

DIRECTIONS FOR ONLINE REGISTRATION

All students must enter their course requests and alternates in to Skyward in order to complete registration.

STEP 1: Log in to Skyward

STEP 2: Click on "Schedule"

STEP 3: Under "Course Requests", click on the "View Available Courses" link

STEP 4: Type in the course name or code in the search box and click "Search"

STEP 5: Click on the course under "Available Courses" & click "Add Course"

Note: If you add a yearlong course, both 1st & 2nd semesters will be automatically requested

STEP 6: Select 7.0 credits worth of courses

STEP 7: Select alternates by clicking on "Request Alternates" – this is required

STEP 8: Select from "Available Alternate Courses" & add courses until you have 6

STEP 9: Click "X" when you're done!

Problems? Report your problem we'll hand enter it for you:

<https://tinyurl.com/SkywardReport>

