

INSTRUCTIONS FOR ONLINE COURSE REQUESTS

Below are instructions to select your courses for next year. Please note the screen shots are examples only and your actual screen will have some differences, such as course titles and course numbers.

You may find standard courses have already been added to your schedule: for example, English 1 for 9th graders. There is no “Final Submit” or “Save” button; your selections are automatically saved. You may log back in during your course selection window to make as many elective changes as you like. You will not be allowed to make changes after the window has closed. Dates for selection window vary by grade.

If you are a current student, login to [Aeries Web](#) (also known as PASS) using your “auhdschools.org” email and network password. (PASS is located on the homepage of the district’s website.) Incoming freshmen login with their “auhdschools.org” email and Verification Pass Code (VPC) also referred to as Password.

1. Select Student Info and select Course Requests Entry

2. From Filter Courses, select a Subject Area.

- Select your desired course and confirm selection when prompted or you may cancel this selection if you so choose.

Subject Area	Primary Request	Alternate Request	Filter Courses		
English	IB Eng HL2 (0317)		Name or Nbr: <input type="text"/> Sty Area: Mathematics <input type="text"/> Search		
Physical Education			Click A Course To Request or ↑ for Info		
Social Science	IBHistAm2/HEcCv (0726) Civics Cp (0704) Economics Cp (0714)		Adv Algebra CP (0646)	AP Calculus AB (0630)	IB Math HL (0612)
Mathematics			Algebra B (0626)	AP Statistics (0634)	IB Math Studies (0642)
Visual/Perform Arts			Algebra B (0625)	GeomApplication (0620)	PreCalculus (0618)
Career Tech Arts			Algebraic Apps (0637)	Geometry Cp (0600)	Trig/Idm Cp (0612)
Science: Life	IB Biology SL (0698)				
Science: Physical					
Health & Career Ed					
Computer Science					
World Language	IB Span HL 2 (0427)				
Electives					

The course will be added to the left column and an "Add Alternate" option will now be available.

Mathematics	PreCalculus (0618)	Add Alternate
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- To make an alternate course selection, select "Add Alternate" and select the appropriate Subject Area. The box will now be highlighted in yellow and the alternate courses for that subject area will display. Make a selection and confirm selection.

Subject Area	Primary Request	Alternate Request	Filter Courses Adding Alternate Course		
English	IB Eng HL2 (0317)		Name or Nbr: <input type="text"/> Sty Area: Mathematics <input type="text"/> Search		
Physical Education			Click A Course To Request or ↑ for Info		
Social Science	IBHistAm2/HEcCv (0726) Civics Cp (0704) Economics Cp (0714)		Adv Algebra CP (0646)	AP Calculus AB (0630)	IB Math HL (0612)
Mathematics	PreCalculus (0618)	Calculus	Algebra B (0626)	AP Statistics (0634)	IB Math Studies (0642)
Visual/Perform Arts			Algebra B (0625)	GeomApplication (0620)	PreCalculus (0618)
Career Tech Arts			Algebraic Apps (0637)	Geometry Cp (0600)	Trig/Idm Cp (0612)

- You now have two math courses selected.

Mathematics	PreCalculus (0618)	AP Statistics (0634)
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- Change the subject area to make additional course selections to complete your requested schedule.

2015-2016 Screaming Eagle High School

Home Student Info Attendance Grades Medical Guidance Test Scores Programs Change

Course Requests

StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Prog	Track	AltProg1	AltProg2	HmLng
1	Abbott	Ailan (AJ)	James	99400001	M	12	18					Spanish
Parent/Guardian		Primary Phone		Father Work - Adam A		Stepmother Mbl - Bar						
M/M A Abbott		(777) 555-9448		(777) 555-7537		(777) 569-1498						

All Course Requests must be approved by appropriate school personnel.
Scheduling for grade: 12

Subject Area	Primary Request	Alternate Request	Filter Courses	
English	IB Eng HL 2 (0317)		Name or Nbr:	Sty Area: <input type="text"/> Show All Courses <input type="text"/> Search
Physical Education			Click A Course To Request or ↑ for Info	
Social Science	IBHistAm2/HEcCv (0726) Civics Cp (0704) Economics Cp (0714)		Adv Algebra CP (0646)	AP Calculus AB (0630)
Mathematics	PreCalculus (0618)	Add Alternate Add Alternate	Algebra B (0626)	AP Statistics (0634)
Visual/Perform Arts			Algebra B (0625)	GeomApplication (0620)
Career Tech Arts			Algebraic Apps (0637)	Geometry Cp (0600)
Science: Life	IB Biology SL (0698)			
Science: Physical	Phys Science CP (0674)	Add Alternate		