

Students: Online Course Requests

All students enrolled in the 2012-2013 school year are now able to enter course requests. This is done through NetClassroom and will be open until Friday, April 13.

****ATTENTION**** if you have trouble with your course requests saving, please try another browser. During our "testing" here in the office, one machine worked with Firefox and one with Internet Explorer.

1. On any computer, go to the Des Moines Christian homepage (dmcs.org) and select the *NetClassroom* tab at the top of the screen.
2. On the *NetClassroom* login screen, enter your user ID and password. Please note, you must use the student id and password to make course requests.
3. From the home page you can select "Register for classes" on the left hand side under "view" OR you can select **Registration** and then **Enter Requests**. If you do not see **Enter Requests** on the **Registration** menu, please contact Laurie Zepp at 515-252-2490.
4. To add or edit course requests, click **Edit Requests**
5. All students must enter Bible and English requests.
Bible requirements are such:
 - Seniors – Senior Seminar and Senior Bible Romans
 - Juniors – Apologetics and Church History
 - Sophomores – Christian Worldview/Ethics
 - Freshman – Bible Study Methods and Bible Doctrine
 - 8th Graders – Bible 8
 - 7th Graders – Bible 7
6. Under **Additional requests**, you should complete your schedule by entering other course requests by clicking "**new**".
7. In the **Main Request** column, click the binoculars to search for a course. Make sure "secondary school" is selected as your school and enter the first letter of the course name and then hit "**search**" for a list of courses. If you are having trouble finding the correct course, try sorting by department to shorten your list of options.
8. After adding a request you must select "**new**" again to make your next request.
9. To delete a request, click on the line on the far left side to highlight the row and click "**delete**".
10. When you have finished entering requests, click **Submit**. If no exceptions are found, you return to the Registration page. If exceptions are found, an explanation of each exception appears in red by the request or in the **Exceptions** column of the grid and you cannot request that course. If you cannot request a course you think you are supposed to request, contact Laurie Zepp.
11. After you have resolved the exceptions, click **Submit** again.
12. On the Registration Page review your requests in the grid. Be sure to verify that you have signed up for the number of credits you need.
13. You cannot edit mandatory requests (ie. lunch)
14. Students will not request Study Hall. If you have less than 8 courses requested per semester a Study Hall will automatically be added to your schedule.
15. You may return to the requests page by clicking **Edit Requests**.
16. Once all your requests are made, click **Submit** to save the changes.