Student Online Course Requests
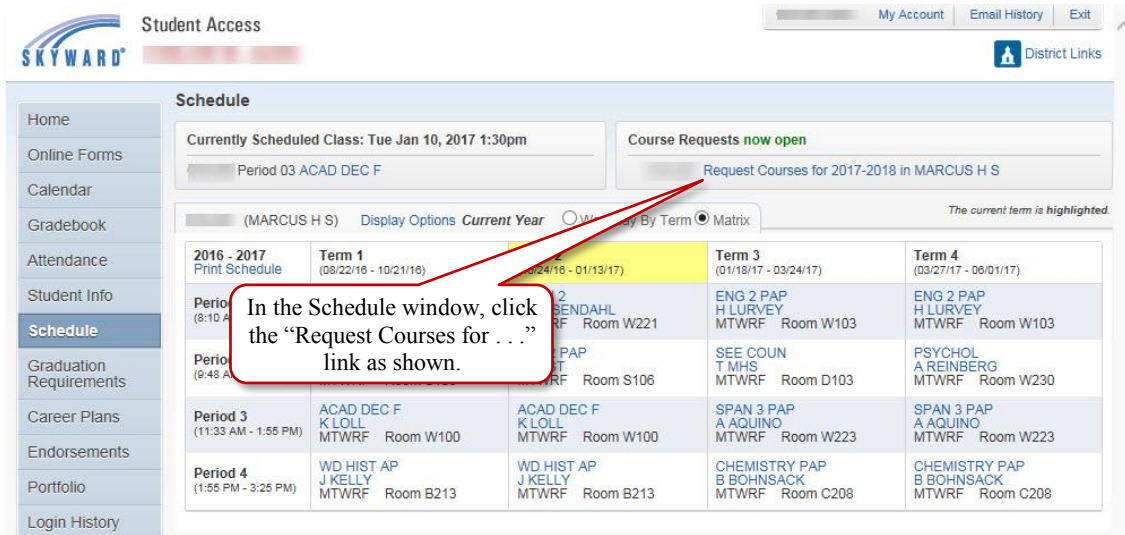
Student will log in to the Skyward Student Access.

Notes:

- If a course has a prerequisite, you must have completed, or be scheduled in the required course before you will be able to select the next course. Example: You must either have completed, or be currently in English 1 before you can select English 2.

- If you select a course for which you have not met the prerequisite, you will see this message at the bottom left of the window.

- Some courses have a co-requisite (courses you must take together). When prompted to also select the co-requisite course, you must check OK.
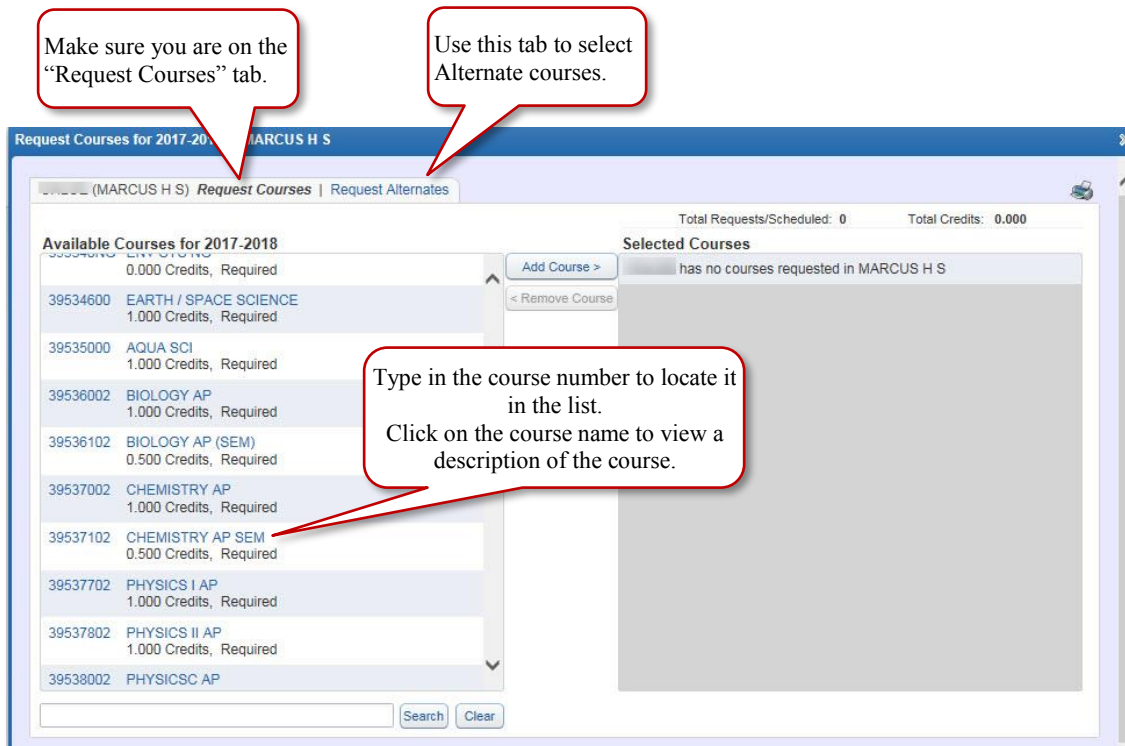
1. Log into Skyward Student Access
2. With the correct student selected, click on the Schedule link in the left menu and the student's schedule window will open.
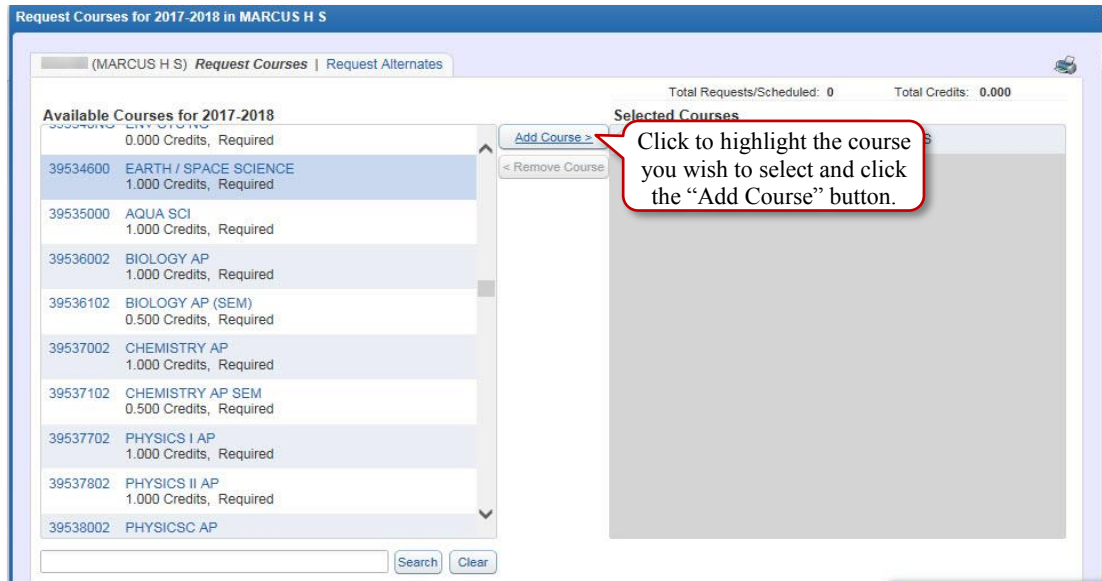
3. In the Student Schedule window, click the link to "Request Courses for 20xx-20xx" in the upper right of the window.
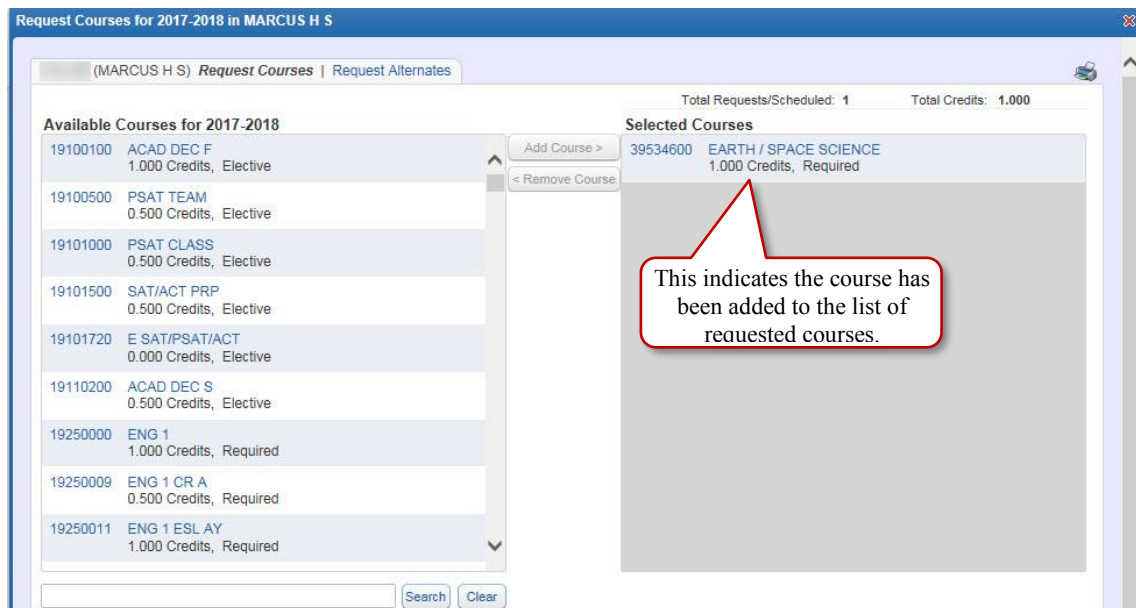

4. The available courses are listed in the left pane. You can scroll through to view all courses, or you can type in the course number in the bottom search field to find a particular course.
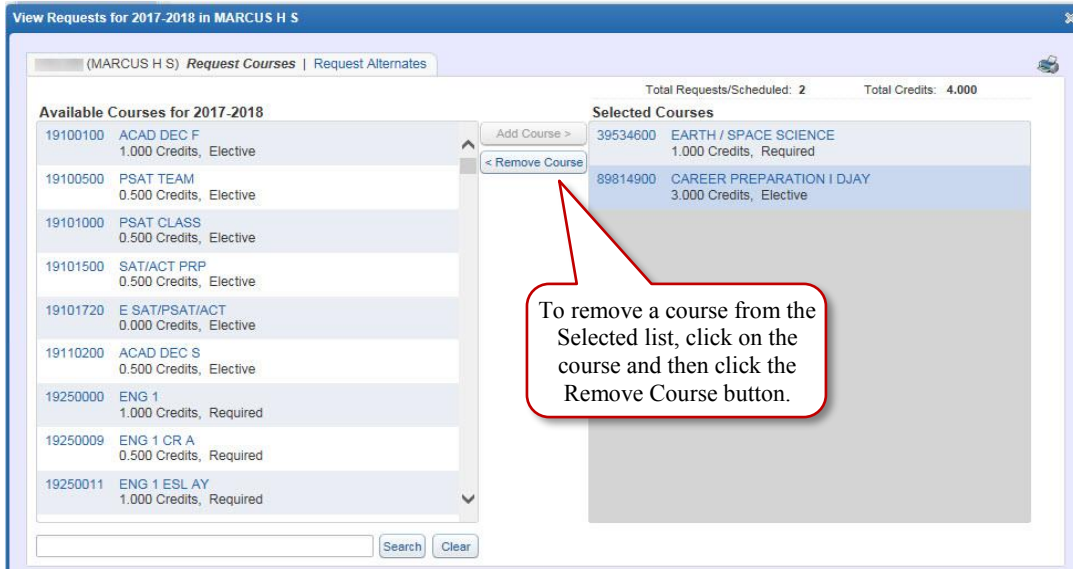
5. To select a course, click on the course so it is highlighted (as shown in the sample below) and click the Add Course button.
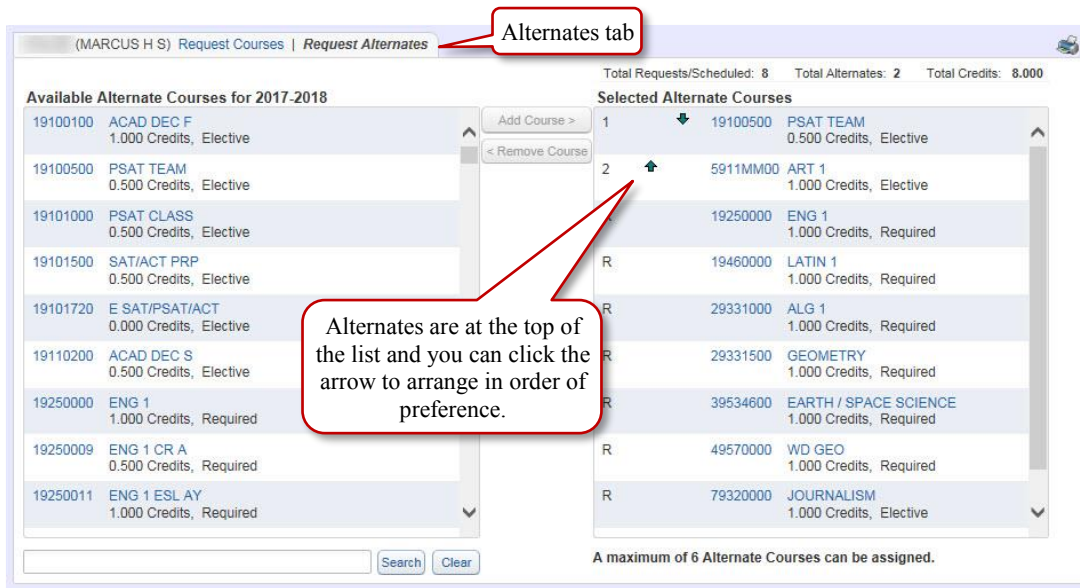

6. This will move the course to the Selected Courses window on the right.

7. Continue this same process until you have selected all of your courses. You will be limited by the number of credits allowed by your campus.

8. To remove a course that you had requested, click on the course in the Selected Courses pane and click the Remove Courses button.

9. To select alternate courses, click on the Request Alternates tab and use the same process. You campus will determine how many alternates you are allowed to request.

10. Once the Alternate courses are requested, you can click and drag to move them in the order of preference.

You cannot request a course
- for which a pre-requisite has not been met (for example, you cannot request English II until you have successfully passed, or are currently in English I), or
- you have previously taken and passed the course.

In either of these cases, you will see a red note in the bottom left of the window as shown below.

The total requested courses will be shown at the top of the right pane.

11. When you have completed all requests and alternate requests, you have the option to click the Print icon (shown above) to print out a paper copy of your requested courses.