

ONLINE COURSE SELECTION INSTRUCTIONS

1. Log on to Skyward
2. Click on the Green Tile – Course Requests
3. Click on course name you want to select – click on “Add”
--Course will be visible on the right

11th grade students – Computer Apps will already be added

DO NOT REMOVE THIS COURSE

4. If you want to remove a course – click on the course name and click on “Remove”
5. Be aware of the number of credits – should be a minimum of 6.9
6. ADDING ALTERNATES
--Choose “Alternates” in right hand box
--Add and Remove the same way as course requests
--You can reorder them by clicking on “Reorder Alternates” and using the arrows to move them. We will try to assign them in the order they are listed. So your first choice alternate should be first...etc.
7. Review what you have requested -- once you submit you cannot make changes
 - a. Check the number of credits:
 - i. 6.9 minimum – full year study hall
 - ii. 7.4 – one semester study hall
 - iii. 7.9 – No study hall
 - b. Check that you meet pre-requisites for all classes selected
8. Click on “Submit Course Request”

Ceramics III is being offered this year but was missed on the Course Offerings Matrix. Course #3631 (pre requisite is 70% or higher in Ceramics II)