

10th-12th Grade CHS Course Requests through Skyward Student/Family Access

Log onto Student Access then click on “**Schedule**” to begin selecting classes.

- Enter your core/required courses first (Lang & Lit, math, science, social studies, etc.)
- Students will need to select the appropriate level of English and math based upon the courses they are in now, as well as teacher recommendation. If you are unsure of the level or select the incorrect one, it will be fixed internally based upon the teacher recommendations.
- Select electives until you reach 15 courses/7.5 credits (remember that electives with an A and a B section equal 2 choices)
- Students also need to choose up to 4 alternate electives.

While on the **Schedule** screen, click the **Request Courses for 2018-2019 in COLUMBIA HIGH SCHOOL** link to request *Courses* and work with *Alternate* course selections. (*highlighted in yellow*)

Schedule

Currently Scheduled Class: Wed Feb 22, 2017 3:03pm

Course Requests now open

Request Courses for 2018-2019 in COLUMBIA HIGH SCHOOL

Alexis (COLUMBIA HIGH SCHOOL) Display Options **Current Year** Weekday By Term Matrix The current term is highlighted.

2016 - 2017 Print Schedule	Term 1 (08/30/16 - 10/10/16)	Term 2 (10/11/16 - 11/23/16)	Term 3 (11/24/16 - 01/26/17)	Term 4 (01/27/17 - 03/01/17)
Period 0 (7:15 AM - 8:05 AM)	INTRO TO HEALTH SCIENCE Craig McKee MTWRF Room 8A	INTRO TO HEALTH SCIENCE Craig McKee MTWRF Room 8A		
Period 1 (8:15 AM - 9:27 AM)	ANIMAL SCIENCE ENRICHMENT A Emily Gehrig MTWRF Room P5	ANIMAL SCIENCE ENRICHMENT A Emily Gehrig MTWRF Room P5	ANIMAL SCIENCE ENRICHMENT B Emily Gehrig MTWRF Room P5	ANIMAL SCIENCE ENRICHMENT C Emily Gehrig MTWRF Room P5
Period 2 (9:32 AM - 10:44 AM)	PHYSICAL EDUCATION Craig McKee MTWRF Room 8A	PHYSICAL EDUCATION Craig McKee MTWRF Room 8A	COMPUTER APPLICATIONS I Janet Callow MTWRF Room 9A	COMPUTER APPLICATIONS II Janet Callow MTWRF Room 9A
Period 3 (10:54 AM - 12:06 PM)	ENGLISH ENRICHMENT A Craig McKee MTWRF Room 8A	ENGLISH ENRICHMENT A Craig McKee MTWRF Room 8A	LANGUAGE & LITERATURE IIIA William Wiley MTWRF Room 27C	LANGUAGE & LITERATURE IIIB William Wiley MTWRF Room 27C
Period 4 (12:41 PM - 1:53 PM)	ACCOUNTING IA Janet Callow MTWRF Room 9A	ACCOUNTING IA Janet Callow MTWRF Room 9A	ACCOUNTING IB Janet Callow MTWRF Room 9A	ACCOUNTING IIC Janet Callow MTWRF Room 9A
Period 5 (1:58 PM - 3:10 PM)	YEARBOOK Christine Kreps MTWRF Room 20C	YEARBOOK Christine Kreps MTWRF Room 20C	US HISTORY A Steven Larsen MTWRF Room P4	US HISTORY B Steven Larsen MTWRF Room P4
Period 6 (9:59 AM - 10:29 AM)	ADVISORY A John Hadley MTWRF Room SHP	ADVISORY A John Hadley MTWRF Room SHP	ADVISORY B John Hadley MTWRF Room SHP	ADVISORY C John Hadley MTWRF Room SHP

Adding a Course Request

1. From the **Request Courses for 2018-2019 in COLUMBIA HIGH SCHOOL** screen, click **Request Courses** tab.
2. Select the desired course in the **Available Courses** list.
3. Click **Add Course**. The course now appears in the **Selected Courses** list.
4. Repeat steps 1 and 2 until you have completed requesting courses.

Note: You can search by course code or subject. It is recommended to start with the courses at the top of your forecasting form and work your way down. Check off the classes on your form as you enter them to help ensure all your courses are forecasted for.

The screenshot displays the 'Request Courses' interface for Columbia High School. It is divided into two main sections: 'Available Courses for 2017-2018' and 'Selected Courses'. The top section shows a list of available courses, including ART111, ART112, and ART113. The 'Add Course >' button is highlighted in yellow. The bottom section shows the 'Selected Courses' list, which now includes ART111, ART153, ENG341, and ENG342. The 'Total Requests/Scheduled' and 'Total Credits' are displayed at the top of each section.

Top Section (Initial State):

- Total Requests/Scheduled: 0
- Total Credits: 0.000
- Available Courses for 2017-2018:
 - ART111 CREATIVE ART MIXED MEDIA (FINE ARTS) 0.500 Credits, Elective
 - ART112 CREATIVE ART -- MIXED MEDIA (FINE ARTS) 0.500 Credits, Elective
 - ART113 CREATIVE ART MIXED MEDIA (FINE ARTS) 0.500 Credits, Elective
 - ART124 INDEPENDENT ART (FINE ARTS)
- Selected Courses: No courses requested in COLUMBIA HIGH SCHOOL

Bottom Section (After Adding Course):

- Total Requests/Scheduled: 4
- Total Credits: 2.000
- Available Courses for 2017-2018:
 - ART111 CREATIVE ART MIXED MEDIA (FINE ARTS) 0.500 Credits, Elective
 - ART112 CREATIVE ART -- MIXED MEDIA (FINE ARTS) 0.500 Credits, Elective
 - ART113 CREATIVE ART MIXED MEDIA (FINE ARTS) 0.500 Credits, Elective
 - ART131 INDEPENDENT ART (FINE ARTS) 0.500 Credits, Elective
 - ART132 INDEPENDENT ART (FINE ARTS) 0.500 Credits, Elective
 - ART133 INDEPENDENT ART (FINE ARTS) 0.500 Credits, Elective
 - ART151 YEARBOOK (FINE ARTS) 0.500 Credits, Elective
 - ART152 YEARBOOK (FINE ARTS) 0.500 Credits, Elective
 - ART153 YEARBOOK (FINE ARTS) 0.500 Credits, Elective
 - ART201 GRAPHIC COMMUNICATIONS (FINE ARTS)
- Selected Courses:
 - ART111 CREATIVE ART MIXED MEDIA (FINE ARTS) 0.500 Credits, Elective
 - ART153 YEARBOOK (FINE ARTS) 0.500 Credits, Elective
 - ENG341 LANGUAGE & LITERATURE IV A (ENGLISH) 0.500 Credits, Required
 - ENG342 LANGUAGE & LITERATURE IV B (ENGLISH) 0.500 Credits, Required

Search and Clear buttons are located at the bottom of the available courses list.

Removing a Course Request

To remove a course request:

1. From the **Request Courses for 2018-2019 in COLUMBIA HIGH SCHOOL** screen, click on the desired course in the **Selected Courses** list.
2. Click **Remove Course**

Requesting Alternates

Alternates are optional but help you specify what courses you want to take if one or more of your course requests are not available at scheduling time.

To select Alternative Courses:

1. Click the **Request Alternates** tab. The Available Alternate Courses area allows you to make or change alternate course requests.
2. Alternates are updated the same way course requests are updated (using the **Add Course** and **Remove Course** buttons)
3. The **Priority of the Alternates** in the **Selected Alternate Courses** can be changed by clicking on the arrows to move an alternate request up or down.
4. Make sure you select up to 4 alternates.

Note: A course with a Priority of "R" is a course request (not an Alternate) and cannot be reordered.

(COLUMBIA HIGH SCHOOL) Request Courses | **Request Alternates**

Total Requests/Scheduled: 0 Total Alternates: 0 Total Credits: 0.000

Available Alternate Courses for 2017-2018

ART111	CREATIVE ART MIXED MEDIA (FINE ARTS) 0.500 Credits, Elective
ART112	CREATIVE ART – MIXED MEDIA (FINE ARTS) 0.500 Credits, Elective
ART113	CREATIVE ART MIXED MEDIA (FINE ARTS) 0.500 Credits, Elective
ART131	INDEPENDENT ART (FINE ARTS) 0.500 Credits, Elective
ART132	INDEPENDENT ART (FINE ARTS) 0.500 Credits, Elective
ART133	INDEPENDENT ART (FINE ARTS) 0.500 Credits, Elective
ART151	YEARBOOK (FINE ARTS) 0.500 Credits, Elective
ART152	YEARBOOK (FINE ARTS) 0.500 Credits, Elective
ART153	YEARBOOK (FINE ARTS) 0.500 Credits, Elective
ART201	GRAPHIC COMMUNICATIONS (FINE ARTS)

Selected Alternate Courses

no courses requested in COLUMBIA HIGH SCHOOL

A maximum of 0 Alternate Courses can be assigned.

Important Note: Some students may be required to take one or more trimesters of an academic support class based on teacher recommendation and state assessments. This adjustment could happen any time prior to or during the 2018-19 school year.