

# Kentlake Student Course Requests Instructions

1. Have your registration form completed and next to you.
2. Log on to [Skyward](#) with your student login and password.
3. Follow the instructions below:
  - a. On the left, click **Schedule**.
  - b. In the upper right you will see Course Requests Now Open. Beneath that, click on “*Request Courses for 2024 – 2025*”.
  - c. Scroll through the list of available courses, click the course to highlight it and then click the **Add Courses** tab. (you can also use the search box in the bottom right corner – type the first few letters of the desired course to bring it to the screen).

\*For classes that last all year, make sure that both the first and second semester of the course is selected. For example, English, Math, Foreign Language and Chemistry classes are two semester courses.
  - d. The completed course selection for most full-time students should have **Credits 6.000**. Student with a zero-hour class will have 7.000.
  - e. When finished entering 6.0 credits of requests, click on “**Request Alternates**” at the top of the page.
  - f. Select alternate choices – You can change the order of the alternates with the up and down arrows.
  - g. Review your selections. When finished, simply exit the program, your course selections will automatically be saved.

