

# FORECASTING TIPS & REMINDERS

FIRST STEP: REVIEW CURRICULUM GUIDE ONLINE—list of courses offerings, course descriptions and prerequisites

## KEY REMINDERS:

- Forecast for at least 7 classes (not including late arrival or early release)
- DO NOT FORECAST for—Leadership (9-12), Dept. Assistant (9-12), or Work Experience (11-12)
- APPLICATION CLASSES-
  - Go ahead and forecast for any classes that require an application or audition.
  - Applications can be found on the high school’s website, under the “**academic**” tab or from individual departments.
  - LOJ Peer Tutor (10-12), Peer tutor (11-12), Peer (9-12) and Academic Mentor (11-12), Cadet Teaching (11-12) applications are all located in counseling office.
  - All applications **DUE MARCH 9th**.

## AUDITION CLASSES:

- Band: If taking a band class, forecast for **Symphonic Band**, audition, and schedule adjustments will be made based on teacher placement. If you would like to take **Jazz Band** forecast for that as well, separately.
- Orchestra: If taking an orchestra course, forecast for **Philharmonic Orchestra**, audition, and schedule adjustments will be made based on teacher placement.
- Choir: If taking a choir class, forecast for **A Capella**, audition, and schedule adjustments will be made based on teacher placement.

SENIORS: If interested in applying to University of California colleges be sure you have 2 consecutive years of art.

**Example:** Acting 1 & Acting 2 or Ceramics & Advanced Ceramics or Art 1 & Art 2

**11<sup>th</sup> grade forecasting Due February 26<sup>th</sup>**  
**9<sup>th</sup> grade forecasting Due March 6<sup>th</sup>**

**10<sup>th</sup> grade forecasting Due March 4<sup>th</sup>**  
**8<sup>th</sup> grade forecasting Due March 11<sup>th</sup>**

## Online Course Requests in StudentVUE

- 1 **Log into StudentVUE**
- 2 **Open the Course Request Screen**

Click “Course Request” in the Navigation list on the left. You will now be in the Course Request screen.

Ln	Department	Course Title	Course ID	Elective	College Prep	Credit	Term Override	Comment
No course requests have been selected or assigned.								

  

Ln	Department	Course Title	Course ID	Elective	College Prep	Credit	Term Override	Comment
No alternate course requests have been selected or assigned.								

The Selected Course Requests section contains the primary list of courses that you most wish to take. Required courses that the school has already added to your schedule will appear here.

The Alternate Elective Requests section contains the secondary list of courses that you would like to take if one of your Selected Course Requests is not available.

### 3 Search for Courses

Press the “Click here to change course requests” button (at either the top or bottom of the Course Request screen) to begin adding your course requests. To search for a course, enter a Department or Course Title and press the Search Courses button.

The screenshot shows the 'Selected Course Requests' interface. At the top, there is a table with columns: Action, Ln, Department, Course Title, Course ID, Elective, College Prep, Credit, Term Override, and Comment. A single row is visible with Ln 1, Department Language Arts, Course Title Freshman English, and Course ID 010010110. Below this is a 'Total' row showing a credit of 1.000. A section titled 'Alternate Elective Requests (in preference order) - Select at least 4 alternates' follows, with a message: 'No alternate course requests have been selected or assigned'. At the bottom, there are search filters for Department (Fine Arts), Course Title, Course ID, Elective, and Coll Prep, along with a 'Search Courses' button.

A list of courses that meet your search criteria displays at the bottom of the screen.

This screenshot shows the same interface as above, but with a list of search results. The results table has columns: Ln, Action, Department, Course Title, Course ID, Elective, College Prep, Credit, and Comment. There are four rows of results, each with radio buttons for 'None', 'Request', and 'Alternate'. The first row (Ln 1) has 'None' selected. The second row (Ln 2) has 'Request' selected. The third row (Ln 3) has 'None' selected. The fourth row (Ln 4) has 'None' selected. The 'Comment' column for the second and fourth rows contains the text 'Pre-req not met: 050550120' and 'Pre-req not met: 051551120' respectively. A button at the top of the results section says 'Click here to move selected requests to Selected Course Requests'.

(Some courses won't appear for every student, such as courses that are only open to certain grade levels.)

### 4 Select a Course

Select one or more courses from the list by setting the button on the left to “Request” or “Alternate.” “Request” puts the course into your Selected Course Requests list. “Alternate” puts the course into your Alternate Elective Requests list. You must select at least four Alternate Elective Requests.

Once you have made one or more selections, press the “Click here to move selected requests to Selected Course Requests” button.

This screenshot is similar to the previous one, but with red annotations. A red box highlights the radio buttons for the first two rows of the search results table. The first row has the 'Alternate' radio button selected, and the second row has the 'Request' radio button selected. A red arrow points to the 'Click here to move selected requests to Selected Course Requests' button.

The course or courses you have selected now appear in your list(s) above.

### 5 Select More Courses

Repeat Steps 3 and 4 to select more courses.