Requests and Rosters: Remove Course Requests - Video [.2411-.2447]

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How the tool is used: Course requests are entered for students when preparing to schedule the upcoming school year. These requests help schedulers figure out how many sections of each course are needed to fulfill as many requests as possible, and requests can be reviewed to make sure that students are requesting appropriate courses per their graduation plan. *This is done after calendars for the upcoming year have been created and student enrollments have been rolled forward.*

Scenario: A scheduler needs to remove course requests for a specific course.

Sometimes course requests that have been entered for a number of students for the upcoming year need to be removed, for example when a course is no longer going to be offered or requests were made in error. This video shows how to remove course requests.