

Alta High School Course Request Instructions

Helpful Tips for Course Request 2014-2015

- Check Skyward for your graduation requirements
- Talk to teachers and parents about class offerings
- Use your scheduling materials to plan out course requests. Record your choices on the course request card
- Choose classes wisely. The classes and alternates you choose determine our class offerings. Pick **8 credits** (if taking Seminary, then 7 credits) and **4 alternates** (full year or semester). Choose good alternates. You will most likely have to fill your schedule with a few of your alternates. Your 8 credits and 4 alternates will be the classes you choose from to build your schedule in April
- Login to Skyward and enter your course requests during the course request window, February 3-10th
- Turn completed card into your Advisory teacher on February 12th
- Tryout/performance/audition class will be added to your schedule in May
- An alternate class will be dropped when you make it into the audition class
- Work release is not offered next year

Instructions for Course Request in Skyward:

1. Login to Skyward (student or family access)
2. Click on the **Schedule** button (left side of screen)
3. Once course request window is open, you will see a link for **“Request Courses for 2014-2015”**
4. Search for the class, then select the class you want to request. Once the class is highlighted, click **“Add Course”** to request the class
5. All requested classes will show on the right side of the screen, along with the number of total credits requested.
6. To remove a class, highlight the class and click **“Remove Course”**
7. If you have additional questions, refer to the screen captures included in your packet or contact the counseling department at AHS

Schedule courses in April

- See first page of packet for dates. The process will be similar to choosing the requests, except that you will choose period and teacher of the courses you requested. Try to be as flexible as possible. This will help ensure that you get the majority of the courses you requested. Since course requests affect the number of classes we can offer during the school year, there are **no schedule changes** except during the On-Line Scheduling Windows. Again, make wise choices!

If you have questions regarding course requests, please contact the Alta High School Counseling Department at 801-826-5620