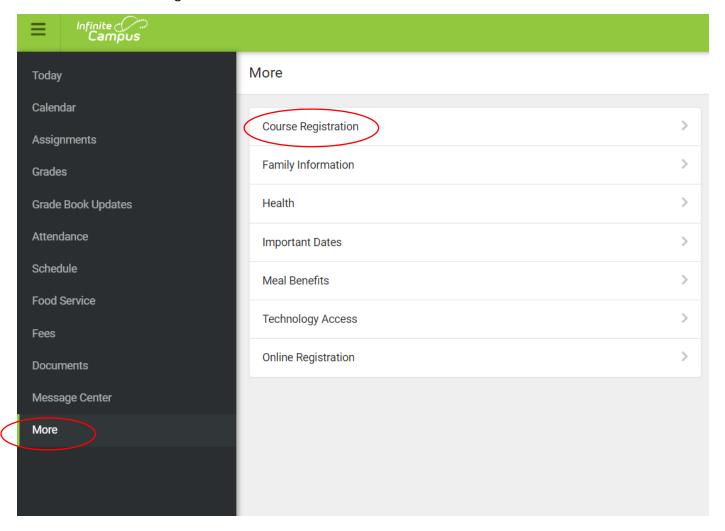
## **Elective Selection in the Parent/Student Portal**

## **Important Information:**

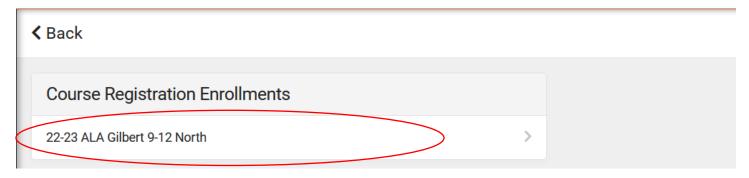
- Be sure to RE-ENROLL choosing electives DOES NOT confirm your spot for the next year.
- All INCOMING 7th and 8th grades will need to select 1 Elective and 2 Alternate choices.
  - Students MUST also choose a PE or DANCE to satisfy the PE requirement from Arizona Department of Education. If a selection is not made, Student Services will place them into PE or Dance randomly.
- All INCOMING 9th -12th grades will need to select 3 Electives and 2 Alternate choices.
- Please contact your Student Services Department if you need help choosing or removing core courses such as AP or Honors.

## How to select electives:

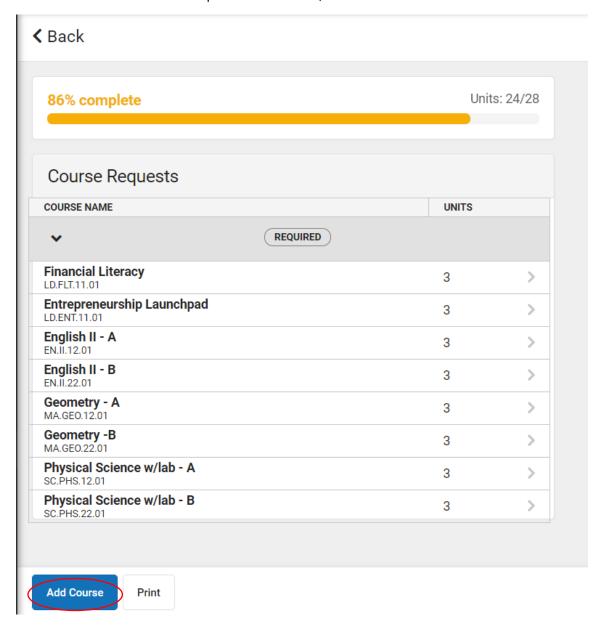
- Log into the Parent or Student Portal
- Click on More
- Click on Course Registration



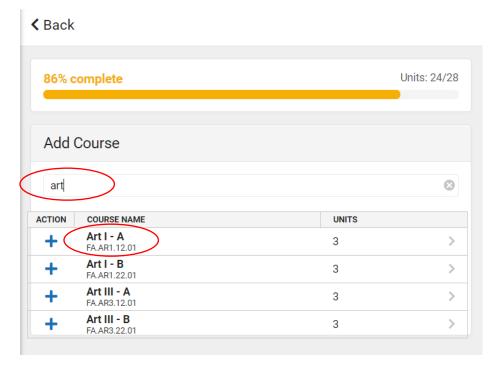
Click on the school you are enrolled in for the next school year:



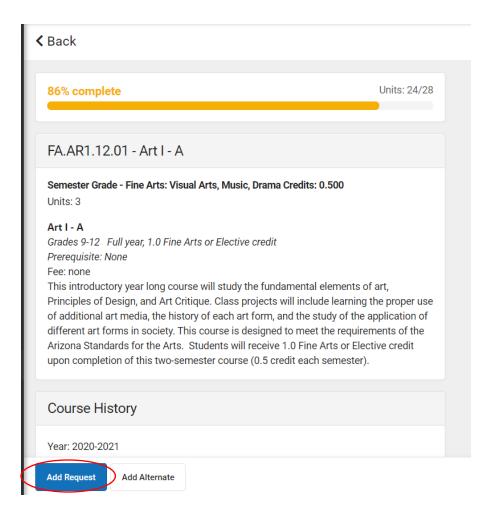
- Required courses will be listed, if there are errors, please contact your Student Services at the campus.
- To select a course to request as an elective, click on the "Add Course" button



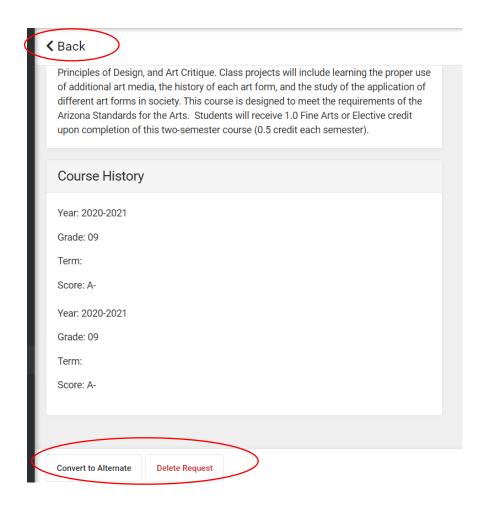
- Type the name in the search bar, courses will appear according to the search
- Click on the COURSE NAME, this will allow you to read the course description.



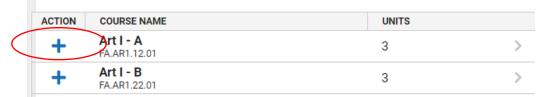
Click "Add Request" to select as an elective request.

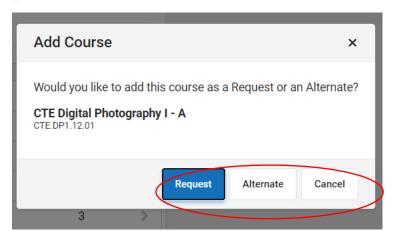


- The screen will change to allow you to convert the course to an alternate choice instead of elective or delete the request you just made.
- To return and search for the next course, click "Back"

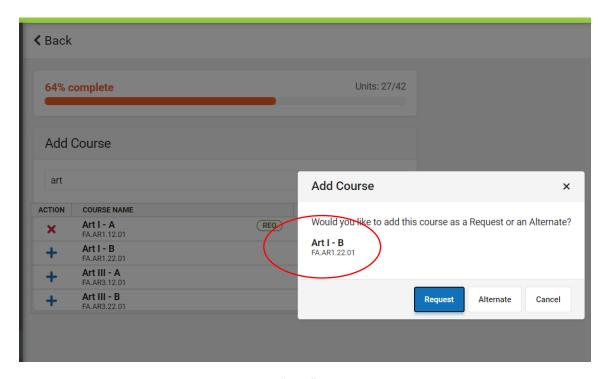


• Clicking on the plus sign next to the course will allow you to add the course or cancel without reading the description.

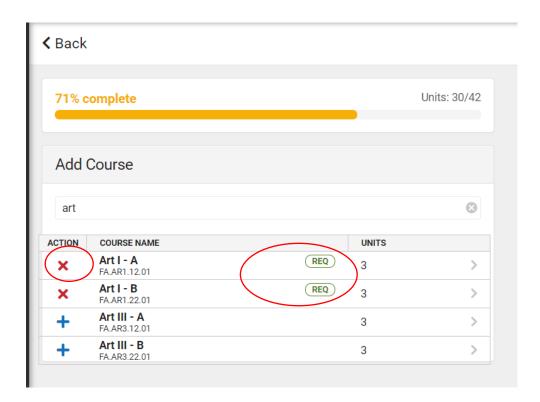




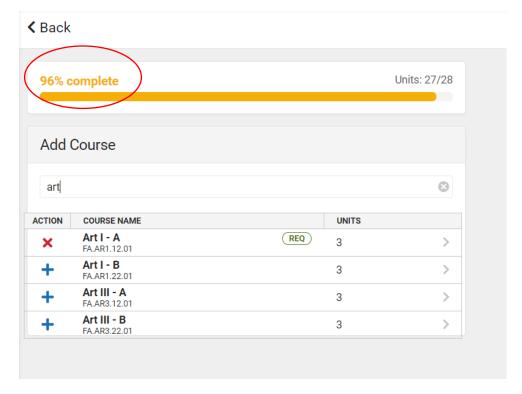
- Students must also choose the "B" section of that course.
- Click "Back" to search for the courses and select the "B" course.



- You will see the courses entered as "REQ".
- Clicking the "X" next to the course will delete the selection if you want to move the choice.



• As you enter course requests, the bar will tell you when you are complete. If you reach 100% you can still enter "alternates"



- Remember students need electives and alternate choices.
- You will see REQ or ALT depending on the additions
  - o 9-12 grades need 3 electives and 2 alternates
  - 7-8 grades need 1 electives and 2 alternates



You will see all courses listed when complete as either Requests or Alternates.

To remove a choice, click on the name of the course and confirm the delete, then re-select a course as necessary.

REQUESTS		
Art I - A FA.AR1.12.01	3	>
Art I - B FA.AR1.22.01	3	>
<b>Art III - A</b> FA.AR3.12.01	3	>
<b>Art III - B</b> FA.AR3.22.01	3	>
CTE Digital Photography I - A CTE.DP1.12.01	3	>
CTE Digital Photography I - B CTE.DP1.22.01	3	>
ALTERNATES		
CTE Digital Photography II - A CTE.DP2.12.01	3	>
CTE Digital Photography II - B CTE.DP2.22.01	3	>