

AERIES Course Request Instructions:

1. Complete the Course Selection Sheet.
2. Sign into AERIES Student Portal.
3. Select “CLASSES” on the top of the screen.
4. Select “COURSE REQUEST ENTRY.”
5. Enter the COURSES by
 - a. Entering the 4 digit code from the Course Offering Sheet, or
 - b. Scroll through and select the course from the list on the left side of the screen.
6. Select “OK” if you’ve entered the correct course.
7. Click on the RED “X” if you want to remove a class.
8. If you cannot find a class on the Course Offering Sheet or on the list in AERIES, write it on your Course Selection form for the counselor to enter during the 1-on-1 meeting.