

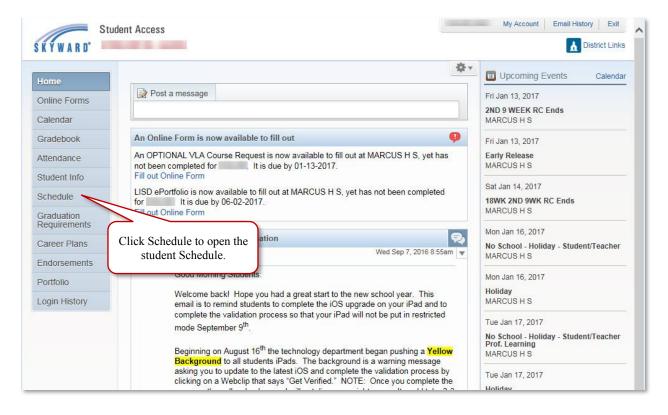
Student Online Course Requests

Student/Parent will log in to the Family Access and select the appropriate student (if the family has more than one student in the district).

Online course requests are NOT used for Elementary

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 Family Access and select the student (if the family has more than one student in the district).
- 2. With the correct student selected, click on the Schedule link in the left menu and the student's schedule window will open.



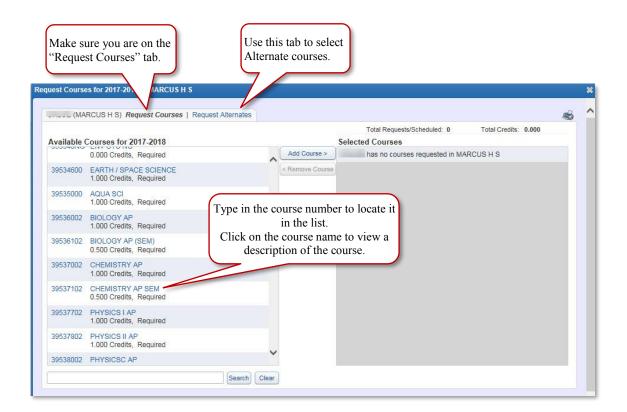




3. In the Student Schedule window, click the link to "Request Courses for 20xx-20xx" in the upper right of the window.

Home	Schedule						
	Currently Schedule	ed Class: Tue Jan 10, 2017 1	:30pm Cour	se Requests now o	pen		
Online Forms	Period 03 A	CAD DEC F		Request Cou	rses for 2017-201	8 in MARCUS H S	
Calendar				/			
Gradebook	(MARCUS	H S) Display Options Cur	rent Year Ownay By	Term Matrix		The current term is highlighte	
Attendance	2016 - 2017 Print Schedule	Term 1 (08/22/16 - 10/21/16)	0124/18 - 01/13/17)	Term 3 (01/18/17 - 03	V24/17)	Term 4 (03/27/17 - 06/01/17)	
Student Info	Perio In the	Schedule window,	click BENDAHL	ENG 2 PAP	2	ENG 2 PAP H LURVEY	
Schedule	(8:10 A	equest Courses for	DE Doom W/221		Room W103	MTWRF Room W103	
Graduation Requirements	Perio (9:48 A	link as shown.	PAP T RF Room S106	SEE COUN T MHS MTWRF		PSYCHOL A REINBERG MTWRF Room W230	
Career Plans	Period 3 (11:33 AM - 1:55 PM)	ACAD DEC F K LOLL MTWRF Room W100	ACAD DEC F K LOLL MTWRF Room W100	SPAN 3 PA A AQUINO MTWRF	P Room W223	SPAN 3 PAP A AQUINO MTWRF Room W223	
Endorsements		WD HIST AP	WD HIST AP	CHEMISTR		CHEMISTRY PAP	
Portfolio	Period 4 (1:55 PM - 3:25 PM)	J KELLY MTWRF Room B213	J KELLY MTWRF Room B213	B BOHNSACK		B BOHNSACK MTWRF Room C208	

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.



ASY Enterprise Application Services for You!

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.

(MA	RCUS H S) Request Courses Request Alternates		
Available	Courses for 2017-2018	Total Requests/Scheduled: 0 Total Credits Selected Courses Click to highlight the course	0.000
39534600	EARTH / SPACE SCIENCE 1.000 Credits, Required	Remove Course you wish to select and click	
39535000	AQUA SCI 1.000 Credits, Required	the "Add Course" button.	
39536002	BIOLOGY AP 1.000 Credits, Required		
39536102	BIOLOGY AP (SEM) 0.500 Credits, Required		
39537002	CHEMISTRY AP 1.000 Credits, Required		
39537102	CHEMISTRY AP SEM 0.500 Credits, Required		
39537702	PHYSICS I AP 1.000 Credits, Required		
39537802	PHYSICS II AP 1.000 Credits, Required		
39538002	PHYSICSC AP	Y	

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

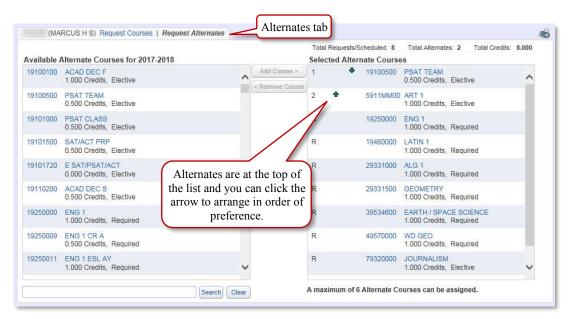
(MA	RCUS H S) Request Courses Request Alternates					-
			Tot	al Requests/Scheduled: 1	Total Credits: 1.000	
vailable (Courses for 2017-2018		Selected C	ourses		
9100100	ACAD DEC F 1.000 Credits, Elective	Add Cour	00001000	EARTH / SPACE SCIENCE 1.000 Credits, Required		
9100500	PSAT TEAM 0.500 Credits, Elective	S. INDINOVO V	Jourse	\wedge		
9101000	PSAT CLASS 0.500 Credits, Elective					
9101500	SAT/ACT PRP 0.500 Credits, Elective			indicates the course en added to the list		
9101720	E SAT/PSAT/ACT 0.000 Credits, Elective			reauested courses.		
9110200	ACAD DEC S 0.500 Credits, Elective					
9250000	ENG 1 1.000 Credits, Required					
9250009	ENG 1 CR A 0.500 Credits, Required					
9250011	ENG 1 ESL AY 1.000 Credits, Required					



- 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.

(MA	RCUS H S) Request Courses Request Alternates		4
Available	Courses for 2017-2018	Total Requests/Scheduled: 2 Total Credits: 4.000 Selected Courses	
19100100	ACAD DEC F 1.000 Credits, Elective	Add Course > 39534600 EARTH / SPACE SCIENCE <pre></pre>	
19100500	PSAT TEAM 0.500 Credits, Elective	89814900 CAREER PREPARATION I DJAY 3.000 Credits, Elective	
19101000	PSAT CLASS 0.500 Credits, Elective		
19101500	SAT/ACT PRP 0.500 Credits, Elective		
19101720	E SAT/PSAT/ACT 0.000 Credits, Elective	To remove a course from the Selected list, click on the	
19110200	ACAD DEC S 0.500 Credits, Elective	course and then click the	
19250000	ENG 1 1.000 Credits, Required	Remove Course button.	
19250009	ENG 1 CR A 0.500 Credits, Required		
19250011	ENG 1 ESL AY 1.000 Credits, Required	v	

- 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.



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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.

		rses Request Alternat	requests		Requests/Sched		Total Credits: 2.000
	Alternate Courses for 2	2017-2018		Select	ed Alternate	Courses	
5911MM00	ART 1 1.000 Credits, Elective		Add Cours		19100500	PSAT TEAM 0.500 Credits, Elective	Click to
591MM500	ART 2 DRAW 1.000 Credits, Elective		< Remove c	R	39534600	EARTH / SPACE SCIENCE 1.000 Credits, Required	print.
59210120	ART 1 B Z 0.500 Credits, Elective			R	89751100	PRIN EDUC/TRAIN 1.000 Credits, Elective	
59305500	DT/DANCE 1S 1.000 Credits, Elective						
59305600	DT/DANCE 2S 1.000 Credits, Elective						
59305700	DT/DANCE 3S 1.000 Credits, Elective						he maximum Iternate Courses
59305800	DT/DANCE 4S 1.000 Credits, Elective					that can	be selected.
		Selected course requested beca				that can	be selected.
	1.000 Credits, Elective DANCE 1					that can	be selected.
59306000	1.000 Credits, Elective DANCE 1 1.000 Credits, Elective DANCE 2 1.000 Credits, Elective						
59306000 59306100	1.000 Credits, Elective DANCE 1 1.000 Credits, Elective DANCE 2 1.000 Credits, Elective		ause	A maxi	mum of 6 Alte	that can mate Courses can be assigned	
59306000 59306100	1.000 Credits, Elective DANCE 1 1.000 Credits, Elective DANCE 2 1.000 Credits, Elective	requested beca	ause	A maxi	mum of 6 Alte		

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.