

On-line Scheduling Procedures

- Log in to your family access
- Click the tab on the left that says SCHEDULE
- On the upper right side of the screen is a link for course selection
- Scroll through and click on the desired class, an information box may pop up, just hit the x to close it
- In the middle of the screen is a button to add the class
- In the top right you will see how many credits you have selected; you must have at least 12 credits, but not more than 14
- Once you have the 12 to 14 credits, select the REQUEST ALTERNATES tab at the top of the screen
- Select at least 2 more credit in case your elective classes do not fit into your schedule
- If you have selected a course in error, you can high light that course and hit the remove course button in the middle of the course requested window.
- If you cannot remember if you took a course and passes it, close scheduling and in the left hand column you can click on the ACADEMIC HISTORY to view your past classes and grades.