

REQUEST/REGISTRATION PROCESS OVERVIEW

Registration for the 2017/18 school year takes place this spring. Registration is conducted through the student's Skyward account in late April or May. Essentially, this is a two- step process. **If you have any questions, feel free to contact your student's counselor.**

Step 1 (Requests)

In February and early March, students communicate their requests in writing during their English or history classes. Counselors confirm that students request courses they need and want up to four classes per semester. At this time, students also request several alternate courses. *Students may adjust these requests by communicating with Counseling Office staff before Spring Break.*

Step 2 (Registration)

During their registration window **in late April or May, students log into Skyward through their student account, to build their schedule.** Students must know their Skyward login ID and password to register. This information may be obtained through the counseling office.

Only classes requested in **Step 1** are available for creating a schedule, so it is imperative that students select requests carefully **in Step 1**. In **Step 2** students see which period their requested classes are offered and build a class schedule. The master schedule will be available online the week prior to registration to assist planning.

Counselors are available in the library each day to assist. Counselors check each schedule after each window closes to make sure it is complete and appropriate.

A video explaining the scheduling process will be available on the high school's website and will be shown in one of their classes.

Students who choose not to create their schedule will have a schedule created for them.

TIMELINE

Student Input of Course Requests February/March
(Completed in English or history class in writing)

Request Adjustments/Building of Master Schedule March

Proposed Registration Windows

(Registration windows open on Monday at 8 am and closes on Wednesday at midnight)

Current Juniors	May 1-3
Current Sophomores	May 8-10
Current Freshmen	May 15-17

Student Initiated Schedule Corrections/Changes June 5-8 /Aug 17-25
(Students submit Schedule Change Request Form)