

Sophomore-Year Registration Procedure 2021-22

A tutorial showing how to register for classes can be found on our website:
<https://afhs.alpineschools.org/counseling/>

Current 9th Graders: You will be registering for the 2021-2022 school year through the student Arena Scheduling portal of the Skyward program. The following information will guide students through this process. **You MUST use your student login to register! Parent logins will NOT work!** This means you can only be logged in once under YOUR Skyward account.

Be Prepared: Use the planning worksheet, master schedule, course catalog, and registration power point, which are all available **on the counseling department webpage** under "Student Registration". We HIGHLY recommend using all of these resources to help you fill out your worksheet and to assist you with the registration process BEFORE you go online to register.

Computer Access to Arena Scheduling: All students will be able to login and create their 2021-22 schedule from any computer with Internet access.

How to Create Your Sophomore Year Schedule:

Step 1: Log into **Student's** Skyward account.

Step 2: On the left hand side of the student's home page click on "**Arena Scheduling**".

Step 3: On the drop down click on "**2021-2022**".

Step 4: Search for your classes by period, subject or teacher then click on "**apply filter**".

Step 5: The first 17 classes are displayed on each page. To see the next 17 classes click on the arrows at the bottom of the page.

Step 6: If there are seats available for a class then "add" links will appear on May 10th at 2:45pm (you will want to refresh the screen shortly before that time). To add a class, click on the "**add**" link. (Under Term, classes are identified first semester "S1", second semester "S2" or "Y" for yearlong).

Step 7: If you are adding a full year class there will be a pop-up. Make sure the class you want to take 2nd semester is highlighted then click on "**Schedule with the selected co-req**".

Step 8: Check to see if your classes have been added correctly by clicking on "**View/Print Schedule**" in red.

Step 9: To remove a class click on the class name in the View/Print page then click "**yes**".

Step 10: Make sure you have a full schedule. You do not have to save your schedule when you are done. It will automatically save with each class you add.

To add in ANY of the following classes, you will need to talk to your counselor:
TA, audition classes, sports conditioning, and distance learning.