

How To Request a Course

The following information will provide step by step instructions on how to request a course for a student that is registered with the Sask DLC. If your student is **not registered** with the Sask DLC, go to www.dlcapply.ca to [register](#) them prior to requesting a course.

www.dlcgo.ca is where you can request and approve courses and view student dashboards.

If you are a school support and do not have log in information for www.dlcgo.ca, email helpdesk@saskDLC.ca to request a username and password.

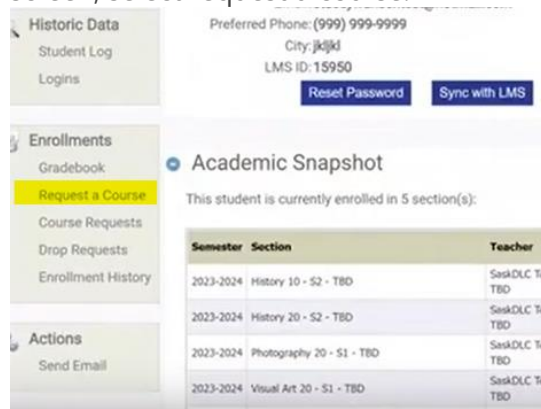
1. Go to www.dlcgo.ca
2. Once you enter the site, you'll see your dashboard.
3. Click on Students, you will see a list of students that are registered at your school.



The screenshot shows the 'Students' dashboard in DLCgo. It features a search criteria section with a dropdown for 'Enrollment Status'. Below this, it lists 'Recent Students' and states 'There are 3 active students in the system:'. A table displays the following data:

Student	GradeLevel	Affiliation	City	School	Enrollments	ID
Simpson, Bart	Adult 12 Program	Springfield Elementary	d	SUNWEST	8	2959
Simpson, HomerJ	11	Springfield Elementary	jkjd	SUNWEST	5	3524

4. Click on the student that you would like to request a course for a course. Your students profile will appear and you'll be able to view all of the DLC courses they are enrolled in.
5. On the left side of your screen, select request a course.



The screenshot shows a student's profile page. On the left sidebar, the 'Enrollments' section is expanded, and 'Request a Course' is highlighted. The main content area shows the student's 'Academic Snapshot' with the following enrollment details:

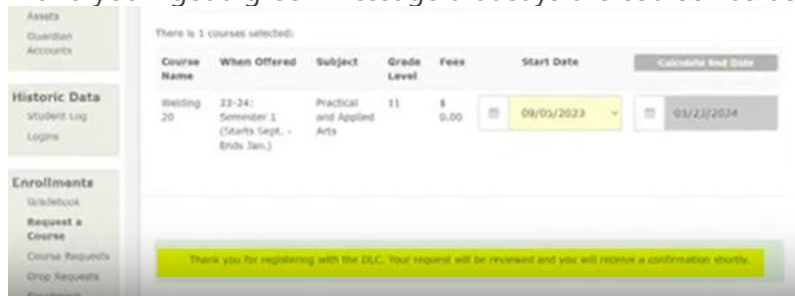
Semester	Section	Teacher
2023-2024	History 10 - S2 - TBD	SaskDLC Te TBD
2023-2024	History 20 - S2 - TBD	SaskDLC Te TBD
2023-2024	Photography 20 - S1 - TBD	SaskDLC Te TBD
2023-2024	Visual Art 20 - S1 - TBD	SaskDLC Te TBD

6. Select the grade level of the course your student wants to take, which semester they would like to take the course and which course you'd like to register them in.



The screenshot shows the DLCgo interface for user Simpson, HomerJ. The search filters are set to 'welding' for the course title, '23-24: Semester 1' for when offered, and '11' for the grade level.

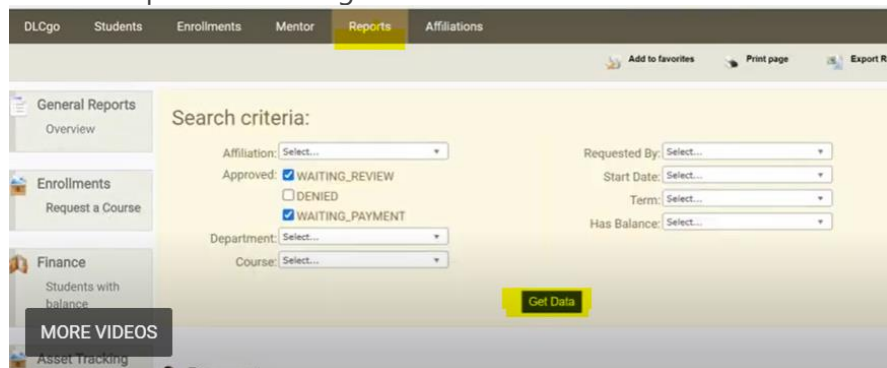
7. Once the course appears, you can select it and click Register.
8. Click Confirm and you'll get a green message that says the course has been requested.



The screenshot shows a table with one course selected. A green message at the bottom states: "Thank you for registering with the DLC. Your request will be reviewed and you will receive a confirmation shortly."

Course Name	When Offered	Subject	Grade Level	Fees	Start Date	Calculate End Date
welding 20	23-24: Semester 1 (Starts Sept. - Ends Jan.)	Practical and Applied Arts	11	\$ 0.00	09/05/2023	03/22/2024

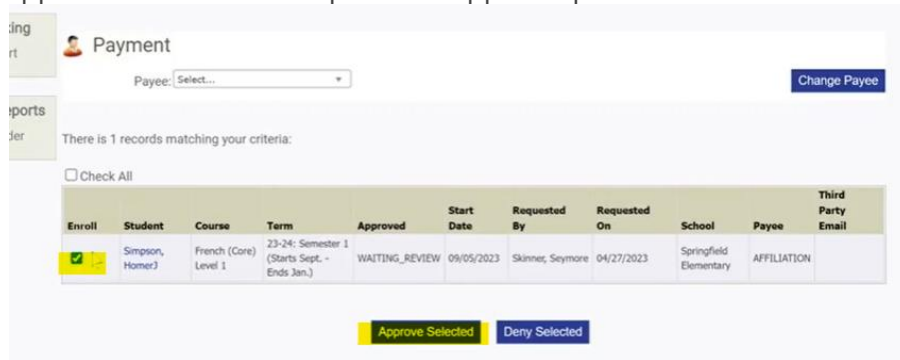
9. You can then [approve](http://www.dlcgo.ca) the course that has been requested in www.dlcgo.ca by clicking on Reports on the top tool bar and get data



The screenshot shows the Reports section in DLCgo. The search criteria are set to Affiliation: Select..., Approved: WAITING_REVIEW, DENIED, WAITING_PAYMENT, Department: Select..., and Course: Select... A 'Get Data' button is visible at the bottom.

10. A list of courses you have requested will appear at the bottom of the screen. Check off Enroll for the courses you want to approve.

11. Click Approve Selected to complete the approval process.



Payment

Payee: [Change Payee](#)

There is 1 records matching your criteria:

Check All

Enroll	Student	Course	Term	Approved	Start Date	Requested By	Requested On	School	Payee	Third Party Email
<input checked="" type="checkbox"/>	Simpson, HomerJ	French (Core) Level 1	23-24: Semester 1 (Starts Sept. - Ends Jan.)	WAITING_REVIEW	09/05/2023	Skinner, Seymore	04/27/2023	Springfield Elementary	AFFILIATION	

[Approve Selected](#) [Deny Selected](#)