

## Selecting Courses for Summer School

Course selection for summer school is done online through Skyward Family Access or Student Access. Course availability is on a first come first served basis. This help sheet will assist you in selecting courses for Summer School.

1. **Login to [Skyward Family Access](#)**

2. Click **Arena Scheduling**
3. Choose **NHS Summer School and the upcoming school year.**

4. Click **Add** to select the classes you want to take
5. Click **Remove** if you decide you don't want that class (you will not be able to remove or make changes once you hit Submit Schedule, so take a close look to make sure you have the classes you want.
6. Click **Submit Schedule**.

**Arena Scheduling**

Period:  Subject:  Apply Filter Reset Filter

\* (Ind)icators:  
 A - Alternate Class F - C  
 P - Class has Pre-Requisite C - C

Student (NHS Summer School) [View/Print Schedule](#) | [Submit Schedule](#)

| Option                 | Fit | Seats Avail | Course                | Days Meet | Prd | *Ind | Grades | Subjec  |
|------------------------|-----|-------------|-----------------------|-----------|-----|------|--------|---------|
| <a href="#">Add</a>    | Yes | 20          | ALGEBRA SS            | MTWRF     | 1   |      | 10- 12 | Mathem  |
| <a href="#">Add</a>    | No  | 20          | ENGLISH 10 SS         | MTWRF     | 2   | YR   | 11- 12 | English |
| <a href="#">Add</a>    | No  | 20          | ENGLISH 9 SS          | MTWRF     | 2   | YR   | 10- 12 | English |
| <a href="#">Add</a>    | Yes |             | GEOMETRY SS           | MTWRF     | 1   | YR   | 10- 12 | Mathem  |
| <a href="#">Add</a>    | Yes |             | INFO & TECH ESS SS    | MTWRF     | 1   | YR   | 09- 12 | Compu   |
| <a href="#">Remove</a> | Enr | 24          | INFO & TECH ESS SS    | MTWRF     | 2   | YR   | 09- 12 | Compu   |
| <a href="#">Add</a>    | Yes |             | INFO/TECH SS WAITLIST | MTWRF     | 1   | YR   | 09- 12 | Compu   |
| <a href="#">Add</a>    | Yes |             | PHYSICAL EDUCATION SS | MTWRF     | 1   | YR   | 10- 12 | Physica |

- Review your selections and click **Submit Schedule**.

- Click Yes to submit your selection(s).

- Exit Skyward Family Access.

**Other Notes:**

If you have forgotten your password, click on the [Forgot your Login/Password](#) link. Provide your email address and a reset link will be sent to you.

If you have questions about accessing your account or other questions about Summer School Registration, email [Angela.Mehrtens@nicolet.us](mailto:Angela.Mehrtens@nicolet.us) or contact her by phone at (414) 351-7579.