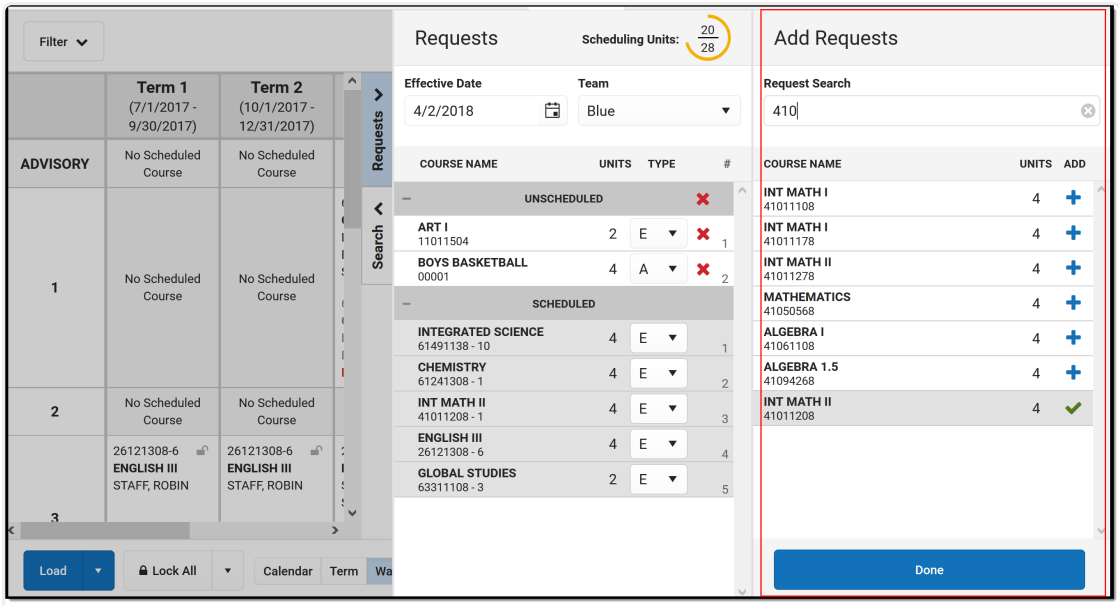
Counselors add course requests when working with students to plan their schedules for the current or next school year. This process is also used when scheduling a student for a Cross-Site Enrollment course.

Before you start

- Students need Enrollment records for the year in which requests are being entered. Requests can be entered for the current year or future years.
- Requests are part of the Scheduling process. Review the Scheduling Center list of tasks for appropriate items that need to be completed during this time.
- Review the student's Academic and Graduation Plan for appropriate courses planned for future years.
- Verify you have the correct year and calendar selected in the Context Switcher. IS THIS A BEFORE YOU START? DIV STYLE?
- See the Student Schedule Tool Rights article for the necessary tool rights.

Add Requests

Course requests are first sorted by the Course Number, then by the type of request (1. Required, 2. Elected, 3. Alternate). Alternate courses are listed in Request ID order (the first course marked as an alternate is listed first).



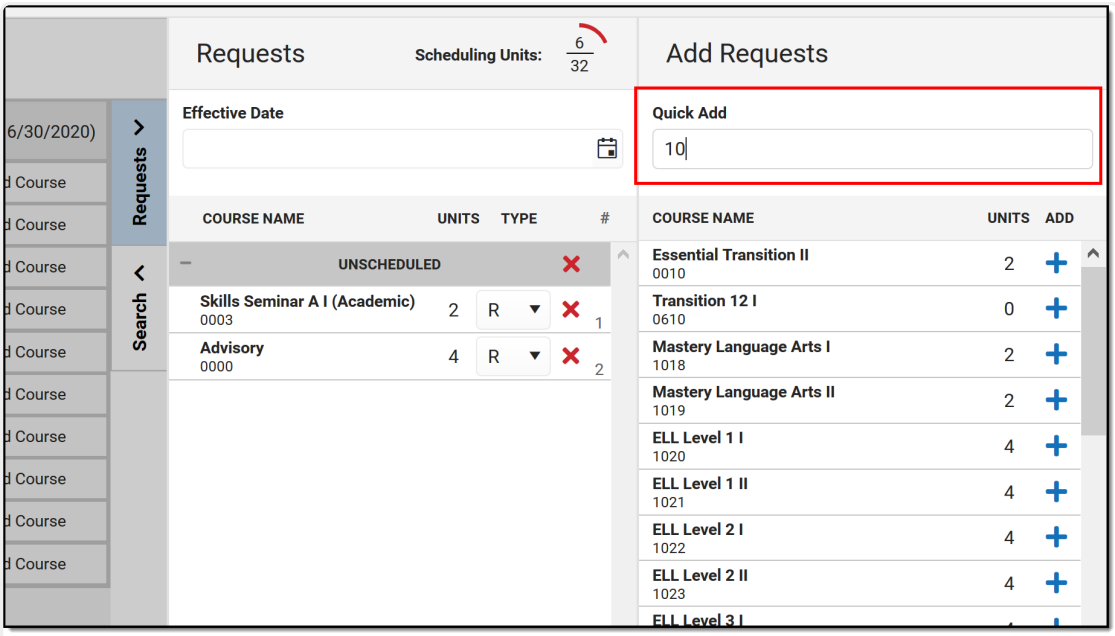
Add Requests Panel

1. From the **Requests** panel, click the **Add Requests** button. An **Add Requests** panel displays with a list of active courses in the selected calendar. Courses that are not marked active are not included.
2. Search for courses by typing in a course number or a course name.
3. When the desired course is found, click anywhere within the course area to add the course to the schedule (or click the **blue plus** sign). A green message displays, indicating it's been added to the list of requested courses. The added course also displays in a list of Unscheduled courses, meaning the course has not yet been added to the student's schedule.
4. Repeat steps 1-3 as needed.
5. When finished adding course requests, click the **Done** button in the Add Requests panel. The Add Requests panel closes.

Quick Add Requests

This option allows for entry of memorized course numbers to the Requests panel. This is a useful option when a new student enrolls in the district, for example. A counselor can quickly add courses the student must take, then use the other request options to fill in the schedule.

Keyboard shortcuts are not available when using Quick Add.



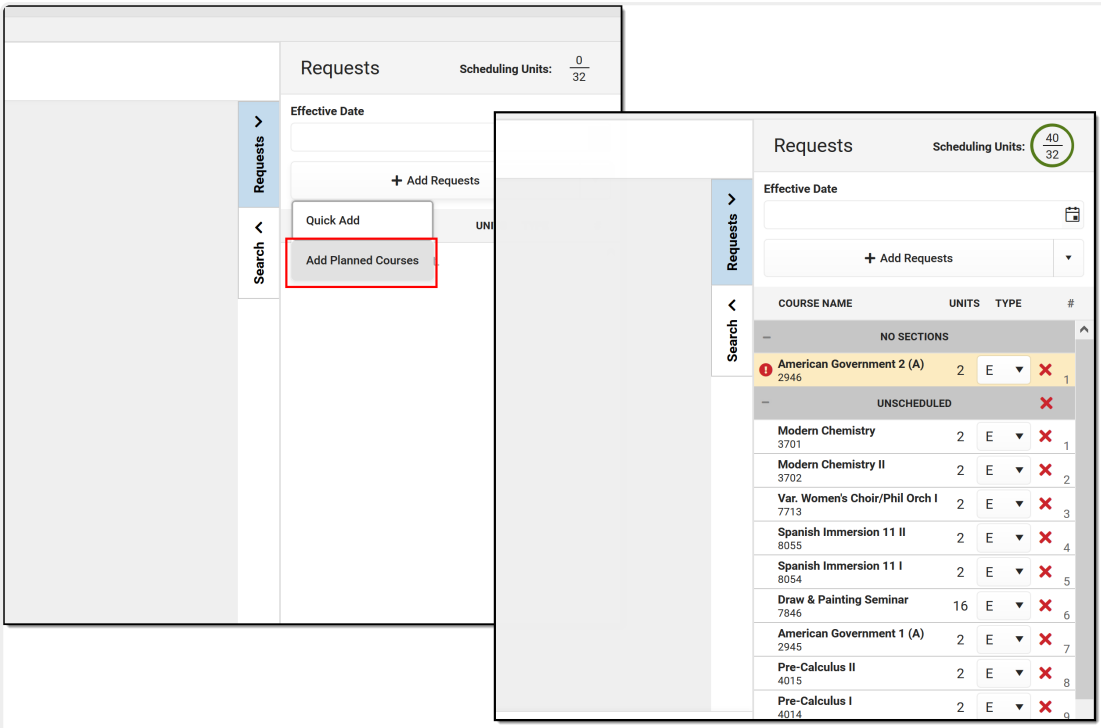
Quick Add Student Requests

1. From the **Requests** panel, click the down arrow next to the **Add Requests** button and select the **Quick Add** option. A **Quick Add** panel displays within the Add Requests panel.
2. Enter a **Course Number** in the search field. Matching courses display with the name and the number of units.
3. Hit the **Enter** key to add the course to the Unscheduled Course Requests list.
4. Repeat steps 1-3 as needed.
5. Click the **Done** button in the Add Requests panel to close the panel.

Add Planned Courses

This option only displays when the student has a Graduation Program assigned and courses added to their Course Plan, and no other courses listed in the Requests panel. Courses planned for the 11th grade year are added when the student is enrolled in 11th grade (e.g., current year planning).

It may be helpful to generate the Course Plan Report prior to adding the courses.



Add Planned Courses

1. From the **Requests** panel, click the down arrow next to the **Add Requests** button and select the **Add Planned Courses** option. All courses for that planned year are added to the Request panel.
2. Modify the requests by changing the course type as needed.

Impact

Course requests are visible in the student portal when that display option is enabled. There may be a window of time during which a student can modify these requests, depending on school guidelines. Students can only modify alternate requests and elected requests.

Print a PDF of the student's Requests for reference. This can also be printed from the student portal.

What's next

After requests are added, Curriculum directors, counselors, and/or schedulers can use the Scheduling Board to build courses and load the entered requests into the courses for the next school year.