

ONLINE COURSE REQUEST INSTRUCTIONS

1. Log into your Q Student Connect account.
2. Select the track for next school year (2023-2024).
3. Select the **“Requests”** tab on the left side menu.
4. Click the **“Add/Edit Requests”** on the top right side of the section.
5. The course list window will appear below.
6. Select the course that is your first choice, then click **“Add Selected Class”**,
(Remember that the order you select your courses will designate the priority of your choices).
7. Continue with step 6 until you have entered all of your choices in order, then click the **“Submit”** button at the top of the window. (If you don't hit “submit” your entries will not be saved).
8. You will be able to make changes to your requests only through the open course selection window.

Incoming 7th graders: January 30-February 10, 2023

Current 7th graders: February 13-March 3, 2023

Rising 8th graders: March 6-March 24, 2023

9. Once your course selection window closes you can make changes by emailing Ms. Mercereau at mercereau_moriah@asdk12.org or filling out a paper copy and writing “New Course Requests” on the top. Please turn that in to a Romig counselor prior to the last day of school.