

## Course Requests in eSchoolPLUS

Course Requests can be entered for individual students, mass loaded for groups of students or posted into the system using scan sheets. There are 3 types of requests:

- Regular
- Student Alternate – This request can be scheduled in the place of any regular request.
- Student/Course Alternate – This request can be scheduled in place of a specific regular request.

### To add or maintain course requests for individual students:

1. Select **Student Center > Scheduling > Course Requests**.
2. Search for the student by using the Search or Quick Search option.
3. Enter the course codes that the student is requesting.
4. If the student has alternate requests, make sure regular requests have been entered first.
  - Enter the alternate course.
  - Click on the icon in the Alternate column and select the type of alternate, either **Student** or **Student/Course**.
  - If the course is a student/course alternate, select the regular request it can replace.
  - Click **Save**.
5. Click Search to find the next student.