

## **SHS - Scheduling How To**

Steps and directions to get through the scheduling process.

Mrs. Cearlock

1. She will meet with each grade level to talk about transcript review and course options for the next academic year.
2. Students will get a course registration sheet, a 4-year planning sheet, this Scheduling How To sheet, course offerings sheet and any other required/needed information for programs.

### **Course Registration with Skyward**

1. Login into Skyward with your STUDENT login (not parents/guardian)
2. Click on the Scheduling Tab on the left side of the screen
3. On the next screen, toward the top you will see a Blue link for the 2025-2026 courses – click it.
4. The next screen will be a pop-up box, courses will be listed on the left and an empty box on the right.
5. You can search for a course on the bottom left side. Click on the course you want to register for and it will move to the right side box.
6. You need to click on the Fall semester course which will have an A in the title **AND** click on the Spring course which will have a B in the title
  - a. **Example: English 1 would be ENG1A or ENG1B**
7. Every course you put in the right side box are the courses you are requesting. Those courses save automatically.

**Your course registration sheet and what you input in Skyward need to match exactly.**

**All course registration forms are due back to Mrs. Cearlock by Friday, February 6, 2026!  
Course registration will close in Skyward that same day by 12 pm.**

It is important to review your current high school transcript when requesting courses. You can view your transcript in Skyward:

1. Click on the Portfolio tab on the left side of your Skyward Student Portal page
2. Your available documents are listed to click on

### **Helpful resources**

Scheduling & Course Info tab on the SHS website:

<https://sites.google.com/a/stauntonschoools.org/guidancenews/scheduling-course-info?authuser=0>