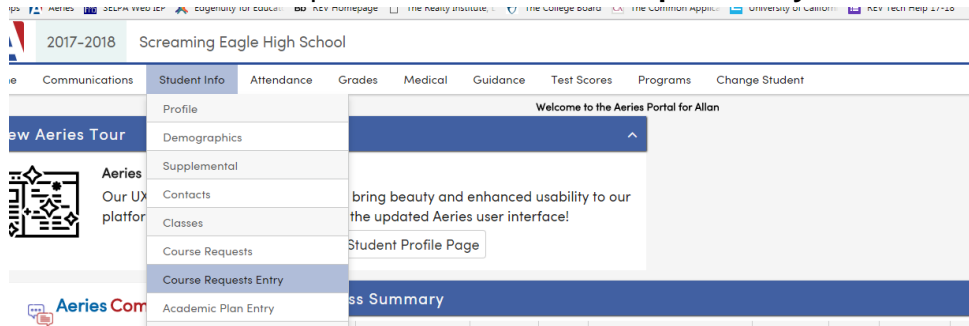


Aeries Course Requests Directions 8-9th Grade Registration

Redlands East Valley will be implementing an online registration process that will go with the paper registration form. Students will be expected to fill out the paper registration form, and go on Aeries to input course requests. Directions on how to complete the registration process are below.

Getting Started

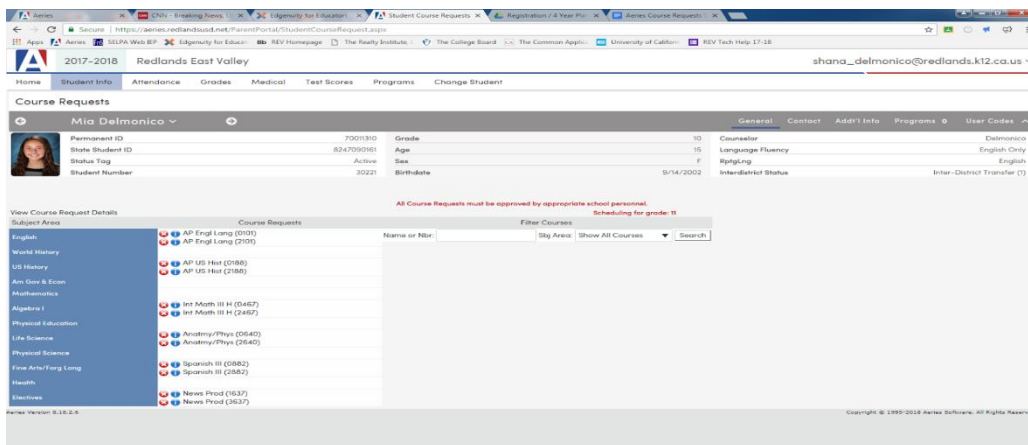
1. Fill out the paper registration form. Circle your choices.
 - a. Freshman are mainly selecting electives. All freshman are enrolled in english, math, science and PE. Students will choose an additional **TWO** courses.
2. Once you have selected your classes. Login to your Aeries Account.
3. Click on the **Student Info** tab on the top and scroll to **Course Request Entry**



Entering Courses

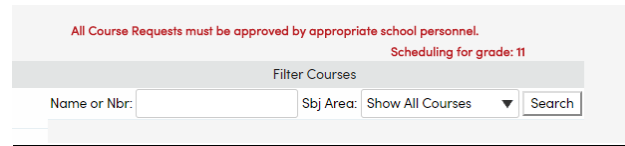
4. The Course Request Entry Page will identify any classes the student are set to be enrolled in for next year. Some classes are already loaded, based on a student's grade level. These will be identified under Course Request.

If you need to change a class that was pre-entered, delete the course, and add the corrected course. For example, delete English and add the number for Honors English or delete Biology, if signed up to take it in summer school.



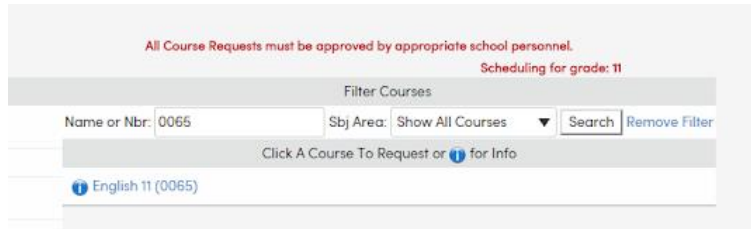
Selecting Courses

5. Search for courses to add to your course request in the 'Name or Nbr' field. Type in the number next to your course, from the registration sheet. Enter the FOUR digit number. (Courses are identified with 1st / 2nd semester numbers; 1234/5678) Each semester course will need to be added.



The screenshot shows a web interface for selecting courses. At the top, there is a red notification: "All Course Requests must be approved by appropriate school personnel." Below this, it says "Scheduling for grade: 11". A "Filter Courses" section contains a search bar labeled "Name or Nbr:" with a text input field, a dropdown menu labeled "Sbj Area:" with "Show All Courses" selected, and a "Search" button. Below the search bar, there is a horizontal line.

6. Select the course by clicking on the title.



The screenshot shows the same web interface as above, but with search results. The "Name or Nbr:" field now contains "0065". The "Search" button is highlighted, and a "Remove Filter" button has appeared to its right. Below the search bar, there is a prompt: "Click A Course To Request or ⓘ for Info". A single result is displayed: "English 11 (0065)" with a blue information icon to its left.

7. Select 'yes; to add the course to the course request. The course will then appear under the Primary Request for that subject. **Complete the process again for the 2nd semester of the course.**

MOST incoming freshman will need to add:

- Two year long classes (FOR EXAMPLE: 0179/2179 World History and 1312/3312 Art CP)
- The remaining courses: English, Math, PE, and Science will be preloaded in Aeries. Only change the core classes, if moving to Honors classes.

Sport PE Course:

All Freshman who plan on participating in a Sport PE class, will need to try out with the team **FIRST**. **Coaches** will then forward student names to the counseling office, and students will then be placed in the Sport PE Class.

Review

8. Check all of the classes listed under Course Requests. You should have a total of **TWELVE** requests (6 classes x 2 semesters).

If you made a mistake, click on the red X next to the course, to delete a course selection.

All online course requests must be complete, by Wednesday, 4/10 at midnight.

Final

9. On Wednesday, April 10, middle school students will have the opportunity to visit REV. All online course requests must be complete, by Wednesday, 4/10, at midnight. After that time, Aeries will lock you out of the course requests.