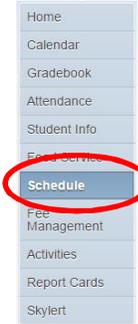# Course Request Card Due: _____
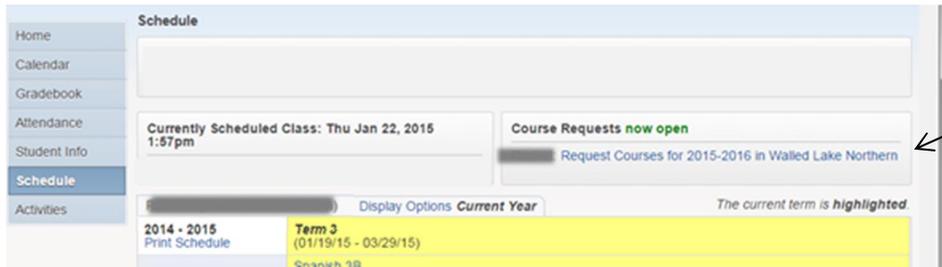
Note: Make sure to list all selected courses on your registration card.
Cards at will be submitted to your **English Teacher**.

Entering Course Requests using Family/Student Access

Log into Skyward Family/Student Access:

On the left side of the screen click **Schedule**. The screen below will appear:

Click the **Request Courses….** for the student you will be entering data. The screen to Add requests will appear.

To Add/Remove requests

Some courses *may* have already been placed into your requests; they appear on the right side of the screen, and these cannot be changed.
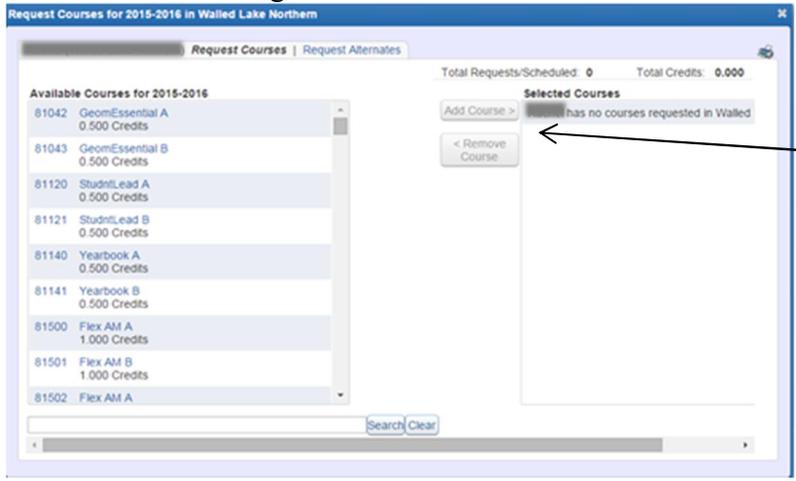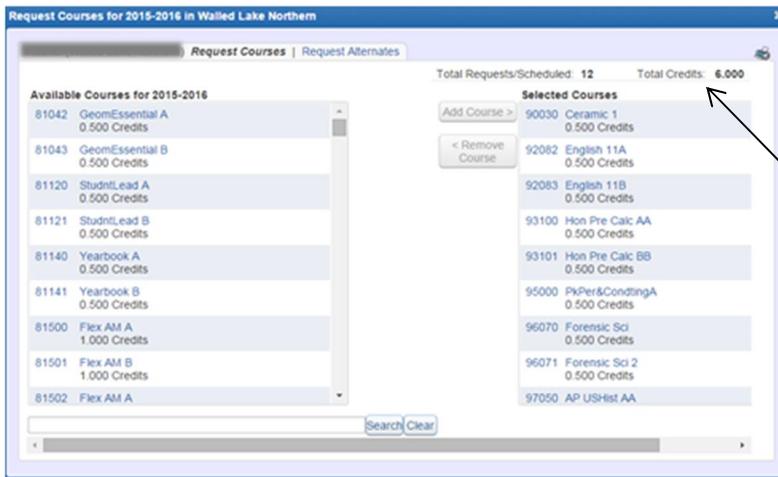
To Add a Course: Select the desired course by clicking the course in the **Available Courses** column. Once the course is highlighted, **Click** the **Add Course** button. **Make sure to add both the A and B course for full year courses.**

As you add courses, they will appear on the right side under the **Selected Courses** column.
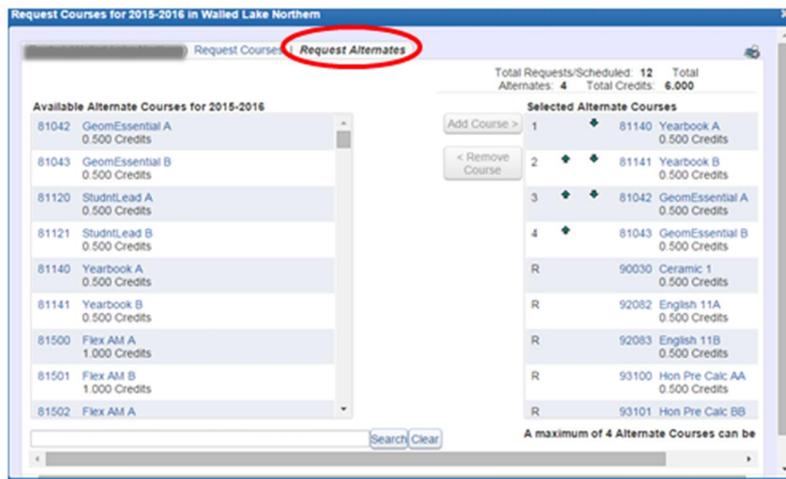
To Remove a Course: Select the desired course by clicking the course in the **Selected Courses** column. Click the **Remove Course** button.

As you remove courses, they will disappear from the right side under **Selected Courses** column. **Make sure you remove both the A and B course for full year courses.**

Once all entries are complete, verify that you have the correct **Total Credits**. **(6 credits are needed for a full schedule)**

If building requires alternates follow the directions below:

To Add/Remove Alternate requests select the **Request Alternates** tab.

To Add an Alternate Course: Select the desired alternate course by clicking the course in the **Available Alternate Courses** column. Once the course is highlighted, **Click** the **Add Course** button.

As you add courses they will appear on the right side under the **Selected Alternate Courses.** You **MUST** enter 4 alternate courses. For a full year course, you **MUST** enter both the A and B sections of the course.

Alternate requests can be removed using the **Remove Course** button as directed above.
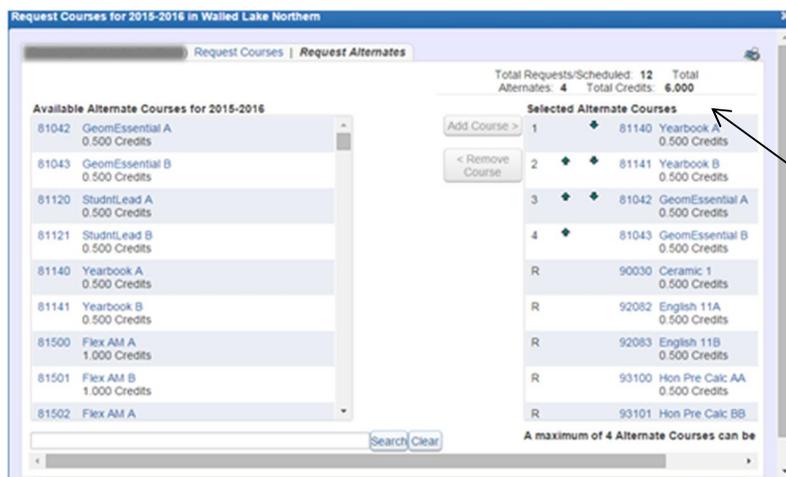
Once all entries are complete, verify that you have the **Total Credits**. **(6 credits and 4 alternates are needed for a full schedule)**

Miscellaneous Information

This procedure can be completed using either parent or student access ID.

If you need a parent access code, please contact Family Access email, familyaccess@wlcsd.org, or call 248-956-2190.

If you need a student access code please contact your building's Media Center staff.