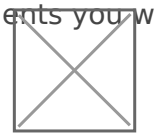
How To Enter A Course Enrollment Request For A Specific Course Section On Behalf Of Students

Managing course section enrollment requests for students can be a straightforward process when you know the steps involved. This guide will walk you through the process of entering a course section enrollment request on behalf of students, ensuring a smooth experience for both administrators and students.

Step 1: Accessing Course Requests

1. **Navigate to Courses** : Begin by logging into your Student Information System (SIS) portal. Once you're in, locate and click on the "Courses" tab in the main navigation menu.
2. **Select Course Request** : In the "Courses" section, look for an option labeled "Course Request." Clicking this will display a list of students for whom you can submit course enrollment requests.

Step 2: Selecting Students

1. **Choose Students** : From the list of students that appears, select the students you wish to register for course requests. You can select multiple students if needed. 
2. **Proceed to Next Step** : Once you've selected the desired students, click the "Next" button to move on to the course selection phase.

Step 3: Choosing the Course Section

1. **Filter Courses by Year and Period** : In the next screen, you'll be asked to select the school year and the marking period. This will filter the list of available courses, ensuring you only see the relevant options for the chosen timeframe.
2. **Select Course Section** : Click on a course to view the available course sections within it. A list of all the course sections for the selected course will be displayed.
3. **Choose a Specific Section** : For each course section, you will see a "Select" button. Click on this button for the specific course section you wish to enroll the students in.



Step 4: Finalizing the Enrollment Request

1. **Review Selected Courses** : After you've selected the desired course sections for each student, a summary list of all selected courses will appear in the bottom right section of the screen.
2. **Submit the Request** : Once you've reviewed and confirmed the selections, click on the "Request for Enrollment" button. This will finalize the enrollment request process, submitting the selected students' requests for enrollment in the chosen course sections.



Conclusion

By following these steps, you can efficiently enter course section enrollment requests on behalf of students. This process not only saves time but also ensures that students are enrolled in the correct sections according to their academic needs and preferences. With practice, managing these requests will become a seamless part of your administrative duties, contributing to a well-organized and effective learning environment.

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