



Scheduling Course Requests Skyward Instructions

Step 1: Log into your Skyward student access account. You can access your account through the Squalicum website. (<http://squalicum.bellinghamschools.org>) Incoming freshmen will find their login and password on the top of your registration form. (All upperclassmen may contact the Counseling Admin Assistant, the main office, or the registrar if they need login/password information.) Remember to include spaces that are in your login, and that login/passwords are case-sensitive.

Step 2: Adding Classes

1. Click on “schedule” on left side of screen. You will see your current schedule on the left, and “Course Requests now open” on the right. click on “request courses for 2026-2027.” You will see all the available classes for the school year.
2. Please note that some of your classes may be pre-selected by your counselor and/or teacher. Build your requests around any pre-selected requests. Click on “selected” to view any pre-selected courses.
3. “Request Course” tab is the default tab. You may scroll up or down the list of available courses highlighting your choices one at a time, then clicking on “add course”. This moves your choice to the right side of the screen. You may also enter the course code in the “Course Key/Desc” box at the bottom, then click on search, instead of scrolling. Adding a course takes a few seconds. If you choose a class that is year-long such as English or History, you’ll see that all quarters are automatically moved to the right.
4. You should have 14 classes (7.0 credits when you are finished.)

Step 3: Choose alternate classes

1. Click on the “request alternates” tab. You’ll note that all the classes you have requested now have an “R” to the left side, under Priority. Select your alternate classes according to the instructions on your registration form. You will not be able to choose a class as an alternate if you have already chosen it as a request. Choose Alternates for **all** elective classes.
2. Alternates are numbered in the order that you enter them, but may be moved up or down, based in order of priority. (Your first choice would be priority 1, etc.)

Step 4: Review and Finish

1. To review your requests, you may click on “Selected Classes.” You will see both Regular and alternate requests. To add or change any regular requests, click on “update requests.” You may remove or change class requests from this screen. For alternative changes, you must click on the “alternate” tab, and add or remove from that screen.
2. When you are satisfied with your choices, you may log out at the top right.

Important Note: you may get into your scheduling requests screen and make additions and changes until the closing date. After that date, the window is closed, and your choices are considered final. If you do not schedule requests and alternates, your counselor will choose classes for you.