**Course Request Instructions:**

1. Go to dekalbschools.net or dchstigers.com

2. Click Skyward – If you are using your phone or other mobile device be sure to select “desktop.”

3. Use your login/password (If you have never logged in your Login ID is the first 5 letters of your last name, the first 3 letters of your first name, and the numbers 000) For example, a student whose name is Willie Wonka would have a Login ID of williwon000. If this Login ID does not work, try putting 001 at the end rather than 000. Some student IDs end in 001 rather than 000. The password for all students the first time they log on is “student1”).

4. Click on “Open Student Access”

5. Click on “Schedule”

6. Click on “View Requests for 2016-17 in DeKalb County High School”

7. Select an Available Course (use the search box under Available Courses for quick look-up)

8. Click “Add Course”

Once you have selected 10 credits, you can select up to 3 alternate courses.

**Alternates:**

1. Click on “Request Alternates” (Located at the top)

Once you have finished, close the box by clicking the “X” in the upper right hand corner.

Course Request will be open now until April 1. After April 1, see your counselor for changes. If you need help with picking out your classes, please see your counselor for an appointment.

If you do not have internet access, please complete the course request sheet by circling the classes you would like and return to your counselor before April 1.

If you need to see your transcript for reference, it is available on Skyward under “Academic History”

**SOME NOTES ABOUT SPECIFIC CLASSES:**

* **NO STUDENT CAN REGISTER FOR THE FOLLOWING CLASSES ONLINE: all sports inculding cheerleading, yearbook, teacher/guidance/library/office aide, nursing education, vocal music performance, and dual enrollment. Teachers who sponsor the above mentioned classes will supply the counseling office with a list of students who have permission to take the classes. Students will need to register for all other classes they need and the counselors will add the sport or other classes to the student requests when the teachers turn in the lists. If a junior or senior student wants to be an aide, they need to pick up a permission form from the counseling and obtain all signatures needed.**
* **Students who are taking dual enrollment classes need to stop by Mrs. Jamie Wright’s room and let her know what classes you want to take in the fall and in the spring. If you are not currently eligible for dual enrollment classes due to PLAN/ACT scores, you may not register for dual enrollment classes. If you take the ACT over the summer and become eligible, then you may submit a request for a schedule change when you pick up your schedules.**