Directions for Entering Course Requests in SIS StudentVUE

(You must use a computer to enter Course Requests. You cannot use your phone.)
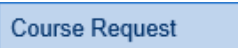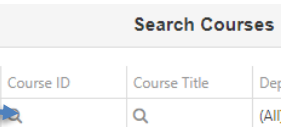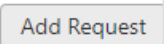*Course requests will not be finalized until the day of your scheduled Academic Advising meeting with your counselor. Any changes to course selections after your meeting must be made through your counselor by March 26, 2021.*
Do NOT hit enter at any time during this process. Follow the directions below.
Download the Course Selection Sheet with Course ID numbers on the WPHS Academic Advising Site:
https://westpotomachs.fcps.edu/student-services/academic-advising

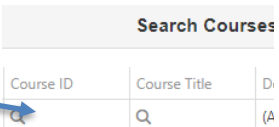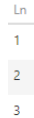|	
Log on to SIS StudentVUE	http://sisstudent.fcps.edu Enter Username (student ID) & Password
Course Requests **Search for Courses by Course ID number only. Use the whole Course ID number to make sure you enter the correct course.** In this section, you will enter your course requests (7 credits total). *Note: Some elective classes are 2 credits.* **Rising 10th Grade students:** Health & PE 10 has already been added to your course requests.	**Use your mouse pointer and keyboard to enter Course Requests.** **Do Not Use the 'Enter' key or it will lock your Course Requests.** 1. On the left side bar, select **Course Request** 2. To enter course requests: **Click here to change course requests** 3. All available courses will be shown on the screen. Search for each course using Course ID. **Search Courses** / Course ID / Course Title 4. Select **Add Request** next to the Course you wish to request. 5. All Course Requests will be listed at the top of the screen. **Selected Course Requests**
Alternate Elective Requests **Search for Courses by Course ID only.** All students must select **at least 2** alternate electives. Enter your Alternate Electives in the order you would want them. (For example – if your first-choice alternate is Creative Writing, make sure it has a 1 next to it.)	1. Search for each Alternate Course using Course ID in the order of preference. **Search Courses** / Course ID / Course Title 2. Select **Add Alternate** next to the Course you want to request as an alternate. 3. Alternate Course Requests will be listed at the top of the screen. **Selected Alternate Course Requests** 4. Be sure your alternate courses are listed in order of preference.

Counselor Meetings
 	
 Rising 9th - 2/2 – 2/5
 Rising 12th – 2/9 - 2/17
 Rising 11th – 2/18 – 2/26
 Rising 10th – 3/2 – 3/12
	Rising 10th Grade
	 English
	 Social Studies/World History 2*
	 Math
	 Science
	 Health & PE 10 (pre-selected)
	 World Language*
	 Elective
	   * = if needed for Advanced Studies diploma
		Rising 11th Grade
		 English
		 Social Studies/US History
		 Math
		 Science
		 World Language*
		 Elective
		 Elective
		   * = if needed for Advanced Studies diploma
			Rising 12th Grade
			 English
			 Social Studies/Government
			 Math*
			 Science*
			 World Language*
			 Elective
			 Elective
			   * = if needed for Advanced Studies diploma

Course Requests Locked? Email your counselor directly.