

## Detailed Instructions for Requesting Courses for the 2018-2019 School Year

[This does not finalize enrollment contracts.]

1. Between February 10<sup>th</sup> and 21<sup>st</sup>, please navigate to your Skyward Family Access page. If you need your password code to log in, please contact Ms. Julie Quint at 314.993.4400 x1164.
2. Once on your Family Access page, click on the ***Schedule*** tab on the left side of the page.
3. The link to view course requests will appear at the top right portion of the page. Click on the link.
4. There will be two tabs at the top of the page: ***Request Course*** and ***Request Alternates***. The ***Request Courses*** will be the default view.
5. Two lists will come up. The list on the left will be ***Available Courses***. ***Available Courses*** will be a list of elective courses your son (you) may request based on his year in school. The list on the right will be ***Selected Courses***. The right side list titled ***Selected Courses*** will display a list of courses which are required or AP/Honors Courses your son already has been selected to take.
6. To add courses as a request, click/highlight the course in the ***Available Courses*** list on the left side of the screen.
7. Once you have highlighted a course, click on the button between the lists titled ***Add Course***. This course will now show up in the ***Selected Courses*** list on the right side. If you would like to remove a course from the ***Selected Courses*** list and choose another course, click/highlight the course, then click on the button between the lists titled ***Remove Course***. The course will then be removed and you can choose a replacement course if necessary. You may only remove courses that you have first added.
8. To complete the Requesting Course process, each student must request the minimum number of credits for his grade (see back side Divisional Instructions). This number will appear in the top right side of the screen.
9. For **Seventh Grade** students: please request an alternate language class. The Alternate language class will be used if there is a conflict in your schedule or if the language class is at capacity.
10. For **High School** students, once you have completed your ***Selected Courses***, please decide on one or two alternates that are classes you would like if your other requests do not fit into your schedule due to either a conflict or a low student request for one of your courses.
11. To ***Request Alternates***, please click the ***Request Alternates*** tab on the top of your screen. Highlight and select alternates the same way you requested courses. Skyward will assign a number to the alternate. If you have more than one alternate, you may use the arrows to change their priority.
12. Once you have requested enough credits and alternates (see back side instructions), you may print a copy for your own records if you want by hitting the ***Print*** button at the top right hand of the screen. When you are finished, simply close the window.
13. Return to the ***Online Course Requests*** button and select your son's name. Select ***Complete Online Course Requests*** and hit the ***Submit Online Course Requests*** button. You are now finished and can log off.

## Divisional Instructions for Online Registration

February, 2018

**Seniors:** Select a minimum of 7 academic credits (not counting Academic Lab). **You must take** Theology (two semesters), English, Social Studies, Physical Education and enough Electives to total at least 7 credits but not more than 8 credits (excluding Jazz Band). If you are taking the first year of a language as a junior, you must take the second year of that language as a senior. If you would like an additional Academic Lab for one of the semesters, you will request 7.5 academic credits and the ACLB01 course. If you would like an additional Academic Lab for both semesters, you will request 7 academic credits and **both** the ACLB01 and ACLB02 courses.

**Juniors:** Select a minimum of 7 academic credits (not counting Academic Lab). **You must take** Theology (two semesters), English, Social Studies, Mathematics, Biology, Physical Education and enough Electives to total at least 7 academic credits but not more than 8 credits (excluding Jazz Band). If you would like an additional Academic Lab for one of the semesters, you will request 7.5 academic credits and the ACLB01 course. If you would like an additional Academic Lab for both semesters, you will request 7 academic credits and **both** the ACLB01 and ACLB02 courses.

**Sophomores:** Select 8 academic credits (not counting Academic Lab). **You must take** Theology (two semesters), English, Composition, Social Studies, Mathematics, Chemistry, Foreign Language and Physical Education. Each student must also take either one full credit of STEM, Band or Chorus **or** a half credit of Fine Art and a half credit of Practical Art. You **must** select the next level of the foreign language you are currently taking as a freshman.

**Freshmen:** Select 8 academic credits (not counting Academic Lab). **You must take** Theology (two semesters), English, Social Studies, Mathematics, Science, Leadership, Physical Education and Foreign Language. Each student must also take either one full credit of Band or Chorus **or** a half credit of Fine Art (ART130 or DRA130) and Practical Art (TEC130).

**Language Selection:** Chaminade's Classical and Modern Languages Department offers four different languages for freshmen: Chinese, French, Latin and Spanish. Students are required to take two years minimum of the same foreign language in high school; most colleges recommend at least three years. In order to offer all four languages, there are limits as to the number of students that can be placed in each language. **All incoming freshmen should select a first choice language and an alternate second choice.** It is rare that a student is not able to take one of their two choices. **All returning students will take the 230/270 level of their current language.**

**Eighth Graders:** Select 8.5 academic credits (not counting Academic Lab). Students may take either a full credit of *Band* **or** a half-credit each of *Studio Art* and *Theatre Art*. All students will take the *GTT: Design and Modeling* class. Students will be placed in the same language for eighth grade as seventh (the two combined years equal the first level of the language, allowing students to advance to the second level freshman year).

**Seventh Graders:** Select 8.5 academic credits (not counting Academic Lab). Students may take either a full credit of *Band* **or** a half-credit each of *Studio Art* and *Theatre Art*. All students will take the *GTT: Automation and Robotics* class.

**Language Selection:** Chaminade's Classical and Modern Languages Department offers four different languages for 7<sup>th</sup> Graders: Chinese, French, Latin and Spanish. Students will take two years of a language in Middle School, equivalent to the first level of the language (allowing them to take the second level of the language as a freshman). In order to offer all four languages, there are limits as to the number of students that can be placed in each language. **All seventh graders should select a first choice language and an alternate second choice.** It is rare that a student is not able to take one of their two choices. Students who do not return re-enrollment and registration materials on time may not have all language options available to them. Once assigned a language course, students will not be permitted to change their selection to a language that is full.