

HOW TO ENTER ELECTIVE REQUESTS

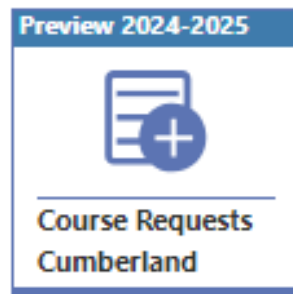
2025-2026 School Year

**WE STRONGLY ENCOURAGE USING THE WEB-BASED VERSION OF SKYWARD
ON A LAPTOP OR PC SCREEN!**

REGISTRATION WINDOW: MARCH 10 - MARCH 21, 2025

Step 1: Log on to Skyward Family and Student Access (<https://skyward.cvschools.org>)

Step 2: Click on the “Course Requests” tile.



Step 3: Review the courses that have been entered for you (you will not be able to delete these).

COURSE REQUESTS			
REQUESTS		ALTERNATES	
Requests:	5	Total Credits Requested:	4.000
		Maximum Credits:	7.000
COURSES			
↑ ¹ Course Description	Course Code	Earned Credits	↑ ² Course Subject Description
American Government L2	1022	0.500	Social Studies
Biology L2	2023	1.000	Science
Economics L2	1032	0.500	Social Studies
English 10 L3	1123	1.000	ELA
Geometry L2	3023	1.000	MATH

Step 4: To select the additional courses desired for the 2025-2026 school year, click on a course listed in the “Available Courses for 2025-26” list and click “Add Course”. You will need to scroll down to view all classes. You may also enter course numbers, course name or department into the search box. Once you have added the course it will appear in the box to the right labeled “Courses Requests”.

2020-2021 GRADE 12

→ Submit Course Requests ⛔ Cancel

AVAILABLE COURSES FOR 2020-2021

🔍 Filter courses by Course Code, Description, or Subject

Search here

COURSES

↑1 Course Description	↑2 Course Code	Earned Credits	Course Subject Description
*AP Calculus AB	3061	1.000	MATH
*AP Calculus BC	3061	1.000	MATH
*AP Chemistry	2061	1.000	Science
*AP Comp Science/Program...	3095	1.000	MATH
*AP Comparative Government	1081	1.000	Social Studies

Add

→ Add
← Remove

Step 5: Please list alternate elective courses in the event you do not get your top choice(s). To enter alternates, click the **ALTERNATES TAB** and continue to Add/Remove requests up to 2.0 credits. You may not have more than a total of **7.0 credits (CV10-12)** or **6.75 credits (CV9)**. As a reminder, sophomores and juniors need a minimum of 6.5 credits and seniors need a minimum of 4 credits for the 2025-26 school year.

COURSE REQUESTS

REQUESTS **ALTERNATES** ⬆️⬆️ Reorder Alternates

Requests: 2 **Total Credits Requested:** 1.500 **Maximum Credits:** 2.000

COURSES

↑1 Course Description	Course Code	Earned Credits	↑2 Course Subject Description
Culinary Essentials II	7521	0.500	FCS
JROTC - LET 1	2001	1.000	JROTC

→ Add
← Remove

“Alternates” tab

Step 6: In the event that you choose a course by mistake, you may highlight the course in the “Course Requests” area and click “Remove”.

COURSE REQUESTS

REQUESTS	ALTERNATES
Requests:	2 Total Credits

COURSES

Course Description	Credits
Culinary Essentials II	7
JROTC - LET 1	2

→ Add

← Remove

Step 7: Review your course selection. Be sure you have registered for at least 6.5 credits (rising seniors need to have the necessary credits for graduation) and any alternates. Click “Submit Course Requests” when complete. **You do not need to hit submit if you did not select any courses or make any changes. The Course Requests listed are what will be entered for your schedule.**

[Note: You may edit your selections at any time during the Course Selection window.]

2020-2021 GRADE 12

→ Submit Course Requests Cancel

AVAILABLE COURSES FOR 2020-2021

COURSES

↑1 Course Description	↑2 Course	Earned	Course Subject
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COURSE REQUESTS

REQUESTS

ALTERNATES

Requests: 2
Total Credits Requested: 1.500

COURSES