# 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



Link to Academic calendar

# View Course Catalog (schedule)

Select
"Course catalog" to
view 2020 Fall schedule
options

# View Course Catalog (schedule)



Make sure the semester is set to "2020 Fall"

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



**Step 1: click "Edit Registration" to get started**

# Adding a course



**Step 2: click "New" to begin adding classes**

**Step 3: Use the binoculars icon to search for available courses. Note: Typing in course information from this screen will result in registration errors.**

*After clicking the binoculars, this screen will pop up.*

# Search for a course



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

## Schedule for 2020 Fall, Fall Session

Advisor: Christine Adams

Year Advisor:

Major Advisor:

1. Additional classes:

**Step 6: Click the drop down arrow to see the available sections and select the desired section.**

| New | Delete |
|---|---|

| Course | Class | Exceptions | Credits |
|---|---|---|---|
| ACCT203 - Principles of Accounting I 🔍 | ▼ | | 3.0000 |

| Potential Schedule | Calculate Conflicts | Submit |
|---|---|---|

Please refrain from using the Back, Forward, and Refresh buttons while submitting to ensure the information submits correctly.

**\*\*If the class section remains blank, you are not enrolled in the course, even after clicking submit. Double check all courses have a section number listed in the class column when finalizing your schedule.**

**REPEAT STEPS 1-6 FOR EACH CLASS YOU WOULD LIKE TO ADD TO YOUR SCHEDULE.**

## Schedule for 2020 Fall, Fall Session

Advisor: Christine Adams

Year Advisor:

Major Advisor:

1. Additional classes:

| New | Delete |
|---|---|

| Course | Class | Exceptions | Credits |
|---|---|---|---|
| ACCT203 - Principles of Accounting I 🔍 | 1 ▼ | | 3.0000 |

| Potential Schedule | Calculate Conflicts | Submit |
|---|---|---|

Please refrain from using the Back, Forward, and Refresh buttons while submitting to ensure the information submits correctly.

# Common Problems/Troubleshooting tips

Schedule for 2020 Fall, Fall Session

Advisor: Christine Adams

Year Advisor:

Major Advisor:

1. Additional classes:

**\*\*Have not met pre-requisite-credits reflect zero, you are not enrolled in the course; Next step: Add/drop request to add this course**

New    Delete

| Course | Class | Exceptions | Credits |
|---|---|---|---|
| ACCT203 - Principles of Accounting I | 1 | 1 exception(s) for main - You do not have the required prerequisite | 0.0000 |
| CORE101 - Academic Foundations I | 22 - Tue:2:30PM - Staff - Rush 116 | Conflict | 3.0000 |
| ESAT100a - Principles of Fitness | 1 - Mon:8:00AM - Richelle Carson-Em | | 2.0000 |
| MLCS101a - Spanish I | 1 - Tue:4:00PM - Constance Cody - PE | | 3.0000 |
| MLCS101a-L - Spanish I Lab | 1 - Tue:3:00PM - Constance Cody - PE | Conflict | 1.0000 |

Potential Schedule    Calculate Conflicts    Submit

Please refrain from using the Back, Forward, and Refresh buttons while submitting to ensure the information submits correctly.

**\*\*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

### Schedule for 2020 Fall, Fall Session

Advisor: Christine Adams

Year Advisor:

Major Advisor:

1. Additional classes:

[ New ]  [ Delete ]

| Course | Class | Exceptions | Credits |
|---|---|---|---|
| ACCT203 - Principles of Accounting I | 1                                              ▼ | 1 exception(s) for main - You do not have the required prerequisite. | 0.0000 |
| CORE101 - Academic Foundations I | 22 - Tue:2:30PM - Staff - Rush 116          ▼ | Conflict | 3.0000 |
| ESAT100a - Principles of Fitness | 1 - Mon:8:00AM - Richelle Carson-Em        ▼ | | 2.0000 |
| MLCS101a - Spanish I | 1 - Tue:4:00PM - Constance Cody - PE       ▼ | | 3.0000 |
| MLCS101a-L - Spanish I Lab | 1 - Tue:3:00PM - Constance Cody - PE       ▼ | Conflict | 1.0000 |

[ Potential Schedule ]  [ Calculate Conflicts ]  [ Submit ]

Please refrain from using the Back, Forward, and Refresh buttons while submitting to ensure the information submits correctly.

**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



Step 1: Click "Registration" drop down arrow

Step 2: Click on "Your Name" Schedule

Notes: Be sure to expand all to view all meeting days and times.

You can view your schedule in list, grid or calendar form.

Be sure the Academic year is set to 2020 Fall.

Days, times and classroom locations are subject to change. Double check your Fall schedule in August prior to the first day of classes.