



# TIME TO SCHEDULE FOR THE 2022-2023 SCHOOL YEAR MARAUDERS!

You must complete your schedule request sheet AND enter in your requests on Skyward by **Friday, March 4th.**

- Your request sheet needs to be signed by a parent/guardian and turned in to SRT, your 1st block teacher, or the counseling office.
- **Skyward instructions are on the back of this sheet.**

The course handbook with descriptions of classes and graduation requirements is located on the counseling website along with the scheduling powerpoint under Course Scheduling Information.

<https://www.mycsc.k12.in.us/1/Content2/schedulingandforms>

For classes that require applications, you can print those off from the counseling website on the link listed above or pick them up in the counseling center.

If you'd like to meet with your counselor to discuss your future schedule, you can email them or fill out a request form online. PLEASE be patient while they work on getting back to you and calling you down. Counselors will meet with all students starting in March to review course requests.

If you do not turn in a request sheet or request classes in Skyward, your counselor will be entering classes for you! Schedule changes are not guaranteed! Make sure you're selecting not only the classes you need for graduation but also the electives you want to take!

Course requests may be altered due to class availability and enrollment.

**HAPPY SCHEDULING!**  
**MVHS COUNSELING DEPARTMENT**

# How to Enter Course Requests in Skyward

Course requests must be entered into Skyward by students AND scheduling forms must be signed by a parent and turned in to your SRT/1st block teacher, or counseling office by:  
**Friday, March 4th.**

## **STEP 1: Directions for Completing your MVHS Course Request Sheet:**

1. Select and check your Required Courses at the top of the form.
2. Select 4-5 Elective Courses (you may check them off or rank them 1-5)
3. Total courses selected should equal 16 credits
  - a. Credits are listed as (1) or (2) after each course name and number.

## **STEP 2: Directions for Entering Course Requests into Skyward:**

1. **Login to Skyward.** You must use your **STUDENT** Skyward account, not a parent account. *(If you do not know your password see Mrs. Roach or Mrs. Fleming in the counseling center.)*
2. Click "**Schedule**" on the left.
3. Click "**Request Courses for 2022-2023 in Mt. Vernon High School**" above your current schedule on the right.
4. On the left, **enter the SIX DIGIT number** next to each course you selected on your Course Request Sheet in the box below the list of available courses and click "**Search.**"
5. Click on the course you wish to request and then click "**Add Course**" in the middle. Each course selected should move into the "Selected Courses" box on the right.  
-If you are denied to request a class and you believe you should be able to take it next year based on your grade/pre-requisites, please email your counselor.
6. Select enough courses to equal SIXTEEN (16) credits. (this number is listed above the box of selected courses called Total Credits.)
7. AFTER selecting 16 credits, click on the "**Request Alternates**" tab at the top.
8. Search, select, and add up to FOUR alternate courses. These alternates may be used if first choice courses are full or do not fit into your schedule next year.
9. When finished, close the requests window and log off.