

ENTERING REQUESTS ON SKYWARD

1. Go to Skyward. Type in your login and password.
2. Click the Schedule tab on the left-hand side.



- On the top right of the screen it says **“Course Requests now open.”** Click into the hyperlink below titled **“Request Courses for 2020-2021 . . .”**
- The window called **“Selected Courses”** to the right shows courses already added by the office.
- The window called **“Available Courses for 2020-21”** to the left shows courses you may select.

To choose your *Required* and *Elective* courses (1st choices)

- Use the search window at the bottom of the screen and type the Course Code or Course Description of one of your choices.
- Highlight desired course – *codes are listed alphabetically.*
- Click **“Add Course”** button.
- Continue adding courses until you have a full schedule of courses.

To delete:

- Highlight desired course and Click **“Remove Course”** button.

To input Alternates: (2nd choices if you can’t get 1st choices)

- Click **“Request Alternates”** tab.
- Use the search window at the bottom of the screen and type the Course Code or Course Description of one of your 2nd choices.
- Highlight desired course click **“Add Course”** button
- *Use the arrow icons to order your Alternate courses in your order of priority*

