How to add **course requests** through the Academic Plan page on your Aeries Student Portal.

From the home page go to the navigation bar at the top and select **Classes > Academic Plan**

1. Select the **subject**
2. Select the **course**
3. Click the “**Add to Plan**” button.
4. Select the **Grade Level**
5. Change the **Term** to Year Long
6. **Place the Course** to request course
7. Verify that all of your course requests are present. You may remove courses by clicking the trash can at the top right corner of a course box.

8. After you are certain you have the course requests you want, click the “Submit My Plan For Counselor Review”

9. Confirm your selection by click on the “OK” button.
10. Make sure the status changes to **Status: Pending Approval**