

Online Scheduling Instructions Using *Student Connect*

Instruction Sheet for Scheduling 2026-2027 Courses

All information you need is in your Carlson Counseling Schoology Group under Resources on the left and also located [HERE](#) on the district website!

- The Course Selection Sheets will show you what courses are available for you to take
- The Course Description Guide will allow you to read a description of each course

Thoroughly read and understand the prerequisites and descriptions for the courses you intend to take. All courses are listed; review your Course Selection Sheet to view courses available to your grade level.

To Get Started:

1. Log into *Student Connect*
2. **Select the 2026-2027 School year** by clicking on it
3. Select **Requests** from the left side of the page (it has a + sign next to it)
4. At the **bottom right of your screen**, click on **Add/Edit Requests** (it has a printer icon next to it)

****NOTE: GEN 101 STUDY SKILLS is already added for you. This is NOT a class you will take. You will**

ONLY use this class to mark your ALTERNATE CLASS CHOICES when scheduling.

GEN 101 = ALTERNATE COURSE. SEE BELOW**

Course Requests for Carlson High School (2023 - 2024)

Course	Credits	Alternate For
GEN101 Study Skills	0.5000	
Total Credits Requested: 0.5000		

Select Course to Add Subject: All Search:

Course Code	Course Description
BUS311	Accounting A
BUS312	Accounting B
MUS351	Advanced Choir (VOX)

To Schedule for 2026-2027

You will be adding a total of 14 class sections (not including the GEN101) to your schedule. 12 sections will be your regular Class Requests, and 2 sections will be your Alternate Requests. Alternate requests are classes that you would still like to take if you are unable to be scheduled into your 1st choices.

5. To Create Your Schedule:

- a. All available classes are listed under "Select Course to Add" in alphabetical order by Course Description
- b. Use the scroll down arrows and bar to view all classes.
- c. Select your first class by clicking on it. Next, click on **Add Selected Course**. If you add a course and later decide you do not want it, simply click on the X in the box next to the course to delete.
- d. **MAKE SURE YOU ARE ADDING THE A and B SECTIONS OF EACH COURSE.**

- e. When you have selected all 14 sections of your classes, make sure that you have a **total of 7.5 credits** next to Total Credits Requested (12 sections of courses, plus 2 alternates and plus GEN101).

Course Requests for Carlson High School (2023 - 2024)

Course	Credits	Alternate For
GEN101 Study Skills	0.5000	
☒ MTH303 Algebra II CP A	0.5000	
☒ MTH304 Algebra II CP B	0.5000	
☒ BUS301 Business Law-Fundamentals	0.5000	
☒ SCI301 Chemistry A	0.5000	
☒ SCI302 Chemistry B	0.5000	
☒ BUS612 Digital Image Editing	0.5000	
☒ ENG301 English Language Arts 11 A	0.5000	
☒ ENG302 English Language Arts 11 B	0.5000	
☒ FRE201 French II A	0.5000	
☒ FRE202 French II B	0.5000	
☒ SOC651 Introduction to Psychology	0.5000	
☒ SOC101 World History and Geography A	0.5000	
☒ SOC102 World History and Geography B	0.5000	
☒ BUS611 Web Design/HTML Language	0.5000	
☒ SOC680 Philosophy	0.5000	
☒ MUS631 Music Appreciation	0.5000	
Total Credits Requested: 6.5000		

- f. Next, please indicate your 2 Alternate requests. **To do this, YOU MUST USE GEN 101 IN THE DROP DOWN NEXT TO THE COURSE YOU WANT AS AN ALTERNATE. GEN 101 = Alternate Course.** In the example below, this student has chosen 2 Alternates classes of Business Law, Web Design, Philosophy, and Music Appreciation.

Course Requests for Carlson High School (2023 - 2024)

Course	Credits	Alternate For
GEN101 Study Skills	0.5000	
☒ MTH303 Algebra II CP A	0.5000	
☒ MTH304 Algebra II CP B	0.5000	
☒ BUS301 Business Law-Fundamentals	0.5000	GEN101 Study Skills
☒ SCI301 Chemistry A	0.5000	
☒ SCI302 Chemistry B	0.5000	
☒ BUS612 Digital Image Editing	0.5000	
☒ ENG301 English Language Arts 11 A	0.5000	
☒ ENG302 English Language Arts 11 B	0.5000	
☒ FRE201 French II A	0.5000	
☒ FRE202 French II B	0.5000	
☒ SOC651 Introduction to Psychology	0.5000	
☒ SOC101 World History and Geography A	0.5000	
☒ SOC102 World History and Geography B	0.5000	
☒ BUS611 Web Design/HTML Language	0.5000	GEN101 Study Skills
☒ SOC680 Philosophy	0.5000	GEN101 Study Skills
☒ MUS631 Music Appreciation	0.5000	GEN101 Study Skills
Total Credits Requested: 6.5000		

Using GEN 101 means this is a 2nd choice Alternate Class
GEN 101 = Alternate Course

- g. When you are done, click **Submit** to save your course selections.
6. To edit or change courses, repeat steps 4 and 5.

CTE COURSES

Vocational CTE courses are available to next year's 11th and 12th graders. Students will not be able to schedule themselves for CTE programs as there is an application process. Instead, students interested in CTE courses must:

1. **Fill out a full schedule request of ALL Carlson classes.**
2. **SEE OR EMAIL MR. DUPERON TO ENROLL**

DIRECT COLLEGE, DUAL ENROLLMENT, and 21F ONLINE COURSES

1. **Fill out a full schedule request of ALL Carlson classes.**
2. Students will not be able to schedule themselves for these types of courses. To be eligible for college courses, you must have a 470 EBRW score on your PSAT/SAT set by the college. **If interested in any of these 3 types of courses, SEE YOUR COUNSELOR.**