How to enter course requests
in SIS StudentVUE
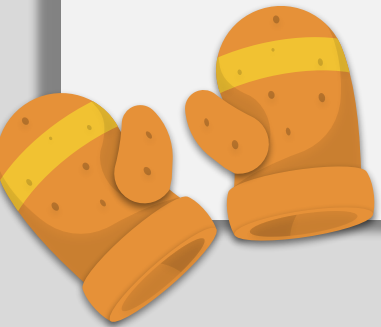
SOUTH   NORTH

January 2024

Curriculum Fair

01
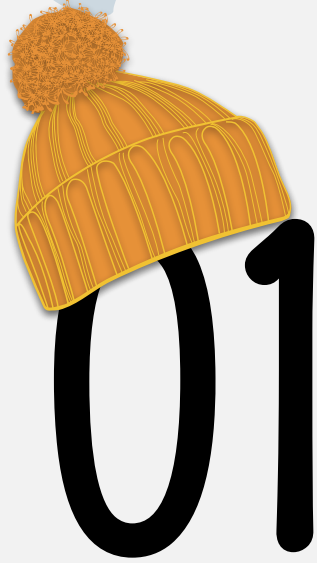
Who: Students in classes of 2025, 2026 and 2027

When: During 8th Period on Wednesday, January 17

What: Students choose 4 sessions to attend to learn about courses
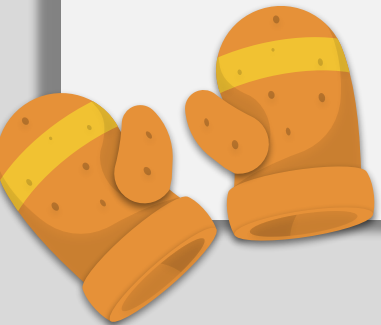
Where: Various classrooms

Curriculum Night

Who: Parents and Guardians, Students are welcome too!

When: 5:30-8PM on Wednesday, January 17

What: Parents choose 4 sessions to attend to learn about courses

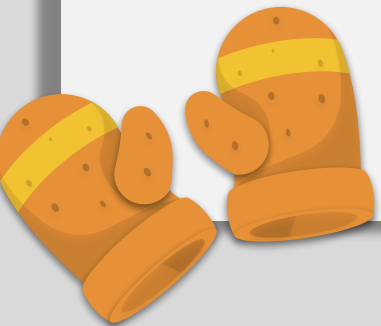**Where**: Virtual Zoom rooms - Links in Schoology Parent Course

Enter Course Requests

03

Who: Students in classes of 2025, 2026, and 2027

When: Between January 2, 2024 and March 11, 2024

What: Enter elective course choices for 2024-2025 school year

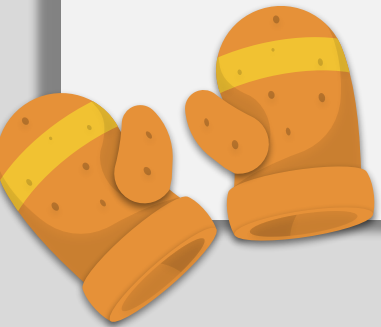**Where**: SIS StudentVUE > Course Request Tab

Academic Advising - 2025

04

Who: Students in class of 2025

When: Between January 29 - February 9

What: Students meet individually with counselors to select courses for 2024-2025 school year
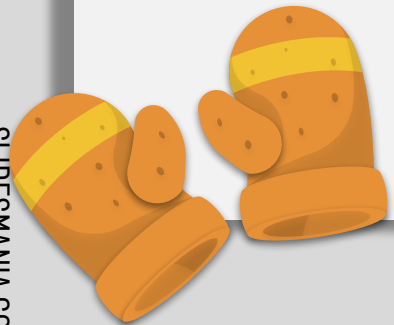
Where: Through the Physics and AP Physics classes

Academic Advising - 2026

05

Who: Students in class of 2026

When: Between February 12 - February 23

What: Students meet individually with counselors to select courses for 2024-2025 school year
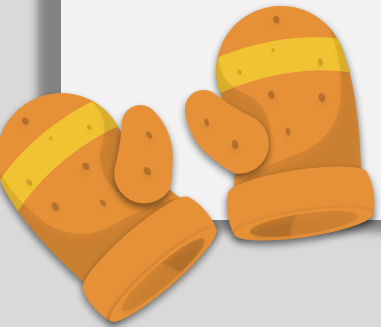
Where: Through World History & Geography 2 classes

Academic Advising - 2027

06

Who: Students in class of 2027

When: Between February 26 - March 8

What: Students meet individually with counselors to select courses for 2024-2025 school year
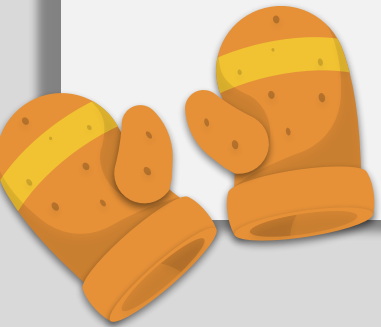
Where: Through IBEST classes

Parent/Guardian Verification

07

Who: Parents/Guardians of classes of 2025, 2026, and 2027

When: Between March 11 - March 15

What: Parents review and verify student course selections

Where: SIS ParentVUE > Course Request Tab

# Course Request - Do's and Don'ts

Do the following things!

- Use the **Course Selection Sheet** to identify Course ID numbers - these are the only unique ID for course selections
- Be sure you are mindful of diploma requirements
- Talk with your teachers and parents about courses you are thinking about taking - they may have a perspective you haven't considered

YES, YOU SHOULD
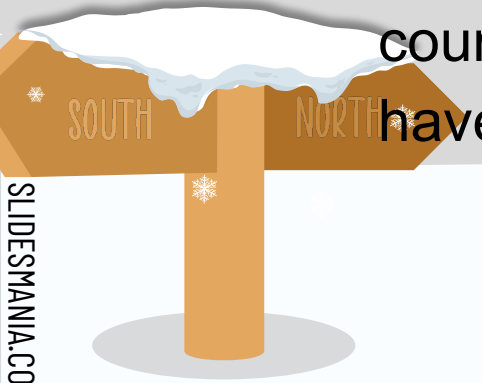
Course Request - Do's and Don'ts

Don't do the following things!

- Don't use a course title to search for a course to select - that may put you in the wrong course
- Don't try to remove a class that is locked in - only a counselor can remove a locked course
- Don't choose an elective course just because of the weighting or one you're not truly interested in terms of the content

DON'T EVEN TRY IT
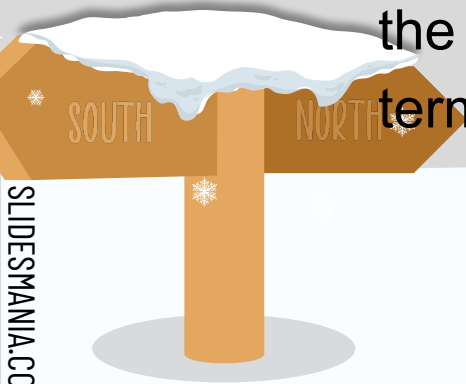
How to Log in

- Log into **SIS StudentVUE** on your FCPSOn laptop or personal computer

- The SIS StudentVUE mobile app may work, but is not as easy to use for this purpose

unt Access

Login

Fairfax County
PUBLIC SCHOOLS
ENGAGE · INSPIRE · THRIVE
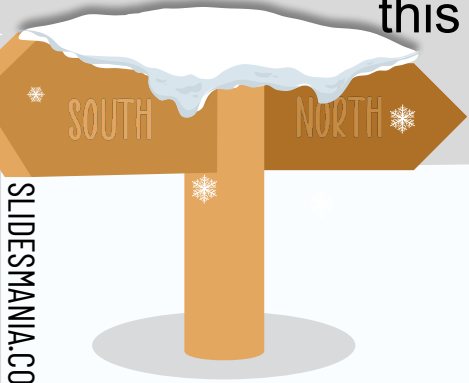
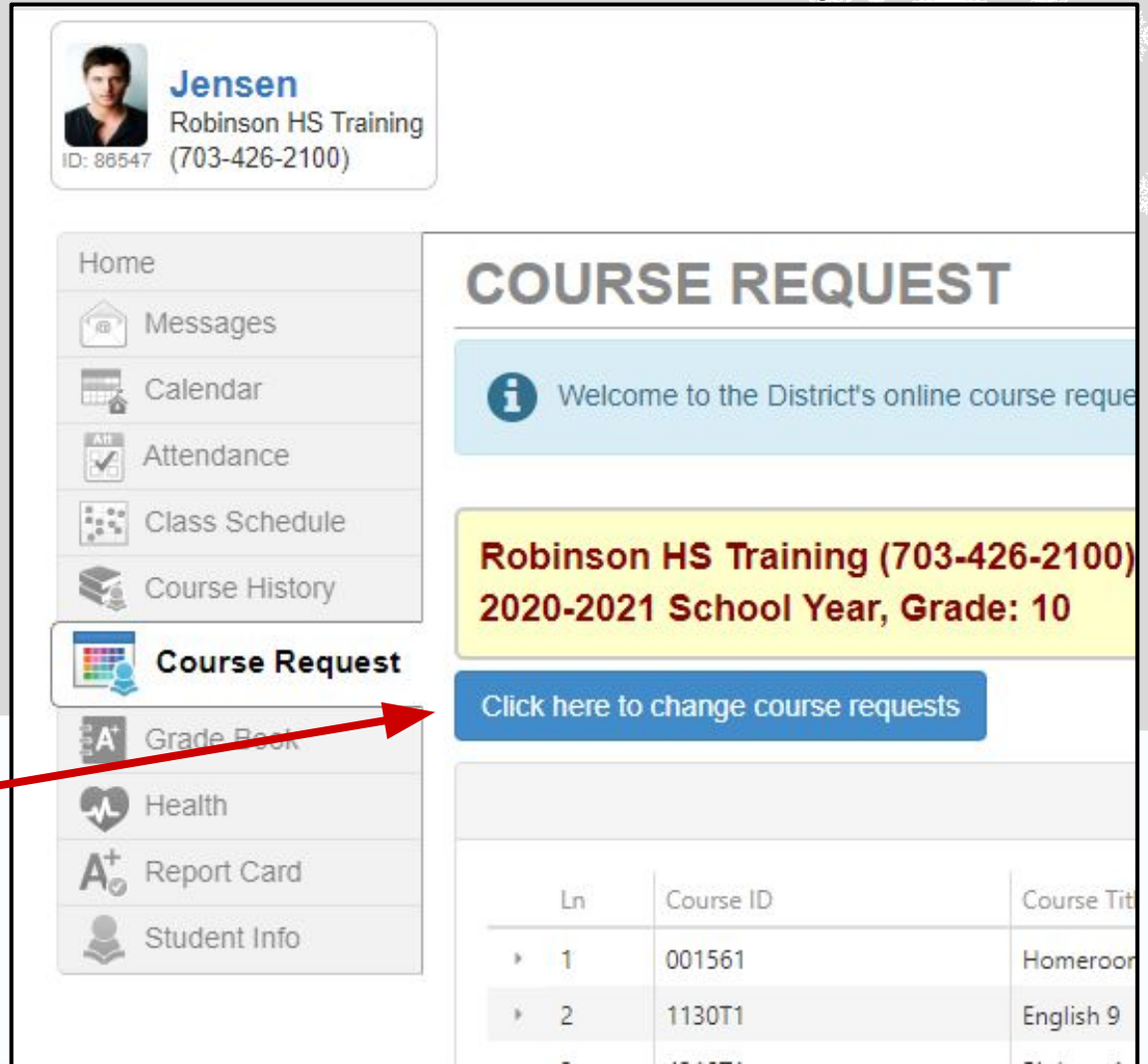**SIS STUDENT INFORMATION SYSTEM**

Username:

Password:

Login

More Options ▼

NOTICE: FCPS Weekly Progress Reports will not be sent to parents Sunday, Dec. 22 through Sunday, Jan. 5 during the Winter holidays.

SIS, ParentVUE, and StudentVUE will be unavailable to all users on Saturday, Dec. 28, from 9 a.m. until 6 p.m. during system maintenance.

SOUTH   NORTH

How to Navigate in Course Request

- Select the "Course Request" tab from the menu on the left side of the screen.
- You will see a list of courses that have been preloaded for you based on your anticipated grade level for the 2024-2025 school year. These can only be changed by your counselor.
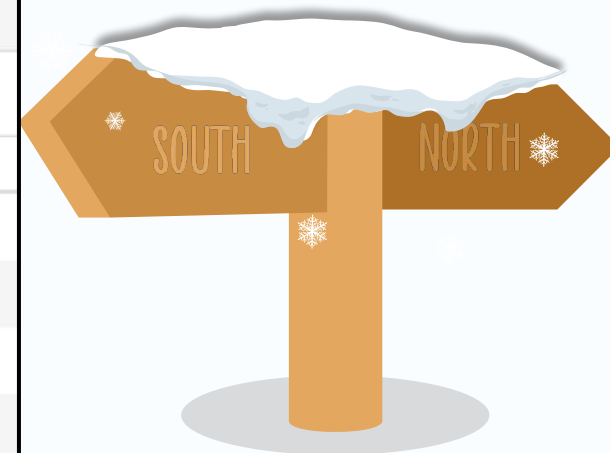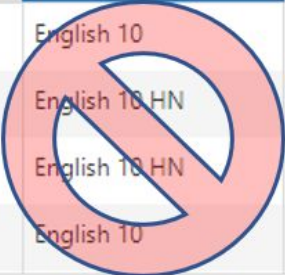- Click on the large blue button to select courses and alternates.

How to Search for Courses

- Using the **Course Selection Sheet** as a resource, enter your course selections using the COURSE ID.
- Searching for a course by Course Title may provide a list of courses that LOOK right but are not.
- For example, "AP Psychology" has three codes:
  - 290204 (taught at TJ), 290299 (Online Campus during the day), 2902VV (Online Campus 8th course)

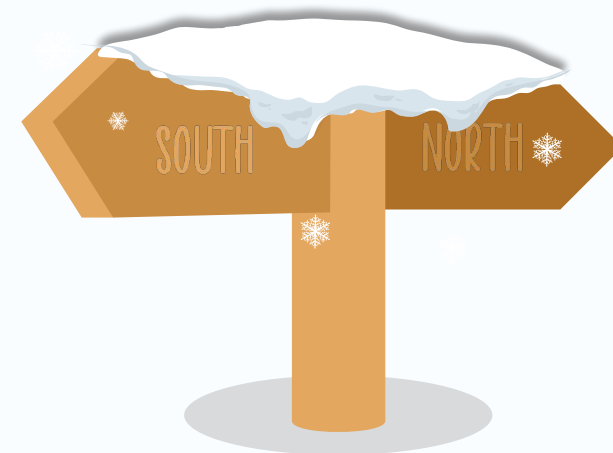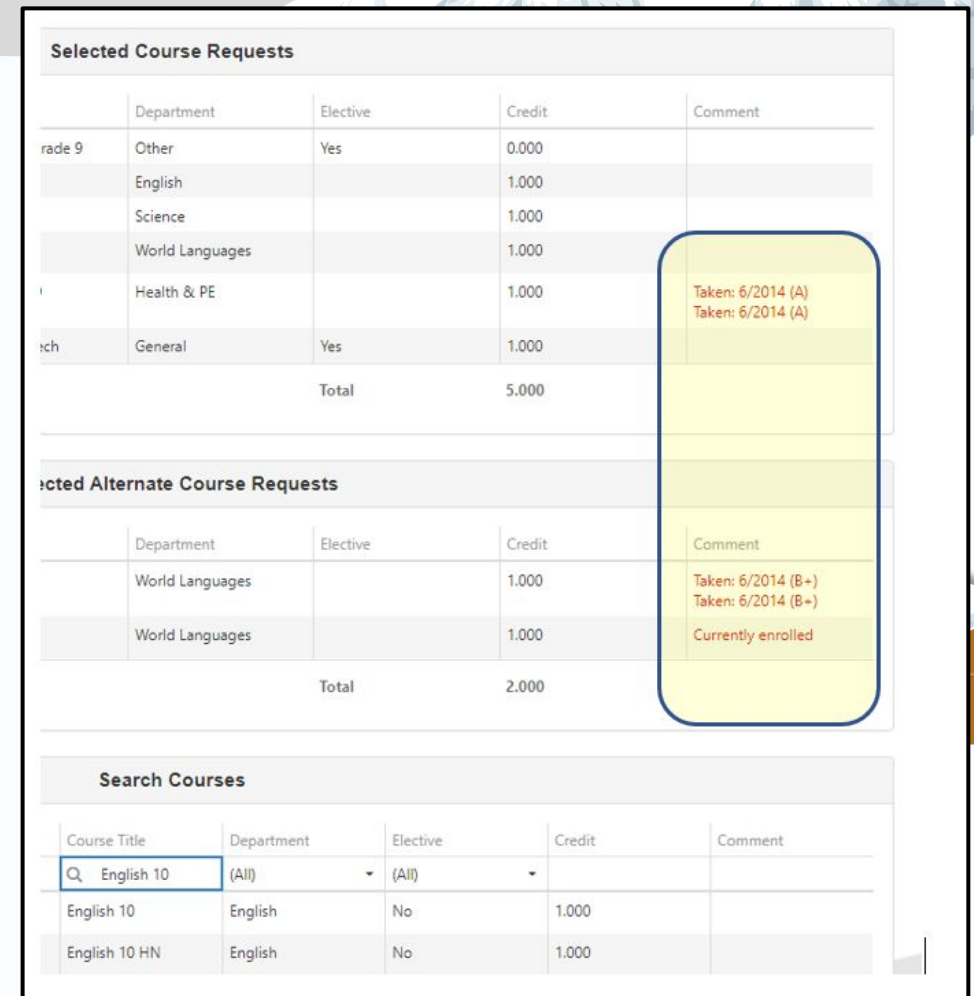USE THE COURSE ID TO SEARCH FOR COURSES, RATHER THAN THE TITLE!

How to Select Courses

- The **Course Catalog** description can be viewed by clicking the triangle next to the buttons in the search results pane; this expands the pane.
- To request a course, click "Add Request"
- To request a course as an alternate, click "Add Alternate"
- Please select *at least* **six alternate elective courses** for which you have the prerequisite

+ Add Request	* Add Alternate	Course ID	912000
		Course Title	Studio Art and Design 1
		Elective	Yes
		Credit	1.000

How to Remove a Course

- If you mistakenly enter a course that you are currently enrolled in or have already completed, you will see that noted in the Comment column.

- Remove a course by clicking "Remove" next to the course you wish to eliminate.

- After meeting with your counselor, your Course Requests **will be locked in and can only edited by your counselor**.

Alternate Courses

- Carefully consider alternates by reviewing course descriptions in the course catalog and ensure you've met **prerequisite requirements**.
- Then **enter 6 courses** (6 semester-long and/or 3 year-long courses) in the alternate course section.
- Be mindful of the **order** that you put in your alternates. For example, the first alternate course would be your first preference.
- If you wish to change the order, **you have to delete and then re-add them** in the order you prefer.

A Note about Alternate Courses

- Alternates are only used if there is an issue with your initial course selections.
- Be advised that not choosing alternates won't ensure you get all your main course selections.
- If SIS kicks out a course due to a scheduling constraint or lack of space, your counselor *must* enter in an alternate elective course (or sometimes a graduation requirement) to replace what didn't fit in your schedule.

Questions? We can help!

Sean Burke	spburke@fcps.edu
Sharmane Delgado Payne	smdelgadopay@fcps.edu
Erik Hansen	ehansen1@fcps.edu
Kerry Hamblin	kchamblin@fcps.edu
Christina Ketchem	czketchem@fcps.edu
Kacey McAleer	kwmcaleer@fcps.edu
Laurie Phelps	lnphelps@fcps.edu
Andrea Smith	agsmith1@fcps.edu