



Student Elective Course Requests for 2022-2023 School Year

*** We will do our best to honor at least one of your preferences. Listing preferences does not guarantee elective course selection. ***

1. Log into FOCUS.
2. Change the year at the top right to **2022-2023** (Your FOCUS banner should change from BLUE to RED).
3. Click **"Class Request"** on the left side of your screen.
4. In the middle of the screen, you will see three drop down menus.

Choose your top 3 elective choices for next school year, and place a number next to each choice
(1- first choice, 2- second choice, 3- third choice).

5. Click SAVE on the top right.

The screenshot shows the FOCUS system interface. At the top right, the school year is set to 2022-2023. The left sidebar contains a navigation menu with 'Class Requests' highlighted. The main content area shows a table for course requests with columns for Course, Credits, Course #, Elective Priority, Term, With Teacher, Without Teacher, With Period, Without Period, and Approve. Below the table is a section titled 'Add a Request: Quick List' with 2 Requirements. The requirements are: Electives (with three dropdown menus for Course / Elective Priority) and M/J Electives (with one dropdown menu). The 'Save' button is located at the top right of the main content area.