How To Enter A Course Enrollment Request On Behalf Of Students

Course enrollment is a critical process in managing a student's academic journey. Whether you're a school administrator, counselor, or teacher, it's essential to know how to request course enrollments for students efficiently. This step-by-step guide will walk you through the process of entering a course enrollment request on behalf of students using CrownSIS.

Step 1: Navigate to Course Requests

Begin by logging into the student information system and navigating to the "Courses" section. Within this section, look for an option labeled "Course Request."

Step 2: Select Students

Upon entering the "Course Request" section, you will be presented with a list of students. Select the students for whom you need to register course requests. You can choose one or multiple students, depending on your needs.



Step 3: Specify School Year and Marking Period

After selecting the students, click on the "Next" button to proceed. You will now need to specify the school year and marking period. This step ensures that the list of courses presented to you is accurate and relevant to the selected time frame.



Step 4: Choose Courses for Enrollment

With the school year and marking period set, click on "Request Course Enrollment." You will see a filtered list of courses available for the selected students. Carefully review the courses and select the ones you wish to add to the students' enrollment requests.



Step 5: Review Selected Courses

Once you have finished adding courses, a summary of your selections will appear in the bottom right section of the screen. This list allows you to review the courses you have chosen for the students before finalizing the request.



Step 6: Finalize the Enrollment Request

After reviewing the selected courses, click on "Request for Enrollment." This action will apply the enrollment requests to the selected students. A confirmation message should appear, indicating that the students' requests to enroll in the chosen courses have been successfully applied.

Conclusion

Entering course enrollment requests on behalf of students is a straightforward process that helps ensure students are on the right path in their academic journey. By following these steps, school administrators and educators can efficiently manage course enrollments and provide students with the support they need to succeed.

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