

9th Grade Course Request Directions

Course requests must be entered into Skyward by students AND scheduling forms must be signed by a parent and turned in to your homeroom teacher or front office by:

Friday, February 18th.

STEP 1: Directions for Completing your MVHS 9th Grade Course Request Sheet:

1. Select and check your Required Courses:
 - a. English 9 OR English 9 Honors
 - b. Geography OR World History
 - c. Math and Science classes will be recommended by our teachers - **DO NOT ENTER**
 - d. PE I and PE II (Reminder: PE I may be taken in Summer School)
2. Select 4-5 Elective Courses (you may check them off or rank them 1-5)
3. Total courses selected should equal 16 credits (this includes counting 2 credits for math & 2 credits for science)
 - a. Credits are listed as (1) or (2) after each course name and number

STEP 2: Directions for Entering Schedule Requests into Skyward:

1. **Login to Skyward.** You must use your **STUDENT** Skyward account, not a parent account. *If you do not know your Skyward password, please stop by the middle school office.*
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.
 - a. Math or Science classes recommended by our teachers **MAY** be entered in the column on the right. **DO NOT MAKE CHANGES TO THESE**
 - b. On the left are all available courses for 2022-2023.
4. On the left, **enter the SIX DIGIT number** next to each course you selected on your 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.
6. Select enough courses to equal SIXTEEN (16) credits. (this number is listed above the box of selected courses.)
7. **AFTER** selecting 16 credits, click on the "**Request Alternates**" tab at the top.
8. Search, select, and add up to **THREE** 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.

You can find the **MVHS Course Handbook** and other scheduling info on the Counseling Department website: <https://www.mvcsc.k12.in.us/1/Content2/schedulingandforms>