



INSTRUCTIONS FOR SENIOR COURSE SELECTION



Access Illuminate


- Window is available May 3rd – May 13th.
- Go to lcer.org
- Click on AAE
 - Click on **Illuminate circle**

Problems with log-in?

- Contact AAE I.T.
 - Extension 435
 - help@lcer.org

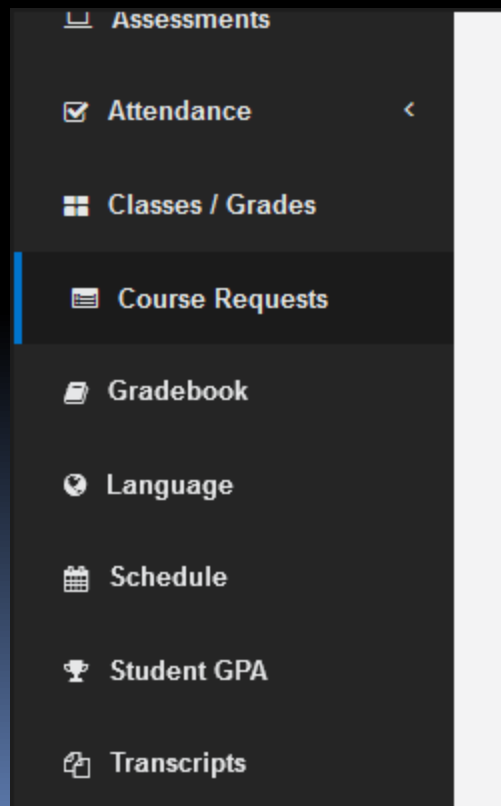


New Classes for 2019-2020

- AP Capstone Research
 - Spanish III Honors
 - AP Spanish Language
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Log into the program

- Click on course requests (under classes/grades)
- You should now see your Course Request form

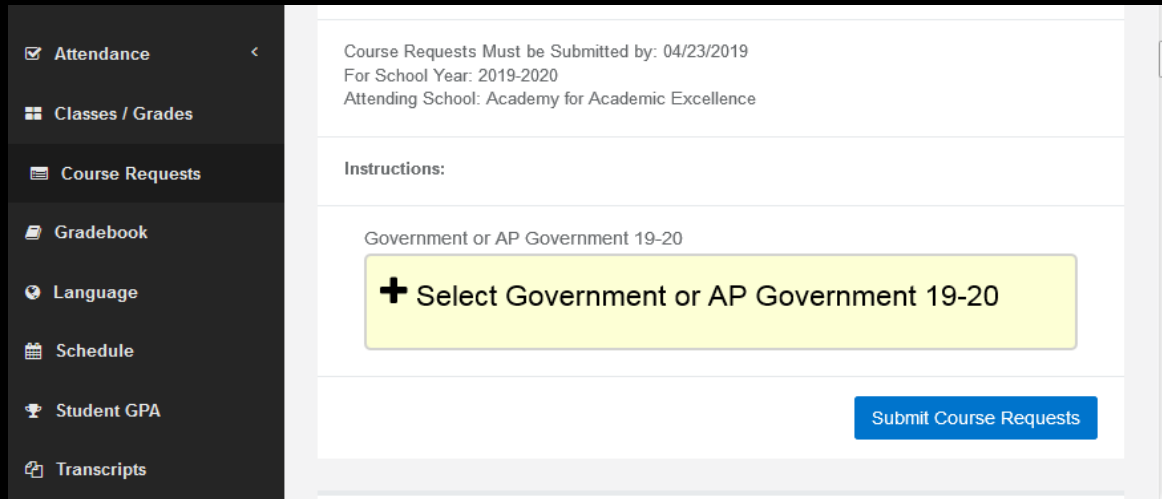


Choosing your English class

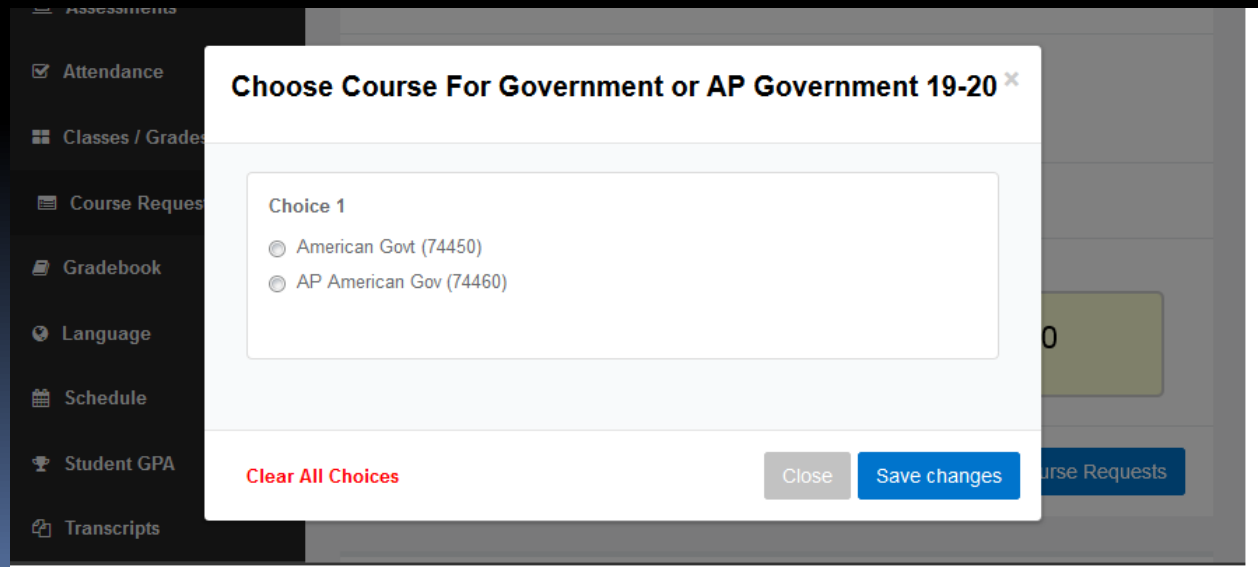
The screenshot shows a web interface for course requests. On the left is a dark sidebar with menu items: Attendance, Classes / Grades, Course Requests (highlighted), Gradebook, Language, Schedule, Student GPA, and Transcripts. The main content area is titled "British Lit or AP English Lit 19-20" and includes a green status indicator "Course Requests Open". Below this, it states "Course Requests Must be Submitted by: 04/23/2019 For School Year: 2019-2020 Attending School: Academy for Academic Excellence". An "Instructions:" section follows. A yellow highlighted box contains a plus sign icon and the text "Select British Literature or AP Eng Literature 19-20".

This is a modal dialog box titled "Choose Course For British Literature or AP Eng Literature 19-20". It features a "Choice 1" section with two radio button options: "AP Engl Lit (71460)" and "British Lit (71450)". At the bottom of the dialog, there are three buttons: "Clear All Choices" in red text, "Close" in a grey button, and "Save changes" in a blue button. The background shows a blurred view of the same course request page as in the first screenshot.

Choosing your Government class



A screenshot of a web application interface for course requests. On the left is a dark sidebar with menu items: Attendance, Classes / Grades, Course Requests, Gradebook, Language, Schedule, Student GPA, and Transcripts. The main content area has a white background. At the top, it says "Course Requests Must be Submitted by: 04/23/2019 For School Year: 2019-2020 Attending School: Academy for Academic Excellence". Below this is an "Instructions:" section with the text "Government or AP Government 19-20". A yellow button with a plus sign and the text "Select Government or AP Government 19-20" is highlighted. At the bottom right of the form is a blue button labeled "Submit Course Requests".



A screenshot of a dialog box titled "Choose Course For Government or AP Government 19-20" with a close button (X). The dialog box is overlaid on a blurred background of the same web application. Inside the dialog, under "Choice 1", there are two radio button options: "American Govt (74450)" and "AP American Gov (74460)". At the bottom of the dialog, there are three buttons: "Clear All Choices" in red, "Close" in grey, and "Save changes" in blue.

Choosing Economics

Attendance

Classes / Grades

Course Requests

Gradebook

Language

Schedule

Student GPA

Transcripts

Economics 19-20

● Course Requests Open

Course Requests Must be Submitted by: 04/23/2019
For School Year: 2019-2020
Attending School: Academy for Academic Excellence

Instructions:

Economics 19-20

+ Select Economics 19-20

Choose Course For Economics 19-20

Choice 1

Economics (74550)

Clear All Choices

Close Save changes

Choose Four electives

12th Elective 1 19-20

● Course Requests Open

Course Requests Must be Submitted by: 04/23/2019
For School Year: 2019-2020
Attending School: Academy for Academic Excellence

Instructions:

12th Elective 19-20

+ Select 12th Elective 19-20

Choose Course For 12th Elective 19-20

Choice 1	Choice 2
<input type="radio"/> 1 Off Campus (79901)	<input type="radio"/> 1 Off Campus (79901)
<input type="radio"/> 2 Off Campus (79902)	<input type="radio"/> 2 Off Campus (79902)
<input type="radio"/> 5 Off Campus (79905)	<input type="radio"/> 5 Off Campus (79905)
<input type="radio"/> 6 Off Campus (79906)	<input type="radio"/> 6 Off Campus (79906)
<input type="radio"/> AFJROTC 4 (77341)	<input type="radio"/> AFJROTC 4 (77341)
<input type="radio"/> AFJROTC 4H (77343)	<input type="radio"/> AFJROTC 4H (77343)
<input type="radio"/> Anat and Phys (73270)	<input type="radio"/> Anat and Phys (73270)
<input type="radio"/> Animation (76345)	<input type="radio"/> Animation (76345)
<input type="radio"/> AP Calc AB (72860)	<input type="radio"/> AP Calc AB (72860)
<input type="radio"/> AP Research (75555)	<input type="radio"/> AP Research (75555)

Friday Clubs

- Choose a first and second choice
 - Club catalog is available at:
lcer.org/counseling/catalogs

The screenshot shows a web application interface with a dark sidebar on the left containing menu items: Assessments, Attendance, Classes / Grade, Course Reque, Gradebook, Language, Schedule, Student GPA, and Transcripts. A white dialog box titled "Choose Course For Club" is centered on the screen. It contains two columns of radio button options:

Choice 1	Choice 2
<input type="radio"/> Art Club (79835-1)	<input type="radio"/> Art Club (79835-1)
<input type="radio"/> Astronomy Club (79835-29)	<input type="radio"/> Astronomy Club (79835-29)
<input type="radio"/> Beauty of Math Club (79835-10)	<input type="radio"/> Beauty of Math Club (79835-10)
<input type="radio"/> Chess Club (79835-16)	<input type="radio"/> Chess Club (79835-16)
<input type="radio"/> Christian Club (79835-11)	<input type="radio"/> Christian Club (79835-11)
<input type="radio"/> Comic Book Graphic Novel Club (79835-12)	<input type="radio"/> Comic Book Graphic Novel Club (79835-12)
<input type="radio"/> Cook Like a Chef Club (79835-18)	<input type="radio"/> Cook Like a Chef Club (79835-18)
<input type="radio"/> Fashion Club (79835-25)	<input type="radio"/> Fashion Club (79835-25)
<input type="radio"/> Geography Explorers Club (79835-19)	<input type="radio"/> Geography Explorers Club (79835-19)

Submit Course Request each time you are prompted to do so

The screenshot displays a student portal interface. On the left is a dark sidebar menu with the following items: Assessments, Attendance, Classes / Grades, Course Requests (highlighted with a blue bar), Gradebook, Language, Schedule, Student GPA, and Transcripts. The main content area is titled 'Club' and features a large yellow button with a plus sign and the text '+ Select Club'. Below this is a blue button labeled 'Submit Course Requests'. Underneath, there is a section titled 'Submitted Course Requests' which currently shows 'None'. A 'Privacy Policy' link is located in the bottom right corner of the main content area.

Off Campus



- Choices available – 1st and 6th
 - First semester, students may only have 1 off campus period.
 - Students enrolled at VVC may have 2 off campus periods during the first semester.
 - Second semester, seniors may have 2 off campus periods, if approved by Mrs. Cook.
- Off campus student **MUST LEAVE CAMPUS**
- Choices are not guaranteed
- All off campus requests are subject to review and approval by Mrs. Cook


Incorrect Courses Listed

- If a pre-selected course appears to be incorrect, first talk to your current teacher in that subject.
 - If your teacher agrees the placement is incorrect –
 - Complete a blue course change request form
 - Forms are available in “N” building office.
 - Return completed forms to “N” building office.
 - Deadline to submit form is May 31st.

Remember...

- Choosing classes on the first day (**May 3rd at 5pm**) does not provide an advantage.
- However, course selections must be completed by **May 13th**.
- Take time to read the course catalog located on aae.lcer.org/counseling/catalogs.
- Check for pre-requisites and course requirements.
- Choose carefully and wisely!
- The next opportunity for changes will be in July 2019, when opportunities will be limited.

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- When selections are complete, CLICK SUBMIT and exit program
 - If you do not CLICK SUBMIT, your selection will not be saved or submitted.
- 



Congratulations!
You have completed your
course selections for
2019-2020!