



Online Course Request Instructions

The deadline to enter requests for 2012-2013 is 12:00 A.M., April 4th

1. Select **Netclassroom** (top of website)
2. Select **Proceed to Netclassroom**
3. **Login** using your Netclassroom **student user ID and password**.
4. Select **Registration, Enter Requests** (Ignore the “# of request needed”. Instead, your “total credits” must equal 70. (*Seniors should subtract 5 credits for each Study Hall course selected*)
5. Select **Edit Requests** to add or edit requests. Choose courses using the drop-down lists. Always select an alternate course from the Alternate drop-down list when asked.
6. When you have finished entering requests, click **Submit**. If exceptions are found, an explanation of each exception appears in red by the request. Make corrections and click **Submit** again.
7. Review your requests to make sure the correct requests have been saved.