**Final Step of Registration: Entering Course Requests in StudentVUE**

**NOTE:** The Mobile app does not have some of the functions that the web-based StudentVUE applications have, such as class websites, course history, course request, etc. Therefore, students **MUST** use the web-based application to enter course requests to complete their registration.

Students should locate the Icon with the three people (this is a web-based application clip).

Students will enter their **Username** and **Password**, which is the same as their computer username and password, to log in.

Successfully enter course requests and complete your registration by completing the following steps:

- **Step 1:** Enter **18 Course Requests** from your registration card
- **Step 2:** Enter **6 Alternate Electives** from your registration card
- **Step 3:** Review your requests for accuracy and **modify** if needed

After logging in to StudentVUE, students will select **Course Request** to begin entering their final registration selections from their registration card.
Step 1: Add 18 Course Requests

1. Select the **Click here to change course requests**

2. Search for an available course at the bottom of the screen.

3. Enter the **Course ID** from your registration card and select **Search Courses**. A list of courses matching the search criteria will display.

*Please make sure you are reading the screen to help ensure accurate registration.* The comment column on the far right will give you important information about whether you have taken a course already or if you have not met the prerequisite for the course.
4. Select the button next to **Request** to select a course or **Alternate** to request an alternate choice.

5. Select **Click here to move selected requests to Selected Course Request**. This will move the course to either the Selected Course Requests table or the Alternate Elective Requests table depending on what was selected.

ADD all 18 courses and then move to #6.

6. When you have finished selecting all 18 of your courses, select the **Click here to return to course request summary** button. Double check your requests!
On the Course Request Summary page, anything that is still needed for graduation will be highlighted in yellow below your Course Requests. Pay attention to this information to ensure accurate registration for your grade.

Step 2: Add 6 Alternate Electives

Once you have requested 18 courses, you will then enter your Alternate choices. Remember you must enter 6 Alternate Electives. Be sure that you only enter classes that you would be willing to take, as you may get one or more of these in your schedule next year.

1. Select Click here to change course request and repeat Step 1 to enter your Alternate Elective Requests. Note: You will need to select Alternate next to the course.
Step 3: Review your requests for accuracy and modify if needed

Remove a Course Request

1. Select the **Click here to change course requests** button to open the Course Request Selection.

2. Click the **Remove** button on the line of the desired course. The screen will refresh and the course will be removed. When finished, select the **Click here to return to course request summary** button. The courses will no longer be displayed.

3. Log out of StudentVUE