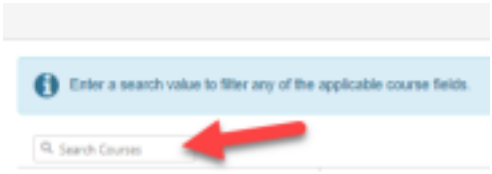
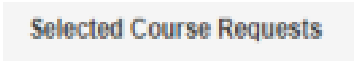
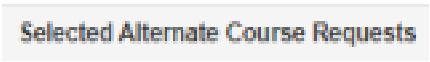
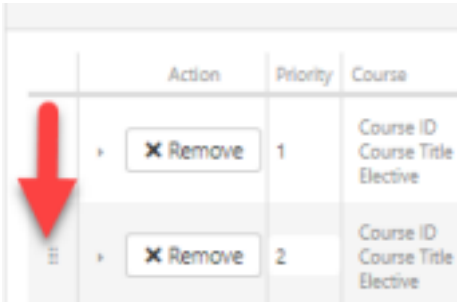
Directions for Entering Course Requests in SIS StudentVUE

You must use a computer to enter Course Requests. You cannot use your phone.

Courses will be locked after your academic advising appointment. Any consideration for changes after that time will need to be emailed to your counselor. No changes after March 8th unless necessary for graduation.

Use the Lewis High School Academic Advising Site to access all the information for course registration including links to course selections sheets, presentations, and more!

Log into SIS on StudentVUE	http://sisstudent.fcps.edu Enter username (student ID) and your password
Course Requests **Search for courses using the Course ID on the Lewis Course Selection sheet only.** In this section you will enter requests for your classes for next year. Pay attention to graduation requirements, course prerequisites, class levels, and sequencing.	1) On the left side bar, select 2) To enter course requests, click 3) All available courses will be shown on the screen. Search for each course using the Course ID found on the Lewis HS Course Selection Sheet  4) Select the button to add the class to your requests. 5) All requested courses will be listed at the top of the screen  **All students should have 7 classes.**
Alternative Elective Requests **Search for courses using the Course ID on the Lewis HS Course Selection sheet only.** All students should select at least 3 alternate electives. Enter your alternate electives in the order you want them. (For example, if you want your 1st choice to be Journalism, make sure it has a 1 next to it)	Follow steps 1-3 in the Course Requests directions (above). 4) To add a course as an alternate, click 5) Your alternates will appear at the top of your screen  6) All requested alternative courses will be listed in order of preference. You can change the order by clicking on the left side and dragging your requests to the order you prefer 
Completed	**Your completed request should include** • 7 class choices • 3 or more alternate elective choices