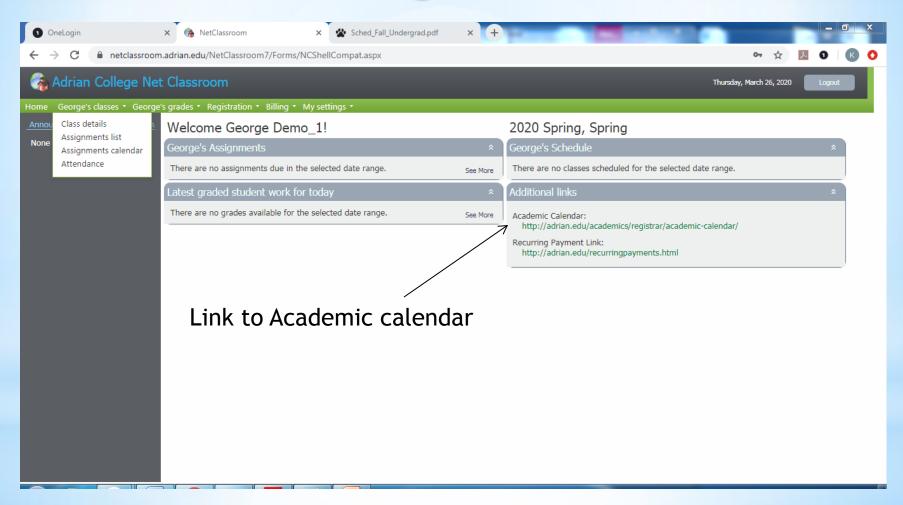
NetClassroom Guide for Advising and Registration

Created: March 2020

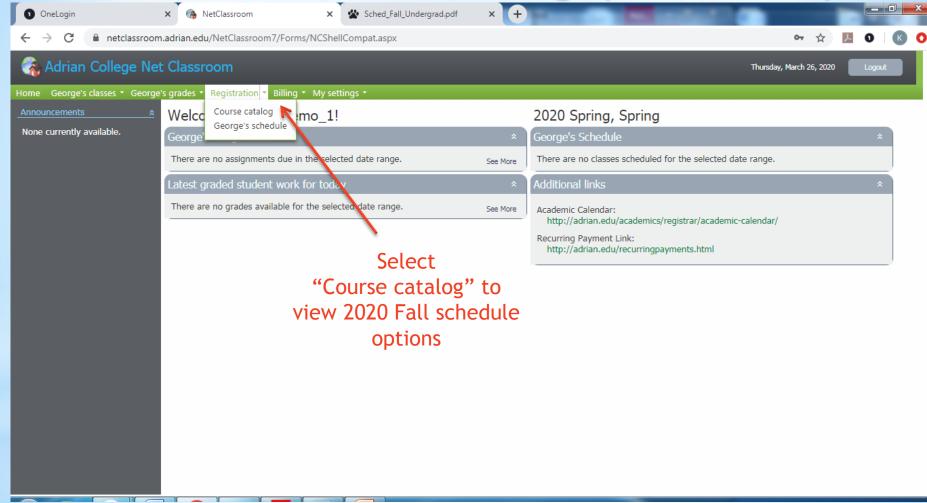
This presentation contains:

- How to view the course catalog for descriptions of courses,
- A guide to select classes before meeting with your academic advisor,
- Instructions on how to submit your schedule to your Academic Advisor for approval,
- How to add/drop courses,
- Accessing and printing your schedule from NetClassroom.

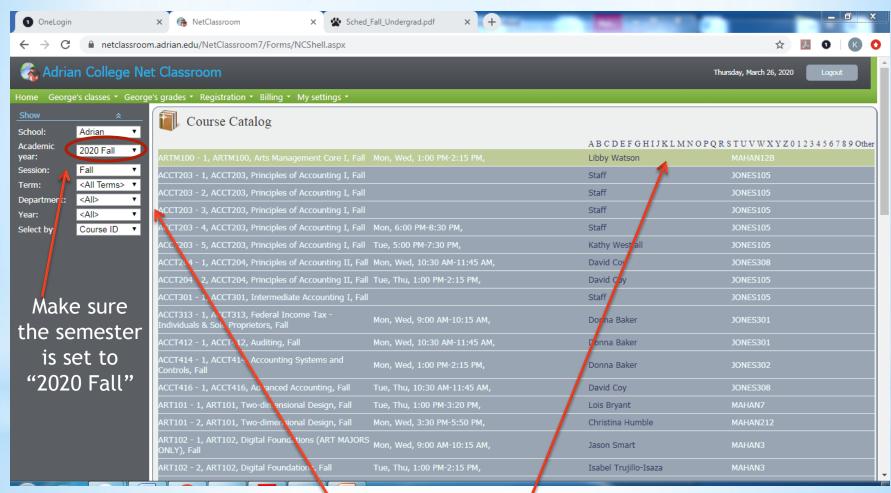
Student Log in



View Course Catalog (schedule)



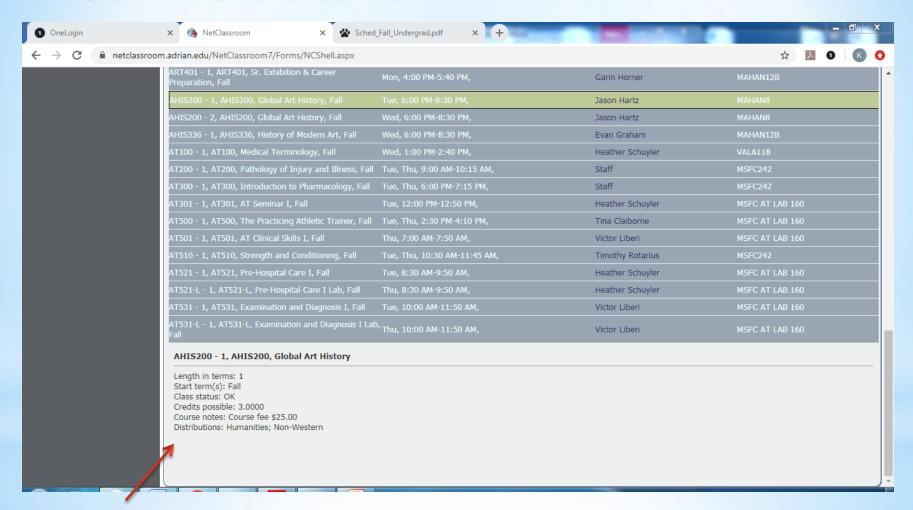
View Course Catalog (schedule)



Explore courses by department...

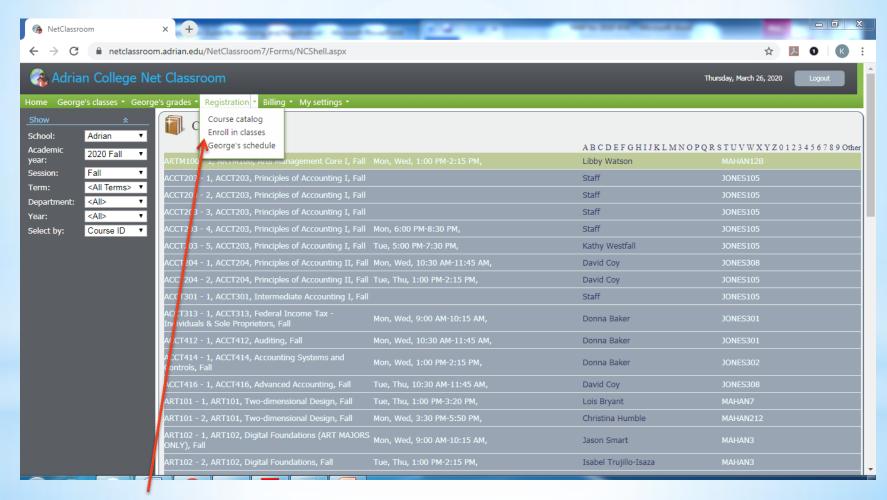
...or by course prefix.

Course details



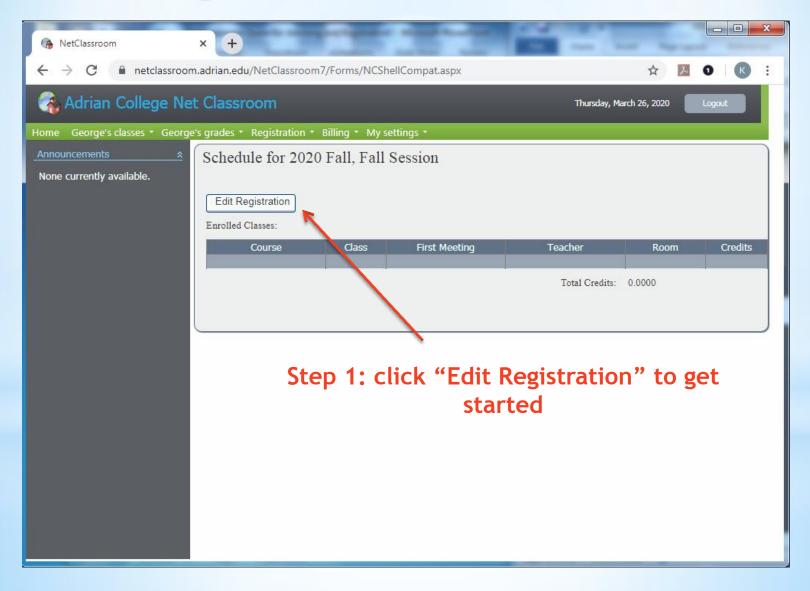
After selecting a course on the list, details will show up at the bottom of the screen. Example of details include: required prerequisites, co-requisites, credits, course fee information, distribution information.

Course Registration Instructions

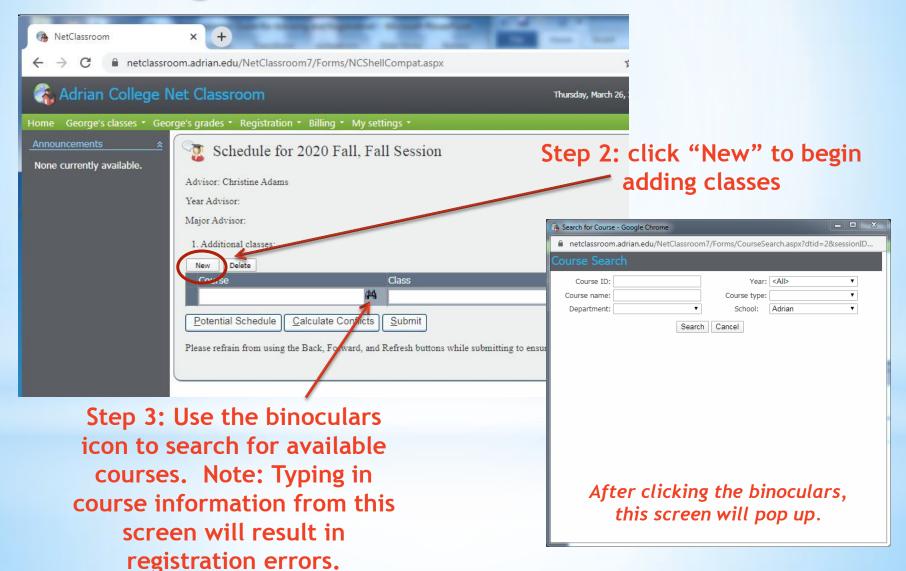


During the Registration period and Add/drop period, you can register/add/drop courses by selecting "Enroll in classes."

Edit Registration



Adding a course

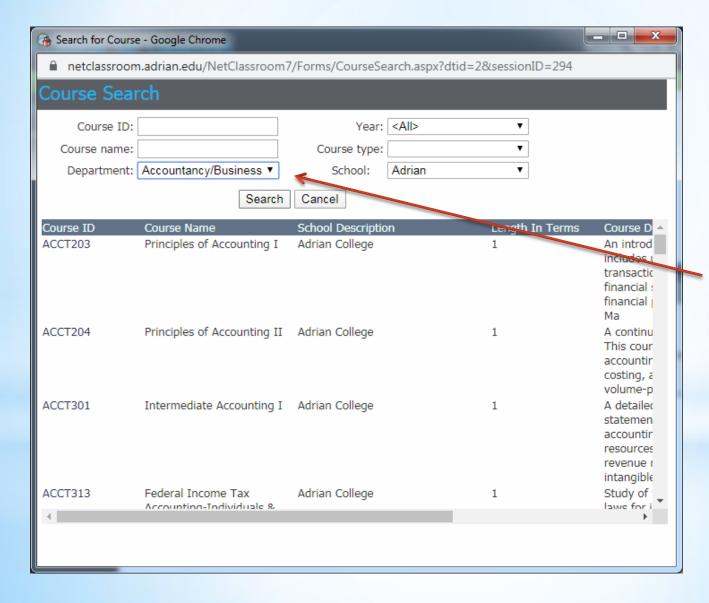


Search for a course

G Search for Course - Google Chrome				
netclassroom.adrian.edu/NetClassroom7/Forms/CourseSearch.aspx?dtid=2&sessionID=294				
Course Search				
Course ID: core	Year: <all></all>	▼		
Course name:	Course type:	▼		
Department:	School: Adrian	▼		
Search Cancel				
Course ID Course Name	School Description	Length In Terms	Course Description	Credits
CORE101 Academic Foundations I	Adrian College	1	Core 101 provides the foundational knowledge and practice in communication proficiency and information literacy. The primary focus of the course is thw writing and research process.	3.0000
CORE101a Academic Foundations I- Honors	Adrian College	1	Core 101 provides the foundational knowledge and practice in communication proficiency and information literacy. The primary focus of the course is thw writing and research process	3.0000
CORE102 Academic Foundations II	Adrian College	1	CORE102 builds on communication proficiency and information literacy skills developed in CORE101. The primary focus of the course is public speaking and the research process.	3.0000
Step 4: Type in the prefix				
for the courses that you				
would like to see (ex: CORE,				

BIOL, ESAT, etc.) and click search.

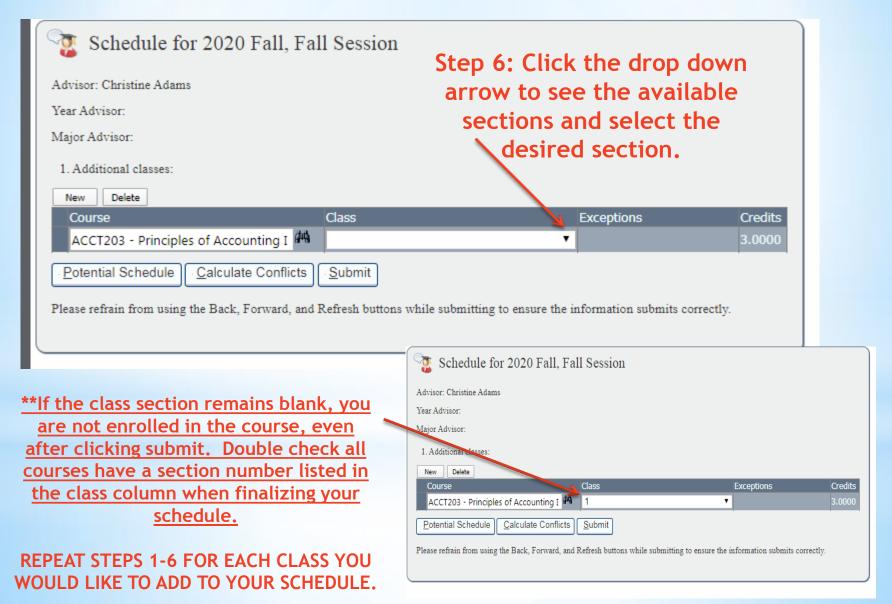
Search for a course



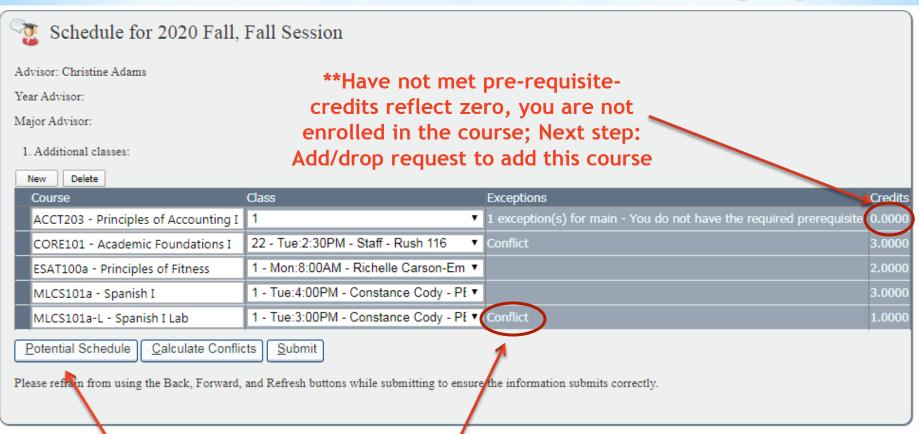
If you are unsure of the course prefix, search by Department by clicking here. This will bring up all options available in that academic department.

Step 5: Click on the Course ID (left column) for the course you want to add to your schedule.

Choose a Section



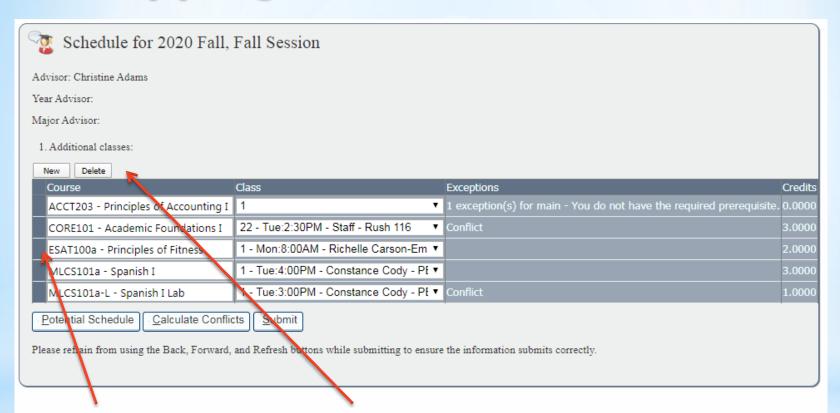
Common Problems/Troubleshooting tips



**Course overlaps with another course; you are enrolled in the courses that overlap;
Next step: click "potential schedule" and select a new section for one of the problem courses to resolve the conflict

**Other problem you may see:
Course is full, you are not
enrolled in the course; Next
step: add/drop request to add
course

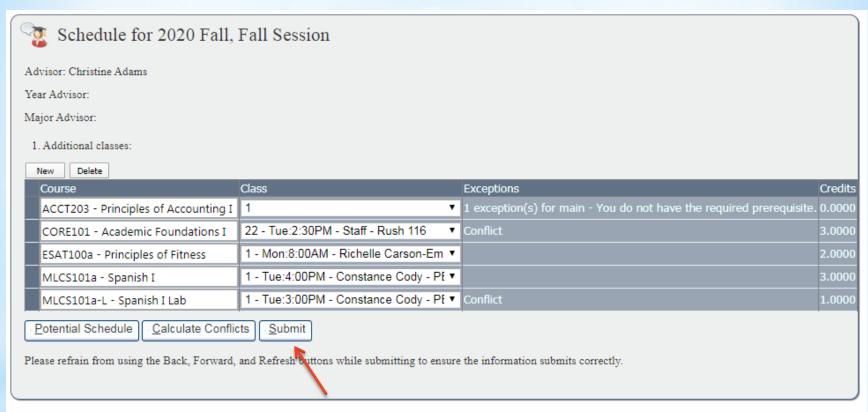
Dropping a course



Step 1: Click the small space to the left of the course name that you would like to remove from your schedule.

Step 2: Click the "Delete" button You will receive a confirmation prompt.

How to submit your schedule



Make sure to click "Submit" when you are finished and as many times during the process as you would like to see exceptions or updated credits.

Click "Edit Registration" to get back to the "NEW/DELETE" options.

DO NOT USE THE BACK BUTTON ON YOUR BROWSER.

How to view your schedule

