

**CREQ(COURSE REQUESTS BY COURSE)
REAL OR ARTIFICIAL COURSES/GROUPS**

1. Real courses are not to be listed in P501.
2. Artificial courses or groups need to be entered into P501 (manual pages 34-39)
3. In Add mode enter next school year e.g. 05/06 (return/enter). Enter course/group (return/enter), Section (word chr/backspace), asg. (word chr/backspace).

Come down to student ID, enter student id number then press (return/enter) until you come to the next line. Enter additional id's as needed. Remember to go to the next line to ensure last id takes.

In Display you may show all students listed. If a student has been entered in error or wrong grade level, in Delele mode delete incorrect line. In add mode repeat step Three as needed.

4. After a scheduling run B108, you can change or add a specific section.

**CREQ
3/03/06**