

# BUCHANAN HIGH SCHOOL

## COURSE REQUEST FORM

2022-2023



NAME:

COUNSELOR:

ID#

Students are asked to add their requests directly using their Student Connect prior to meeting with your Counselor with this document.

Step 1: **Go to your Student Connect Login and log in using your ID and Password.** If two boxes are available, click on the box with next year's grade or next year's school year.

Step 2: **Click on Requests.** You may Add/Edit your requests for next year utilizing the classes that you have recorded below.

Step 3: **Click on Add/Edit Requests.** An Alpha list of all courses are listed, and you may narrow the list by choosing a Subject or typing in a "key" word in the Search box.

Step 4: **Click on the name of the course, then select "Add Selected Course".** If you would like to drop a course selected, click on the X next to the name of the requested course. You cannot drop a preloaded course. If you would like to make a change to a preloaded course, select a course as an "Alternate"- i.e. if AP US History is preloaded select US History as an alternate if you would like US History instead.

Step 5: **Repeat until all courses you want have been requested.** You will have until 12:00 AM of the first date listed below marked as "Due to Counselor" to add your requests and after that date you will be locked from making any changes. You must hit the **Submit** button to save.

Step 6: **When you meet with your counselor any Alternate Courses will be added to your requests and any additional changes can be made.**

To be properly completed, this paper must have six classes plus at least one alternative where appropriate.

When necessary, alternate courses will replace elective courses in 4, 5, or 6.  
**Please see the back of this form for a list of courses available to you.**

### COURSES REQUESTED

Course Title Number

1	English	
2	P.E.	
3	U.S. History	66408
4	Math	
5	Science or Elective	
6		
	<b>Alternate Courses</b>	<b>Number</b>

### Summer School

To qualify for summer school, you must have a 3.0 GPA or better in 1<sup>st</sup> semester courses **and have an impacted schedule.**

Course to be taken: \_\_\_\_\_

Course replacing: \_\_\_\_\_

If you are attending summer school, register for Fall classes as if you will successfully complete summer school. Be sure of your summer plans before you make course selections. The schedule of classes shown on the original registration form and signed by the student is in effect UNLESS replaced by a parent signed copy showing other courses selected.

**Due to Counselor by March 8-9, 2022**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature