



INSTRUCTIONS FOR NETCLASSROOM COURSE REGISTRATION

Students:

1. Log onto to your NetClassroom account.
2. Click on **Classes** (at the top).
3. Select **Registration**.
4. Click the “**Edit Requests**”
5. A text box will appear. Click on the **Binoculars** and search for your course by number or title, then click on the appropriate course from the list. You may choose to type in the Course Number (from your Course Selection Sheet), but all options may not be indicated with this method.
6. Press the “**Enter**” key on your keyboard, **or** click the “**Add**” button to continue inputting your course requests.
7. If you incorrectly enter a course, highlight the appropriate text box and click the “**Delete**” button. **The cursor must be at the far left side of the blue box on the left of the text box in order for the delete function to work properly. The cursor arrow will change to the hand with a pointed finger when it's active.*
8. When all of your courses have been added, click on the “**Submit**” button below your course list.
9. Review your courses on the next page. If there are exceptions listed to the right (e.g., lacks prerequisite), click the “**Edit Requests**” button and return to the first page, delete the incorrect course, and choose an alternate course. Submit again and check for accuracy.

NOTE: *Your total credits will be listed after you submit all of your courses. The total MUST equal 7.00 credits. If you don't have 7.00 credits, review and revise your course requests.*

Parents:

1. Log onto to your NetClassroom account.
2. Click on **Classes** (at the top).
3. Select **Registration**.
4. Review the list of your son's course selections, ensuring **the total credits add up to 7.00**.
5. Proceed to the drop down for approval. Click on yes or no, then fill in your password again (required for processing).
6. If you do NOT approve the course selections, please indicate the reason.
7. Press the “**Submit**” button.