

Course Request Registration Steps for the 2023-2024 School Year

Please read the following directions carefully and enter your course and alternate course requests in Skyward by 3:00 on Friday, February 10, 2023.

Pre-Planning

1. Review graduation requirements and grade level course requirements on the "[NHS Course Planning 2023-24](#)" (and below)
2. Consult the [2023-24 Course Registration Guide](#) for course descriptions, prerequisites and career pathway information
3. Use the [Course List](#) (below) for course numbers that you will use to enter requests in your STUDENT Skyward account
4. Discuss course options with current teachers, parents/guardians, and your counselor. For simple questions, email or send a Schoology message to your counselor. For more complex questions, set up an individual meeting during a study hall, or a zoom meeting on your virtual learning days.

Student Last Names A-Fa: mlegros@northfieldschools.org

Student Last Names Fe-L: mensrud@northfieldschools.org

Student Last Names M-Ra: rturnquist@northfieldschools.org

Student Last Names Re-Z: drasmussen@northfieldschools.org

Schedule Change Policy

Schedules are difficult to adjust once the master schedule is created based on student course requests in the spring. If a scheduling conflict occurs, one or more student-selected alternate courses will be added to student schedules as necessary. If a schedule change is necessary for graduation or in order to carry at least six classes (3.0 credits), students can initiate these changes on the designated schedule change day the week before school begins. Once the school year begins, the only allowed changes will be to drop a class for a study hall if there are seven classes in place or to add a class that is for required graduation credits.

*Students who have seven classes on their schedule and drop one in order to take a study hall must do so before the mid-quarter at the start of the semester, which is approximately four weeks into the semester. All other required changes will be complete by the end of the fifth day of the semester. Students may not have two study halls/open hours (Senior Transition, TA) in the same semester. **Dropping a course after the deadline results in a failing semester grade for the class.***

Entering Course Requests and Alternates:

1. [Log into Skyward](#) using your **STUDENT** username and password; if you use the Skyward App, go to the full desktop version after logging in. You will not be able to register using a parent log-in.
2. At the left side of the screen, click **Schedule**.
3. On the top right, click **Request Courses for 2023-2024 in Northfield High School**.
4. Click the Request Courses tab at the top.
5. Scroll through the list of available courses in the left box and click on a desired course.
6. Click the **Add Course** between the boxes, and the desired course will appear in the right box.
7. Be sure to first add required courses for your grade level.
8. Continue adding until all desired credit-earning courses appear in the box on the right and your credit total for the year just above the right box is accurate. Remember to add all credit-earning courses—both semester and full year. ***You will not be able to register for study halls; they will be automatically added in your open hours if you sign up for less than 7 credits.***
9. If you make a mistake, highlight the course in the right box and click the **Remove Course** tab between the boxes.
10. Click the **Request Alternates** tab at the top and follow the same procedure as described above until all alternate courses appear in the box on the right. Alternate courses are identified in the Priority column with numbers.
11. When all of your course requests and alternate requests appear in the right box, click the red X at the top right of the box; your requests will be automatically saved.

Graduation Requirements: 23 credits
4 English, 3.5 Social Studies, 3 Math, 3 Science,
1 Physical Education, .5 Health, 1 Arts, and 7 Elective

	Course #	Course Title		Course #	Course Title	Credits
1	4101	English 9 (.5 Eng cr)		4101	English 9 (.5 Eng cr)	1
2	8530	Early Am. History 9 (.5 SS cr)		8531	Civics 9 (.5 SS cr)	1
3	7742	Science 9 (.5 Sci cr)		7742	Science 9 (.5 Sci cr)	1
4	Math	class will be determined		by	NHS teachers	1
5						0.5
6						
7						
					Total Credits: <i>Must be 6, 6.5 or 7</i>	
	Alternate 1:			Alternate 3:		
	Alternate 2:					

	Course #	Course Title		Course #	Course Title	Credits
1	4103	American Lit (.5 Eng cr)		4103	American Lit (.5 Eng cr)	1
2	7751	Biology (.5 Sci cr)		7751	Biology (.5 Sci cr)	1
3		Math (.5 Math cr)			Math (.5 Math cr)	1
4	1219	Health (.5 Health cr)		8532	American History (.5 SS cr)	1
5						
6						
7						
					Total Credits: <i>Must be 6, 6.5 or 7:</i>	
	Alternate 1:			Alternate 3:		
	Alternate 2:					

Graduation Requirements: 23 credits
4 English, 3.5 Social Studies, 3 Math, 3 Science,
1 Physical Education, .5 Health, 1 Art, and 7 Elective

	Course #	Course Title		Course #	Course Title	Credits
1	4115	English 11 (.5 Eng cr)		4115	English 11 (.5 Eng cr)	1
2	8542	World History (.5 SS cr)		8542	World History (.5 SS cr)	1
3	7765	Chemistry (.5 Sci cr)		7765	Chemistry (.5 Sci cr)	1
4		Math (.5 Math cr)			Math (.5 Math cr)	1
5						
6						
7						
					Total Credits: <i>Must be 6, 6.5 or 7:</i>	
	Alternate 1:			Alternate 3:		
	Alternate 2:					

	Course #	Course Title		Course #	Course Title	Credits
1		English (.5 Eng cr)			English (.5 Eng cr)	1
2	8537	Economics (.5 SS cr)		8539/8540	Global Studies (.5 SS cr)	1
3						
4						
5						
6						
7						
					Total Credits: <u>Must be 6, 6.5 or 7</u>	
	Alternate 1:			Alternate 3:		
	Alternate 2:					

COURSE NUMBER	COURSE NAME	CREDIT	COURSE LENGTH	GRADE LEVEL		
	PHYSICAL EDUCATION & WELLNESS					
1112	LIFEGUARD CERTIFICATION	0.5	SEM	10	-	12
1114	CORE STRENGTH	0.5	SEM	10	-	12
1115	STRENGTH & CONDITIONING	0.5	SEM	10	-	12
1116	MEGA-RECREATION	0.5	SEM	10	-	12
1118	WALKING	0.5	SEM	10	-	12
1120	TEAM SPORTS	0.5	SEM	10	-	12
1140	FOUNDATIONS OF PHYSICAL EDUCATION	0.5	SEM	9	-	10
1219	HEALTH	0.5	SEM	10	-	12
1230	FIRST AID	0.5	SEM	11	-	12
1231	SPORTS PSYCHOLOGY	0.5	SEM	11	-	12
1232	SPORTS MED-UPPER	0.5	SEM	11	-	12
1233	SPORTS MED-LOWER	0.5	SEM	11	-	12
	EL (English Learner)					
1640	EL NONFICTION ENGLISH	1.0	YR	9	-	12
1643	EL EXPLORING ENGLISH: LANGUAGE/CULTURE	1.0	YR	9	-	12
1685	EL EARLY AMERICAN HISTORY/CIVICS	1.0	YR	9	-	9
1686	EL MODERN AMERICAN HISTORY	0.5	SEM	10	-	10
	MUSIC					
2105	CONCERT BAND*	1.0	YR	10	-	12
2106	SYMPHONY ORCHESTRA*	1.0	YR	10	-	12
2107	PHILHARMONIA ORCHESTRA	1.0	YR	9	-	12
2109	CANTABILE	1.0	YR	9	-	12
2110	RAIDERKOR	1.0	YR	9	-	12
2111	CONCERT CHOIR*	1.0	YR	10	-	12
2114	MUSIC THEORY	0.5	SEM	9	-	12
2115	UNO VOX	1.0	YR	10	-	12
2116	SYMPHONIC BAND	1.0	YR	9	-	12
	VISUAL ART					
2131	ART FOUNDATION	0.5	SEM	9	-	12
2133	DRAWING & PAINTING 1*	0.5	SEM	9	-	12
2134	DRAWING & PAINTING 2*	0.5	SEM	10	-	12
2135	CLAY-POTTER'S WHEEL 1*	0.5	SEM	9	-	12
2136	CLAY-POTTER'S WHEEL 2*	0.5	SEM	10	-	12
21365	CLAY-POTTER'S WHEEL 3* NEW	0.5	SEM	10	-	12
2137	SCULPTURE*	0.5	SEM	9	-	12

COURSE NUMBER	COURSE NAME	CREDIT	COURSE LENGTH	GRADE LEVEL		
2138	WATERCOLOR PAINTING*	0.5	SEM	9	-	12
2147	WATERCOLOR 2*	0.5	SEM	10	-	12
2139	GRAPHIC DESIGN & ILLUSTRATION*	0.5	SEM	9	-	12
2140	HONORS ART*	0.5	SEM	11	-	12
2142	FILMMAKING*	0.5	SEM	9	-	12
2148	PRINTMAKING*	0.5	SEM	9	-	12
2149	ART EXPLORATION*	0.5	SEM	9	-	12
	BUSINESS EDUCATION					
3101	INFORMATION TECHNOLOGY	0.5	SEM	9	-	12
3102	LAW: CIVIL, CRIMINAL, & CONTRACT	0.5	SEM	10	-	12
3103	BUSINESS PRINCIPLES & MANAGEMENT	0.5	SEM	10	-	12
3105	BUSINESS FINANCE	0.5	SEM	10	-	12
3166	KEYBOARDING & COMPUTER APPLICATIONS	0.5	SEM	9	-	12
3194	ACCOUNTING I	0.5	SEM	10	-	12
3195	ACCOUNTING II*	0.5	SEM	10	-	12
3196	ADVANCED ACCOUNTING*	1.0	YR	11	-	12
	ENGLISH/LANGUAGE ARTS					
4101	ENGLISH 9	1.0	YR	9	-	9
4102	ADVANCED ENGLISH 9*	1.0	YR	9	-	9
4103	AMERICAN LITERATURE 10	1.0	YR	10	-	10
4104	ADVANCED AMERICAN LITERATURE 10*	1.0	YR	10	-	10
4115	ENGLISH 11	1.0	YR	11	-	11
4116	SENIOR WRITING	0.5	SEM	12	-	12
4117	SENIOR LITERATURE	0.5	SEM	12	-	12
4118	WORLD MYTHOLOGY	0.5	SEM	12	-	12
4114	ADVANCED ENGLISH 11*	1.0	YR	11	-	11
4133	AP LITERATURE & COMPOSITION	1.0	YR	12	-	12
4156	COMP 101*	1.0	SEM	12	-	12
4159	PUBLIC SPEAKING*	0.75	SEM	11	-	12
4161	CREATIVE WRITING NEW	0.5	SEM	11	-	12
	WORLD LANGUAGE					
4250	GERMAN 1	1.0	YR	9	-	12
4252	GERMAN 2	1.0	YR	9	-	12
4254	GERMAN 3	1.0	YR	10	-	12
4256	AP GERMAN 4	1.0	YR	11	-	12
4257	AP GERMAN 5	1.0	YR	12	-	12

COURSE NUMBER	COURSE NAME	CREDIT	COURSE LENGTH	GRADE LEVEL		
4260	FRENCH 1	1.0	YR	9	-	12
4262	FRENCH 2	1.0	YR	9	-	12
4264	FRENCH 3	1.0	YR	10	-	12
4266	AP FRENCH 4	1.0	YR	11	-	12
4267	AP FRENCH 5	1.0	YR	12	-	12
4269	HERITAGE SPANISH 1	1.0	YR	9	-	12
42683	HERITAGE SPANISH 2/3	1.0	YR	10	-	12
4270	SPANISH 1	1.0	YR	9	-	12
4271	SPANISH 2	1.0	YR	9	-	12
4272	SPANISH 3	1.0	YR	10	-	12
4273	SPANISH 3+	1.0	YR	9	-	12
4274	SPANISH 4	1.0	YR	11	-	12
4275	SPANISH 4+	1.0	YR	10	-	12
4276	SPANISH 5	1.0	YR	11	-	12
4277	AP SPANISH LANGUAGE	1.0	YR	11	-	12
4278	AP SPANISH LITERATURE	1.0	YR	11	-	12
4279	SPANISH CONVERSATION A*	0.5	SEM	10	-	12
4285	SPANISH CONVERSATION B*	0.5	SEM	10	-	12
4286	GERMAN CONVERSATION A*	0.5	SEM	10	-	12
4287	GERMAN CONVERSATION B*	0.5	SEM	10	-	12
4291	FRENCH FILM NEW	0.5	SEM	10	-	12
4292	FRENCH CONVERSATION NEW	0.5	SEM	10	-	12
	FAMILY & CONSUMER SCIENCE					
5350	INTRO TO CULINARY	0.5	SEM	9	-	12
5352	BAKING & PASTRIES	0.5	SEM	9	-	12
5353	ADVANCED BAKING & PASTRIES*	0.5	SEM	10	-	12
5355	INTERNATIONAL FOODS*	0.5	SEM	10	-	12
5357	CHILD PSYCHOLOGY & DEVELOPMENT	0.5	SEM	9	-	12
5358	CHILD PSYCHOLOGY & THE MIND	0.5	SEM	9	-	12
5360	HUMAN & FAMILY RELATIONSHIPS	0.5	SEM	9	-	12
5397	PERSONAL FINANCE	0.5	SEM	11	-	12
	DESIGN ENGINEERING					
6407	MODERN MEDIA MASHUP	0.5	SEM	9	-	12
6408	CREATIVE CAMERA	0.5	SEM	9	-	12
6423	3D ANIMATION	0.5	SEM	9	-	12
6409	EMPOWERED MEDIA MAKER*	0.5	SEM	10	-	12
6413	INTRO TO DESIGN ENGINEERING	0.5	SEM	9	-	12

COURSE NUMBER	COURSE NAME	CREDIT	COURSE LENGTH	GRADE LEVEL		
6432	DIGITAL DESIGN ENGINEERING*	0.5	SEM	9	-	12
6435	ARCHITECTURE	0.5	SEM	10	-	12
6438	INTRO TO ROBOTICS ENGINEERING*	0.5	SEM	9	-	12
6437	ADVANCED ROBOTICS ENGINEERING*	0.5	SEM	10	-	12
6440	SMALL ENGINES	0.5	SEM	9	-	12
6442	CARS 101	0.5	SEM	10	-	12
6446	AUTO MECHANICS 1*	0.5	SEM	10	-	12
6470	FABLAB: INTRO TO METAL FABRICATION*	0.5	SEM	9	-	12
6472	FABLAB: ADVANCED METAL FABRICATION*	0.5	SEM	10	-	12
6480	FABLAB: INTO THE WOODS*	0.5	SEM	9	-	12
6488	FABLAB: DEEPER INTO THE WOODS*	0.5	SEM	10	-	12
6497	RANDOLPH AG	1.0	YR	11	-	12
6499	RANDOLPH FORESTRY	1.0	YR	11	-	12
	MATHEMATICS					
7501	ALGEBRA A	1.0	YR	9	-	9
7503	INTERMEDIATE ALGEBRA	1.0	YR	9	-	12
7504	ALGEBRA II A	1.0	YR	10	-	12
7506	ALGEBRA II AA	1.0	YR	10	-	12
7507	HONORS ALGEBRA II*	1.0	YR	10	-	11
7508	ALGEBRA III	1.0	YR	11	-	12
7513	COMPUTER PROGRAMMING 1	1.0	YR	10	-	12
7512	AP COMPUTER PROGRAMMING	1.0	YR	11	-	12
7516	GEOMETRY AA	1.0	YR	9	-	10
7517	GEOMETRY A	1.0	YR	10	-	12
7529	PRE-CALCULUS	1.0	YR	10	-	12
7534	CALCULUS	1.0	YR	12	-	12
7535	AP CALCULUS*	1.0	YR	12	-	12
7545	STATISTICS NEW	1.0	YR	11	-	12
7546	AP STATISTICS*	1.0	YR	11	-	12
	SCIENCE					
7742	SCIENCE 9	1.0	YR	9	-	9
7747	FOUNDATIONS OF AP SCIENCES	1.0	YR	9	-	9
7751	BIOLOGY	1.0	YR	10	-	12
7753	AP BIOLOGY*	1.0	YR	10	-	12
7765	CHEMISTRY	1.0	YR	11	-	12
7766	INDUSTRIAL CHEMISTRY	1.0	YR	11	-	12
7767	AP CHEMISTRY	1.0	YR	11	-	12

COURSE NUMBER	COURSE NAME	CREDIT	COURSE LENGTH	GRADE LEVEL		
7772	PHYSICS	1.0	YR	11	-	12
7773	AP PHYSICS	1.0	YR	11	-	12
7774	AP ENVIRONMENTAL SCIENCE	1.0	YR	11	-	12
7777	SENIOR SCIENCE SEMINAR - HYBRID	0.5	SEM	12	-	12
7778	ANATOMY & PHYSIOLOGY	0.5	SEM	11	-	12
	SOCIAL STUDIES					
8530	EARLY AMERICAN HISTORY 9	0.5	SEM	9	-	9
8531	CIVICS 9	0.5	SEM	9	-	9
8532	AMERICAN HISTORY	0.5	SEM	10	-	10
8533	AP US HISTORY	1.0	YR	10	-	10
8542	WORLD HISTORY	1.0	YR	11	-	11
8536	AP WORLD HISTORY	1.0	YR	11	-	11
8537	ECONOMICS	0.5	SEM	12	-	12
8538A	AP MICROECONOMICS	0.5	SEM	12	-	12
8538B	AP MACROECONOMICS	0.5	SEM	12	-	12
8539	GLOBAL STUDIES - TRADITIONAL	0.5	SEM	12	-	12
8540	GLOBAL STUDIES - HYBRID	0.5	SEM	12	-	12
8553	PSYCHOLOGY	0.5	SEM	11	-	12
8565	AP US GOVERNMENT & POLITICS	0.5	SEM	11	-	12
8599	AP PSYCHOLOGY	1.0	YR	11	-	12
8559	IMPACT NEW	0.5	SEM	10	-	12
	* Check Registration Guide for Prerequisite details					

Course Request & Registration

Frequently Asked Questions

- **How do I register for a study hall?**
 - You don't. You only enroll in the credit-earning courses you want to take. Open hours are automatically filled with study halls.
- **If I take a study hall, will I still be able to graduate on time?**
 - Yes, assuming that you are passing all of your classes each semester. If you have ANY classes you have not passed, talk to your counselor about your situation.
- **What if I'm not sure about needing a study hall?**
 - Sign up for 7 credits knowing that you have until the mid-quarter point to drop an elective and add a study hall in its place. That gives you almost four weeks to experience your schedule without a study hall and determine if you need one.
- **What if I change my mind about courses?**
 - If it's before the end of this school year, talk to your counselor RIGHT AWAY.
 - If it's after the school year ends, you will not be able to make changes. Your initial requests will be followed - including your alternates!
- **How do I make up credits for a class or classes I have not passed?**
 - Talk to your counselor. There are ways during the school day, outside of the school day, and during the summer!
- **How do I register for PSEO classes?**
 - After you have selected a full NHS course load (6.0-7.0 credits) for next year, you may apply and register directly through the individual college. Check page 12 of the Course Registration Guide, and talk to your counselor for more information.
- **How do I know if I should take an AP course?**
 - Talk to your current teacher in that subject area. Talk to the AP teacher for the course you are considering. Talk to your counselor.
- **Where do I learn about any new classes that will be offered at NHS next year?**
 - Check the table of contents on pages 1-2 in the Course Registration Guide. "NEW" appears after every new course, and a complete course description is included on the identified page.
- **One of the courses I want to take isn't listed in Skyward when I scroll through the course options. What do I do?**
 - Verify on the master course list that the course is actually available to your grade level. If it is, then contact your counselor for help.
- **What happens if I don't enter any alternate course choices?**
 - If there's a schedule conflict, your counselor will choose a replacement course for you based on what is available.
 - It is in your best interest to enter alternate course choices.
- **What if I sign up for an advanced or honors level course and my current grades drop below the requirements to be in the class?**
 - You will be moved from the advanced level course to the regular level course.
- **You keep saying, "Talk to your counselor." HOW?!**
 - Schoology Message
 - School Email
 - Counseling Office - stop in & leave a note or make an appointment through Ms. Clark

Student last names A-Fa: Ms. Legros - mlegros@northfieldschools.org

Student last names Fe-L: Mr. Ensrud - menrud@northfieldschools.org

Student last names M-Ra: Mr. Turnquist - rturnquist@northfieldschools.org

Student last names Re-Z: Ms. Rasmussen - drasmussen@northfieldschools.org