Students: Online Course Requests

You can now enter requests for the 2011-2012 school year. Incoming seniors and juniors will register from 04/08/11 to 04/30/11; incoming sophomores and freshmen will register from 04/12/11 to 04/30/11. Junior high students will be able to register 04/13/2011.

- 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 <u>student</u> id and password to make course requests.
- 3. From the **Classes** menu, select **Registration**. If you do not see **Registration** on the **Classes** menu, contact Laurie Zepp at 515-252-2490.

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To add or edit course requests, click Edit Requests

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- 4. All students must enter Bible and English requests.
- 5. Under Additional requests, you should complete your schedule by entering other course requests by clicking "new".
- 6. In the **Main Request** column, click the binoculars to search for a course. Enter the first letter of the course name and then hit "**search**" for a list of options. If you are having trouble finding the correct course, please refer to the list of course names and course IDs listed on the home page.
- 7. After adding a request you must select "**new**" again to make your next request.
- 8. To delete a request, click on the line on the far left side to highlight the row and click "delete"
- 9. 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.

10. After you have resolved the exceptions, click **Submit** again.

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- 11. On the Registration Page review your requests in the grid.
- 12. You cannot edit mandatory requests (ie. lunch)
- 13. 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.
- 14. You may return to the requests page by clicking Edit Requests.
- 15. Once all your requests are made, click **Submit** to save the changes.