

Registration Procedure for Family Access 2012-2013

- Go to **Course Request** on the left side column on Family Access and click on ***Courses for 2012-2013***.
- 4 columns are listed: Courses Available, Selected, Update Requests, and Alternate.
To select your classes for 2012-2013 go to Update Request:
- Scroll down to the class you want to select and then click on **Add Course** button. Be sure to select **both** semesters for a year long class.
- **You must have 12 selected semesters** to equal 6 year long classes. The maximum you may pick is 16 semesters, equal to 8 classes.
To remove a selected course
- Click on the course to be removed and click on Remove Course button.

In addition to the **six** required courses needed for registration, also pick **2** alternative choices for your schedule. When you select the alternative tab, you will have the opportunity to select 2 additional courses that will list in the requested column with a #1 and a #2. These courses are only used by the counselors if a requested selection does not fit into your schedule.

Registration/Scheduling Information:

- Prepare to make appropriate course requests by reviewing your transcript and discussing options with parents, teachers, and counselor. Be sure to consider graduation and college admission requirements.
- Make your course requests online through Skyward Family Access. Obtain a teacher approval signature for any course that has a prerequisite. These signatures should come from your current teacher in each department. If you do not currently have a teacher in a requested department, go to the most recent teacher you had in that department. If this is your first request for a department, see the department chair.
- Since the master schedule will be constructed based upon your requests, you should make requests based only upon the classes you need and want. Do not consider when courses were offered or who the teacher was this year, because these are subject to change.
- Remember that you must have a minimum of six class periods of class each semester. There are no exceptions.
- Be sure your parent's signature is on the bottom of the request form. Request forms will not be accepted without a parent signature.
- When your form is completed, it must be returned to the counseling center. The counseling center will verify its accuracy as well as number the order received.

- All forms are due to the Counseling Center no later than Tuesday, January 31st at 8:00am.
- Following completion of the master schedule in March, students will need to schedule an individual appointment with a counselor for the purpose of creating their actual schedule for next year. More detailed information will be made available at that time. Please keep in mind, that since you will be creating your own schedule, changes should NOT be necessary.
- Checklist:
 - a. Select requests through Family Access by January 31 at 8am.
 - b. Turn in course request form with teacher/parent signatures to counseling center ASAP.
 - c. Turn in additional request forms to Counseling Center: IVS, TA/OA, PE Waiver, BACC request, Independent Study, Dual Credit with your course request form.