

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

The screenshot shows a web browser with three tabs: OneLogin, NetClassroom, and Sched_Fall_Undergrad.pdf. The address bar shows the URL: netclassroom.adrian.edu/NetClassroom7/Forms/NCShellCompat.aspx. The page header includes the Adrian College Net Classroom logo, the date Thursday, March 26, 2020, and a Logout button. A navigation bar contains links for Home, George's classes, George's grades, Registration, Billing, and My settings. A sidebar on the left lists options: Annou, None, Class details, Assignments list, Assignments calendar, and Attendance. The main content area is titled 'Welcome George Demo_1!' and contains several sections:

- George's Assignments**: A section with a header and a message stating 'There are no assignments due in the selected date range.' with a 'See More' link.
- Latest graded student work for today**: A section with a header and a message stating 'There are no grades available for the selected date range.' with a 'See More' link.
- 2020 Spring, Spring**: A section with a header and a message stating 'There are no classes scheduled for the selected date range.'
- Additional links**: A section with a header and two links:
 - Academic Calendar: <http://adrian.edu/academics/registrar/academic-calendar/>
 - Recurring Payment Link: <http://adrian.edu/recurringpayments.html>

An arrow points from the text 'Link to Academic calendar' to the 'Academic Calendar' link in the 'Additional links' section.

View Course Catalog (schedule)

The screenshot shows the Adrian College Net Classroom web application. The browser tabs include 'OneLogin', 'NetClassroom', and 'Sched_Fall_Undergrad.pdf'. The address bar shows the URL 'netclassroom.adrian.edu/NetClassroom7/Forms/NCShellCompat.aspx'. The page header includes the 'Adrian College Net Classroom' logo, the date 'Thursday, March 26, 2020', and a 'Logout' button. A green navigation bar contains links for 'Home', 'George's classes', 'George's grades', 'Registration', 'Billing', and 'My settings'. The 'Registration' dropdown menu is open, showing 'Course catalog' and 'George's schedule'. A red arrow points to the 'Course catalog' option. The main content area is divided into three columns. The left column has a sidebar with 'Announcements' (None currently available) and a 'Welcome' section for 'George' with links to 'Assignments' and 'Grades'. The middle column shows 'Latest graded student work for today' and a 'See More' link. The right column shows '2020 Spring, Spring' and 'George's Schedule' with a 'See More' link. Below the schedule is an 'Additional links' section with links to the 'Academic Calendar' and 'Recurring Payment Link'.

OneLogin x NetClassroom x Sched_Fall_Undergrad.pdf x +

netclassroom.adrian.edu/NetClassroom7/Forms/NCShellCompat.aspx

Adrian College Net Classroom Thursday, March 26, 2020 Logout

Home George's classes George's grades Registration Billing My settings

Announcements None currently available.

Welcome George! Assignments Grades

There are no assignments due in the selected date range. See More

Latest graded student work for today

There are no grades available for the selected date range. See More

2020 Spring, Spring

George's Schedule

There are no classes scheduled for the selected date range.

Additional links

Academic Calendar:
<http://adrian.edu/academics/registrar/academic-calendar/>

Recurring Payment Link:
<http://adrian.edu/recurringpayments.html>

Select
"Course catalog" to
view 2020 Fall schedule
options

View Course Catalog (schedule)

OneLogin NetClassroom Sched_Fall_Undergrad.pdf

netclassroom.adrian.edu/NetClassroom7/Forms/NCShell.aspx

Adrian College Net Classroom Thursday, March 26, 2020 Logout

Home George's classes George's grades Registration Billing My settings

Show

School: Adrian

Academic year: **2020 Fall**

Session: Fall

Term: <All Terms>

Department: <All>

Year: <All>

Select by: Course ID

Course Catalog

	ABCDEFGHIJKLMN	OPQRST	UVWXYZ	0123456789Other
ARTM100 - 1, ARTM100, Arts Management Core I, Fall Mon, Wed, 1:00 PM-2:15 PM,	Libby Watson		MAHAN12B	
ACCT203 - 1, ACCT203, Principles of Accounting I, Fall	Staff		JONES105	
ACCT203 - 2, ACCT203, Principles of Accounting I, Fall	Staff		JONES105	
ACCT203 - 3, ACCT203, Principles of Accounting I, Fall	Staff		JONES105	
ACCT203 - 4, ACCT203, Principles of Accounting I, Fall Mon, 6:00 PM-8:30 PM,	Staff		JONES105	
ACCT203 - 5, ACCT203, Principles of Accounting I, Fall Tue, 5:00 PM-7:30 PM,	Kathy Westfall		JONES105	
ACCT204 - 1, ACCT204, Principles of Accounting II, Fall Mon, Wed, 10:30 AM-11:45 AM,	David Coy		JONES308	
ACCT204 - 2, ACCT204, Principles of Accounting II, Fall Tue, Thu, 1:00 PM-2:15 PM,	David Coy		JONES105	
ACCT301 - 1, ACCT301, Intermediate Accounting I, Fall	Staff		JONES105	
ACCT313 - 1, ACCT313, Federal Income Tax - Individuals & Sole Proprietors, Fall Mon, Wed, 9:00 AM-10:15 AM,	Donna Baker		JONES301	
ACCT412 - 1, ACCT412, Auditing, Fall Mon, Wed, 10:30 AM-11:45 AM,	Donna Baker		JONES301	
ACCT414 - 1, ACCT414, Accounting Systems and Controls, Fall Mon, Wed, 1:00 PM-2:15 PM,	Donna Baker		JONES302	
ACCT416 - 1, ACCT416, Advanced Accounting, Fall Tue, Thu, 10:30 AM-11:45 AM,	David Coy		JONES308	
ART101 - 1, ART101, Two-dimensional Design, Fall Tue, Thu, 1:00 PM-3:20 PM,	Lois Bryant		MAHAN7	
ART101 - 2, ART101, Two-dimensional Design, Fall Mon, Wed, 3:30 PM-5:50 PM,	Christina Humble		MAHAN212	
ART102 - 1, ART102, Digital Foundations (ART MAJORS ONLY), Fall Mon, Wed, 9:00 AM-10:15 AM,	Jason Smart		MAHAN3	
ART102 - 2, ART102, Digital Foundations, Fall Tue, Thu, 1:00 PM-2:15 PM,	Isabel Trujillo-Isaza		MAHAN3	

Make sure
the semester
is set to
"2020 Fall"

Explore courses
by department...

...or by course
prefix.

Course details

The screenshot shows a web browser window with the URL `netclassroom.adrian.edu/NetClassroom7/Forms/NCSShell.aspx`. The page displays a list of courses in a table. The course **AHIS200 - 1, AHIS200, Global Art History, Fall** is highlighted in green. Below the table, the details for this course are shown.

ART401 - 1, ART401, Sr. Exhibition & Career Preparation, Fall	Mon, 4:00 PM-5:40 PM,	Garin Horner	MAHAN12B
AHIS200 - 1, AHIS200, Global Art History, Fall	Tue, 6:00 PM-8:30 PM,	Jason Hartz	MAHAN8
AHIS200 - 2, AHIS200, Global Art History, Fall	Wed, 6:00 PM-8:30 PM,	Jason Hartz	MAHAN8
AHIS336 - 1, AHIS336, History of Modern Art, Fall	Wed, 6:00 PM-8:30 PM,	Evan Graham	MAHAN12B
AT100 - 1, AT100, Medical Terminology, Fall	Wed, 1:00 PM-2:40 PM,	Heather Schuyler	VALA118
AT200 - 1, AT200, Pathology of Injury and Illness, Fall	Tue, Thu, 9:00 AM-10:15 AM,	Staff	MSFC242
AT300 - 1, AT300, Introduction to Pharmacology, Fall	Tue, Thu, 6:00 PM-7:15 PM,	Staff	MSFC242
AT301 - 1, AT301, AT Seminar I, Fall	Tue, 12:00 PM-12:50 PM,	Heather Schuyler	MSFC AT LAB 160
AT500 - 1, AT500, The Practicing Athletic Trainer, Fall	Tue, Thu, 2:30 PM-4:10 PM,	Tina Claiborne	MSFC AT LAB 160
AT501 - 1, AT501, AT Clinical Skills I, Fall	Thu, 7:00 AM-7:50 AM,	Victor Liberi	MSFC AT LAB 160
AT510 - 1, AT510, Strength and Conditioning, Fall	Tue, Thu, 10:30 AM-11:45 AM,	Timothy Rotarius	MSFC242
AT521 - 1, AT521, Pre-Hospital Care I, Fall	Tue, 8:30 AM-9:50 AM,	Heather Schuyler	MSFC AT LAB 160
AT521-L - 1, AT521-L, Pre-Hospital Care I Lab, Fall	Thu, 8:30 AM-9:50 AM,	Heather Schuyler	MSFC AT LAB 160
AT531 - 1, AT531, Examination and Diagnosis I, Fall	Tue, 10:00 AM-11:50 AM,	Victor Liberi	MSFC AT LAB 160
AT531-L - 1, AT531-L, Examination and Diagnosis I Lab, Fall	Thu, 10:00 AM-11:50 AM,	Victor Liberi	MSFC AT LAB 160

AHIS200 - 1, AHIS200, Global Art History

Length in terms: 1
Start term(s): Fall
Class status: OK
Credits possible: 3.0000
Course notes: Course fee \$25.00
Distributions: Humanities; Non-Western

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



The screenshot shows the Adrian College Net Classroom interface. The top navigation bar includes links for Home, George's classes, George's grades, Registration, Billing, and My settings. The Registration menu is open, showing options for Course catalog, Enroll in classes, and George's schedule. A red arrow points to the 'Enroll in classes' option. Below the menu, a table lists available courses with columns for course ID, description, days/times, instructor, and section ID.

Course ID	Description	Days/Times	Instructor	Section ID
ARTM100 - 1	ARTM100, Arts Management Core I, Fall	Mon, Wed, 1:00 PM-2:15 PM,	Libby Watson	MAHAN12B
ACCT203 - 1	ACCT203, Principles of Accounting I, Fall		Staff	JONES105
ACCT203 - 2	ACCT203, Principles of Accounting I, Fall		Staff	JONES105
ACCT203 - 3	ACCT203, Principles of Accounting I, Fall		Staff	JONES105
ACCT203 - 4	ACCT203, Principles of Accounting I, Fall	Mon, 6:00 PM-8:30 PM,	Staff	JONES105
ACCT203 - 5	ACCT203, Principles of Accounting I, Fall	Tue, 5:00 PM-7:30 PM,	Kathy Westfall	JONES105
ACCT204 - 1	ACCT204, Principles of Accounting II, Fall	Mon, Wed, 10:30 AM-11:45 AM,	David Coy	JONES308
ACCT204 - 2	ACCT204, Principles of Accounting II, Fall	Tue, Thu, 1:00 PM-2:15 PM,	David Coy	JONES105
ACCT301 - 1	ACCT301, Intermediate Accounting I, Fall		Staff	JONES105
ACCT313 - 1	ACCT313, Federal Income Tax - Individuals & Sole Proprietors, Fall	Mon, Wed, 9:00 AM-10:15 AM,	Donna Baker	JONES301
ACCT412 - 1	ACCT412, Auditing, Fall	Mon, Wed, 10:30 AM-11:45 AM,	Donna Baker	JONES301
ACCT414 - 1	ACCT414, Accounting Systems and Controls, Fall	Mon, Wed, 1:00 PM-2:15 PM,	Donna Baker	JONES302
ACCT416 - 1	ACCT416, Advanced Accounting, Fall	Tue, Thu, 10:30 AM-11:45 AM,	David Coy	JONES308
ART101 - 1	ART101, Two-dimensional Design, Fall	Tue, Thu, 1:00 PM-3:20 PM,	Lois Bryant	MAHAN7
ART101 - 2	ART101, Two-dimensional Design, Fall	Mon, Wed, 3:30 PM-5:50 PM,	Christina Humble	MAHAN212
ART102 - 1	ART102, Digital Foundations (ART MAJORS ONLY), Fall	Mon, Wed, 9:00 AM-10:15 AM,	Jason Smart	MAHAN3
ART102 - 2	ART102, Digital Foundations, Fall	Tue, Thu, 1:00 PM-2:15 PM,	Isabel Trujillo-Isaza	MAHAN3

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

Edit Registration

The screenshot shows a web browser window with the URL `netclassroom.adrian.edu/NetClassroom7/Forms/NCShellCompat.aspx`. The page header includes the Adrian College Net Classroom logo, the date Thursday, March 26, 2020, and a Logout button. A green navigation bar contains links for Home, George's classes, George's grades, Registration, Billing, and My settings. On the left, an Announcements section states 'None currently available.' The main content area is titled 'Schedule for 2020 Fall, Fall Session' and features an 'Edit Registration' button. Below this button is a section for 'Enrolled Classes' with a table that has columns for Course, Class, First Meeting, Teacher, Room, and Credits. The table is currently empty, and the total credits are listed as 0.0000. A red arrow points to the 'Edit Registration' button.

NetClassroom

netclassroom.adrian.edu/NetClassroom7/Forms/NCShellCompat.aspx

Adrian College Net Classroom

Thursday, March 26, 2020 Logout

Home George's classes George's grades Registration Billing My settings

Announcements

None currently available.

Schedule for 2020 Fall, Fall Session

Edit Registration

Enrolled Classes:

Course	Class	First Meeting	Teacher	Room	Credits
Total Credits: 0.0000					

Step 1: click "Edit Registration" to get started

Adding a course

NetClassroom

netclassroom.adrian.edu/NetClassroom7/Forms/NCShellCompat.aspx

Adrian College Net Classroom

Thursday, March 26, 2020

Home George's classes ▾ George's grades ▾ Registration ▾ Billing ▾ My settings ▾

Announcements

None currently available.

Schedule for 2020 Fall, Fall Session

Advisor: Christine Adams

Year Advisor:

Major Advisor:

1. Additional classes:

New Delete

Course Class

Potential Schedule Calculate Conflicts Submit

Please refrain from using the Back, Forward, and Refresh buttons while submitting to ensure

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.

Search for Course - Google Chrome

netclassroom.adrian.edu/NetClassroom7/Forms/CourseSearch.aspx?dtid=2&sessionID=...

Course Search

Course ID: Year: <All> ▾

Course name: Course type: ▾

Department: ▾ School: Adrian ▾

Search Cancel

After clicking the binoculars, this screen will pop up.

Search for a course

Search for Course - Google Chrome

netclassroom.adrian.edu/NetClassroom7/Forms/CourseSearch.aspx?dtid=2&sessionID=294

Course Search

Course ID: Year:

Course name: Course type:

Department: School:

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

Search for Course - Google Chrome

netclassroom.adrian.edu/NetClassroom7/Forms/CourseSearch.aspx?dtid=2&sessionID=294

Course Search

Course ID: Year:

Course name: Course type:

Department: School:

Course ID	Course Name	School Description	Length In Terms	Course D
ACCT203	Principles of Accounting I	Adrian College	1	An introd includes transacti financial financial Ma
ACCT204	Principles of Accounting II	Adrian College	1	A continu This cour accountir costing, a volume-p
ACCT301	Intermediate Accounting I	Adrian College	1	A detailed statemen accountir resources revenue intangible
ACCT313	Federal Income Tax Accounting-Individuals &	Adrian College	1	Study of laws for i

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:

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.

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

****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	#4 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:

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 - PI		3.0000
MLCS101a-L - Spanish I Lab	1 - Tue:3:00PM - Constance Cody - PI	Conflict	1.0000


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

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

****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

 **Schedule for 2020 Fall, Fall Session**

Advisor: Christine Adams

Year Advisor:

Major Advisor:

1. Additional classes:

NewDelete

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 - Pf		3.0000
MLCS101a-L - Spanish I Lab	1 - Tue:3:00PM - Constance Cody - Pf	Conflict	1.0000

Potential ScheduleCalculate ConflictsSubmit

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

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 - Pf		3.0000
MLCS101a-L - Spanish I Lab	1 - Tue:3:00PM - Constance Cody - Pf	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

The screenshot shows the NetClassroom web application. The top navigation bar includes 'Home', 'George's classes', 'George's grades', 'Registration', 'Billing', and 'My settings'. The 'Registration' dropdown menu is open, showing options: 'View', 'List', 'Grid', 'Calendar', and 'Show'. The 'View' dropdown is also open, showing 'Academic year: 2020 Fall', 'Session: Fall', and 'Term: <All Terms>'. The 'Schedule' section is visible, showing a list of classes with columns for course name, time, instructor, and room. A red arrow points from the 'Registration' dropdown to the 'View' dropdown, and another red arrow points from the 'View' dropdown to the 'Expand all' button in the 'Schedule' section.

Course	Time	Instructor	Room
ESAT100a - 1, Principles of Fitness, 2.0000, , Fall	Mon, 8:00 AM - 8:50 AM	Richelle Carson-Emmendorfer	MSFC BULLDOG ROOM
^ CORE101 - 21, Academic Foundations I, 3.0000, , Fall	Tue, 1:00 PM - 2:15 PM	Staff	PEEL301
	Thu, 1:00 PM - 2:15 PM	Staff	PEEL301
MLCS101a-L - 1, Spanish I Lab, 1.0000, , Fall	Tue, 3:00 PM - 3:50 PM	Constance Cody	PEEL210
^ MLCS101a - 1, Spanish I, 3.0000, , Fall	Tue, 4:00 PM - 5:15 PM	Constance Cody	PEEL210
	Thu, 4:00 PM - 5:15 PM		

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.

The screenshot shows the NetClassroom web application with the 'Grid' view selected. The 'View' dropdown menu is open, showing 'List', 'Grid', 'Calendar', and 'Show'. The 'Grid' view displays a schedule grid with columns for 'Time', 'Mon', 'Tue', and 'Thu'. The grid shows the following classes:

Time	Mon	Tue	Thu
8:00 AM	ESAT100a - 1, Principles of Fitness		
9:00 AM			
10:00 AM			
11:00 AM			
12:00 PM			
1:00 PM		1:00PM - 2:15PM CORE101 - 21, Academic Foundations I	1:00PM - 2:15PM CORE101 - 21, Academic Foundations I
2:00 PM			
3:00 PM		3:00PM - 3:50PM MLCS101a-L - 1, Spanish I Lab	
4:00 PM		4:00PM - 5:15PM MLCS101a - 1, Spanish I	4:00PM - 5:15PM MLCS101a - 1, Spanish I
5:00 PM			