

# Online Course Requests

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## Students



**Prince William County**

**PUBLIC SCHOOLS**

*Providing A World-Class Education*

INFORMATION TECHNOLOGY SERVICES

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Student Information is stored electronically in the Prince William County Public Schools (PWCS) Student Information System (hereinafter “Synergy”). Enrolling students into the Prince William County (PWC) student information system is *extremely important*. Student membership is used to determine the amount of funding schools receive from federal and state governments, the number of teachers and staff that can be hired, and is a major factor in most decision-making.

Management of student records in PWC Schools is governed by PWCS Regulation 700, which can be accessed via the PWCS website. Student records (paper and electronic) in PWC schools shall also be maintained in accordance with the procedures outlined in the State Department of Education publication entitled *Guidelines for the Management of the Student’s Scholastic Record in the Public Schools of Virginia*, which can be accessed online at:

[http://www.doe.virginia.gov/boe/regulations/secondary\\_sch\\_transcripts/management\\_scholastic\\_records.pdf](http://www.doe.virginia.gov/boe/regulations/secondary_sch_transcripts/management_scholastic_records.pdf)

These records shall be managed in compliance with applicable laws and regulations, including the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), the Protection of Pupil Rights Amendment (PPRA), the Individuals with Disabilities Education Act (IDEA), the Virginia Public Records Act, and the Code of Virginia.

Synergy contains confidential data that must be properly safeguarded. The responsibility for protecting student information accompanies any need to access, use, or release this information. PWCS Regulation 295-1 Computer Systems and Network Services – PWCS Responsible Use and Internet Safety Policy govern all use and access to electronic student records.

Any personally identifiable information, whether it pertains to staff or to students, is considered to be confidential. Synergy users must protect the security and integrity of all confidential information at all times. In addition to PWC Regulations, the following are additional guidelines that must be followed for student information stored in Synergy:

The Information Technology Services Student Information Services (SIS) team has provided a standard security setup for the student information program that limits access to certain pages and fields based on a user’s responsibilities, as well as training received. Below are some important reminders when accessing confidential student records and information:

- At no time should passwords be divulged, nor should workstation passwords be shared.
- Staff must exercise caution in the disposal of printouts and shred all personally identifiable information. This includes partial printouts that may result from printer paper jams or from report trial runs.
- All users must log off Synergy before leaving their workstations.

Prince William County Public Schools (PWCS) does not discriminate in employment or in its educational programs and activities against qualified individuals on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, veteran status, or disability. PWCS provides equal access to the Boy Scouts and other designated youth groups. The following individual will handle inquiries regarding nondiscrimination policies, including Section 504 and Title IX:

Associate Superintendent for Human Resources

Prince William County Public Schools, P.O. Box 389, Manassas, VA 20108

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## Managing Course Requests

For the 2022-2023 school year, students will submit course requests online using the StudentVUE web application and/or the StudentVUE mobile application. Schools will be responsible for communicating the dates made available for online course requests. Students will need to refer to their school course catalog to identify course offerings.

The **Course Request** page in StudentVUE allows students to view or modify course requests for the next school year. Parents will be able to view requests in ParentVUE. The screen displays the following information:

- A list of the student's current course requests
- Any alternate electives requested, if selected
- Any teacher recommendations made by school staff
- Comments related to the requests, such as *Teacher recommended*, *Previously taken*, etc.
- Graduation Status Summary (for high school students only)

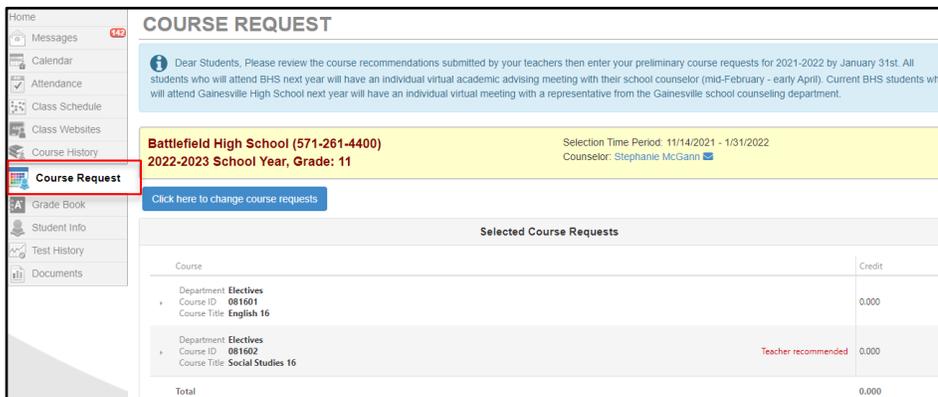
### ➤ Graduation Status Summary

The student's **Graduation Status Summary** displays at the bottom of the screen for high school students. The chart will display the subject areas required for graduation, with the total number of credits required, credits completed, credits in progress, and credits expected based on next year's course requests. The student's remaining credits display last, providing students and parents insight on their progress toward graduation. This grid should be used to ensure the requests made apply toward graduation.

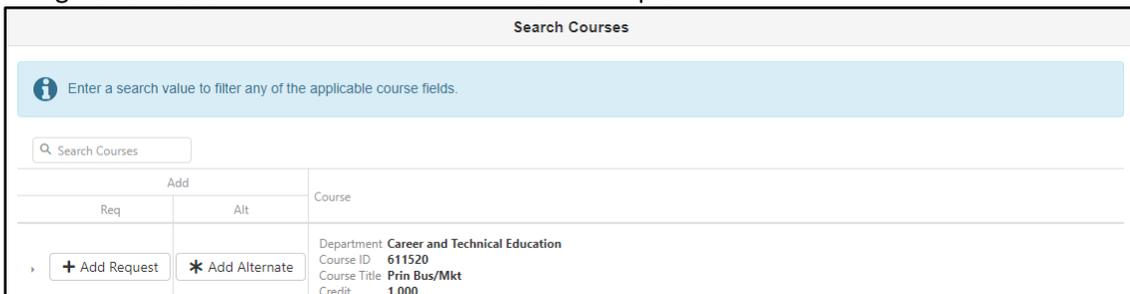
Graduation Status Summary						
Subject Area	Required	Completed	In Progress	↓ Credit for Requested Courses	Remaining	
Electives	3.00	0.00	0.00	3.00	0.00	
English	4.00	0.00	1.00	1.00	2.00	
Mathematics	4.00	0.00	1.00	1.00	2.00	
Health & Physical Education	2.00	0.00	1.00	1.00	0.00	
Laboratory Science	4.00	0.00	1.00	0.00	3.00	
History & Social Sciences	4.00	0.00	1.00	0.00	3.00	
World Languages	3.00	1.00	1.00	0.00	1.00	
Fine Arts/Career & Technical Ed	1.00	0.00	1.00	0.00	0.00	
Economics & Personal Finance	1.00	0.00	0.00	0.00	1.00	
<b>Total</b>	<b>26.000</b>	<b>1.000</b>	<b>7.000</b>	<b>6.000</b>	<b>12.000</b>	

## ➤ Adding a Course Request

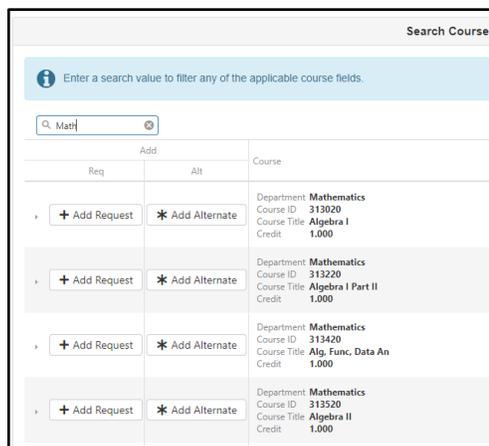
1. Sign into [StudentVUE](#) via the web or the mobile app.
2. Click **Course Request** on the left navigation panel. The *Course Request Selection* page opens.



3. Review any *Teacher Recommendations* and the *Graduation Status Summary* to make note of subjects still needed for graduation.
4. Click the **Click here to change course requests** button.
  - a. If course requests have already been made, they will be listed in a grid labeled **Selected Course Requests**.
  - b. If alternate requests have already been made, they will be listed in a grid labeled **Selected Alternate Course Requests**.
  - c. If any courses have been recommended by staff, they will be listed in a grid labeled **Teacher Recommendations**.
  - d. The **Search Courses** grid will display for all students, while the *Online Course Request* window is open.
5. Review the **Teacher Recommendations** grid, if displayed and accept recommended courses as desired.
  - a. Click the **+ Add Request** button to move the course to the *Selected Course Requests* grid.
  - b. Click the **\* Add Alternate** button to move the course to the *Selected Alternate Course Requests* grid.
6. Navigate to the *Search Courses* area to add course requests.



7. Enter a keyword in the **Search Box** to narrow the list of courses. This can be a *Course ID* or any part of a *Course Title* or *Department Name*.
8. Select the desired course:
  - a. Click the **+ Add Request** button to move the course to the *Selected Course Requests* grid.
  - b. Click the **\* Add Alternate** button to move the course to the *Selected Alternate Course Requests* grid.
9. Continue searching for all desired courses until all requests have been made.



10. If desired, prioritize the *Alternate Course Requests* by clicking the *dotted icon* to the left of the *Alternate Course Request*; drag and drop into the appropriate order.

Selected Alternate Course Requests				
	Action	Priority	Course	Credit
⋮	<input type="button" value="X Remove"/>	1	Department <b>Career and Technical Education</b> Course ID <b>611520</b> Course Title <b>Prin Bus/Mkt</b>	1.000
<input type="button" value="⋮"/>	<input type="button" value="X Remove"/>	2	Department <b>Career and Technical Education</b> Course ID <b>613120</b> Course Title <b>Business Law</b>	1.000

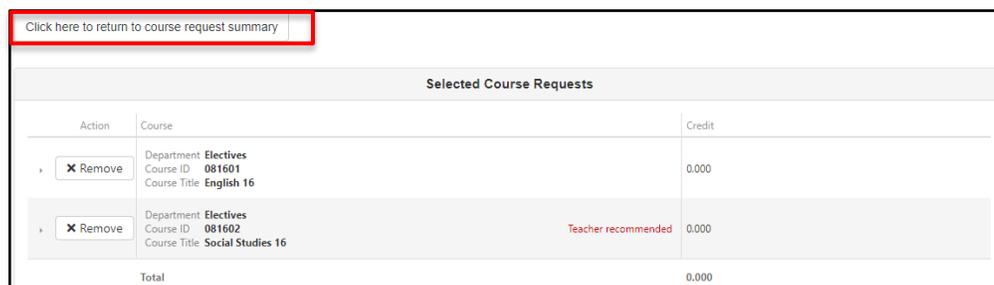
11. Click the **Click here to return to course request summary** button (at the top of the screen) when finished.

## ➤ Removing a Course Request

1. Sign into [StudentVUE](#) via the web or the mobile app.
2. Click **Course Request** on the left navigation panel. The *Course Request Selection* page opens.
3. Click the **Click here to change course requests** button.

💡 A *Comment* will display if the student is currently enrolled in or has previously taken the course.

4. Click the **Remove** button next to any requests to be removed; the course will immediately disappear.



5. Click the **Click here to return to course request summary** button to save the changes.