

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.

Homo	Schedule						
Home	Currently Schedule	ed Class: Tue Jan 10, 2017 1	:30pm Cour	Course Requests now open			
Online Forms	Period 03 ACAD DEC F			Request Courses for 2017-2018 in MARCUS H S			
Calendar				/			
Gradebook	(MARCUS H S) Display Options Current Year W ay By Term Matrix				The current term is highlighte		
Attendance	2016 - 2017 Print Schedule	Term 1 (08/22/16 - 10/21/16)	d/24/16 - 01/13/17)	Term 3 (01/18/17 - 03/24/17)	Term 4 (03/27/17 - 06/01/17)		
Student Info	Perio In the	Schedule window	click PENDALI	ENG 2 PAP	ENG 2 PAP		
Schedule	(8:10 A the "Request Course		"RF Room W221	MTWRF Room W1	D3 MTWRF Room W103		
Graduation Requirements	Perio (9:48 A	link as shown.	PAP T RF Room S106	SEE COUN T MHS MTWRF Room D10	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 PAP A AQUINO MTWRF Room W2	SPAN 3 PAP A AQUINO 23 MTWRF Room W223		
Endorsements							
Portfolio	Period 4 (1:55 PM - 3:25 PM)	J KELLY	J KELLY	B BOHNSACK	B BOHNSACK		

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.



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	
vailable (Courses for 2017-2018	Total Requests/Scheduled: 0 Total Credits: 0.000 Selected Courses Add Course > Click to highlight the course
9534600	EARTH / SPACE SCIENCE 1.000 Credits, Required	Remove Course You wish to select and click the "Add Course" hutton
9535000	AQUA SCI 1.000 Credits, Required	ale Add Course button.
9536002	BIOLOGY AP 1.000 Credits, Required	
9536102	BIOLOGY AP (SEM) 0.500 Credits, Required	
9537002	CHEMISTRY AP 1.000 Credits, Required	
9537102	CHEMISTRY AP SEM 0.500 Credits, Required	
9537702	PHYSICS I AP 1.000 Credits, Required	
9537802	PHYSICS II AP 1.000 Credits, Required	
9538002	PHYSICSC AP	▼

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

(MA	RCUS H S) Request Courses Request Alternates		
			Total Requests/Scheduled: 1 Total Credits: 1.000
vailable (Courses for 2017-2018		Selected Courses
19100100	ACAD DEC F 1.000 Credits, Elective	Add Course	39534600 EARTH / SPACE SCIENCE 1.000 Credits, Required
19100500	PSAT TEAM 0.500 Credits, Elective	C Monove or	
19101000	PSAT CLASS 0.500 Credits, Elective		
9101500	SAT/ACT PRP 0.500 Credits, Elective		This indicates the course has been added to the list of
19101720	E SAT/PSAT/ACT 0.000 Credits, Elective		requested courses.
19110200	ACAD DEC S 0.500 Credits, Elective		
9250000	ENG 1 1.000 Credits, Required		
19250009	ENG 1 CR A 0.500 Credits, Required		
19250011	ENG 1 ESL AY		



- 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	
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 1.000 Credits, Required
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
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	_

- 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.



EASY Enterprise Application Services for You!

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.

vailable A	Alternate Courses for 2	017-2018		Select	ted Alternate	Courses	Total Credits: 2.000
5911MM00	ART 1 1.000 Credits, Elective		Add Course :	1	19100500	PSAT TEAM 0.500 Credits, Elective	Click to
91MM500	ART 2 DRAW 1.000 Credits, Elective		< Remove Cou	R	39534600	EARTH / SPACE SCIENCE 1.000 Credits, Required	print.
9210120	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						
9305700	DT/DANCE 3S 1.000 Credits, Elective					Indicates the number of Al	he maximum ternate Courses
9305800	DT/DANCE 4S 1.000 Credits, Elective					that can b	be selected.
	DANCE 1 1.000 Credits, Elective	Selected course of requested becau	cannot be				
9306000							
59306000 59306100	DANCE 2 1.000 Credits, Elective		~				
59306000 59306100	DANCE 2 1.000 Credits, Elective		~	A mavi	mum of 6 Alto		d
59306000 59306100	DANCE 2 1.000 Credits, Elective	Search	Clear	A maxi	mum of 6 Alte	rnate Courses can be assigne	d.

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.