

Course Selection Instructions for Students

Course selections for the next school year are completed by students on-line in NetClassroom. Each grade level will have a designated time frame to perform course selections input. Students are responsible for reviewing the course catalog and choosing the appropriate courses and then entering this information into NetClassroom. Students also need to know their course level recommendations (AP, Honors or CP) prior to entering their course selections. Recommendations will be available to students in NetClassroom at the start of their course selection period. The timetable is as follows:

Junior Recommendations Available in NetClassroom on January 20 - 8:00 am

Course selection by students on line in NETCLASSROOM – January 19 – January 23

Sophomore Recommendations Available in NetClassroom on January 20 - 8:00 am

Course selection by students on line in NETCLASSROOM - January 19– January 23

Freshman Recommendations Available in NetClassroom on February 17 - 8:00 am

Course selection by students on line in NETCLASSROOM – February 17 – February 24

When selecting your courses for the next school year, please keep the following in mind:

- The 2017-2018 MSMA Course Catalog is located on the Moodle Home Page
- Depending on your grade level, you may not have to select one course from every department.
 - For example, a world language is not required every year.
- This is just the first step in building your schedule for next year. Many other factors influence your final schedule and they will be discussed with you when you meet with your Guidance Counselor to go over your online selections.

An OVERVIEW of the Course Selection process is as follows: (detailed steps start on page 3)

1. Students review the Course Catalog for the next school year.
2. Students log into NetClassroom at their specified time and review the Course Recommendations made by their teachers.
 - a. Any recommendation questions should be **directed to your teacher at this time.**
3. Students make their initial course selections online and submit them via NetClassroom.
 - a. After student selection period has expired, students can no longer make changes online to their course selections.
4. Students meet with their Guidance Counselor to discuss their course selections.
5. Based upon your guidance meeting, the Guidance Counselor will make any necessary adjustments to the course selections and then grant APPROVAL to the course selections.
6. Parents review their daughter's course selections and mark them APPROVED in NetClassroom
 - a. Separate instructions will be sent to parents closer to the time this step is applicable.
 - b. Parents must do this using their own NetClassroom id, not their daughter's id
 - c. Parents do not have the ability to change course selections, they may only Approve or Disapprove the course selection.
7. Any changes a student wants to make to her course selections after this point **MUST BE** made through her Guidance Counselor.
8. During the late Spring and early Summer, course schedules are built and modifications may be necessary to a student's course selections based upon a number of different factors.

HOW TO - CHECK YOUR COURSE RECOMMENDATIONS

1. To see your recommendations, you must open each course for which a recommendation is applicable. Most recommendations will be listed under the category of HOMEWORK with an assignment name of REC, a description of Recommendation for Next Year and a grade of X for exempt assignment.
 - a. Be sure to click the EXPAND ALL button on the upper right hand side
 - b. If your teachers do not have a category of Homework, they will tell your class what category the recommendation is listed under.
 - c. Codes displayed will either be AP for Advanced Placement, H for Honors or CP for College Prep.

Daily Grades					
II grade: 83.00					Ms.
					Expand All
Classwork		20% of II			
Homework		20% of II			
REC	1/15/2008	Recommendation for Next Year	X		CP
HW3	11/30/2007	Chapter 3 Questions 1 - 10	87 out of 100	87%	
HW4	12/8/2007	Chapter 4 Questions 4-12	77 out of 100	77%	
Labs		35% of II			
Lab5	12/18/2008	Lab 5	83 out of 100	83%	
Tests & Quizzes		25% of II			
T&Q1	12/13/2007	chapter 3 test	87 out of 100	87%	
T&Q2	1/8/2008	chapter 5 test	78 out of 100	78%	
T&Q3	1/14/2008	chapter 6 test	67 out of 100	67%	

2. Students who are recommended for multiple classes within a department will look like this:

Daily Grades					
II grade: 94.00					Ms. Ca
					Expand All
Classwork		20% of II			
Homework		20% of II			
REC	1/15/2008	Recommendation for Next Year	X		AP Physics, H Bio2
HW3	11/30/2007	Chapter 3 Questions 1 - 10	97 out of 100	97%	
HW4	12/8/2007	Chapter 4 Questions 4-12	94 out of 100	94%	
Labs		35% of II			
Lab5	12/18/2008	Lab 5	95 out of 100	95%	
Tests & Quizzes		25% of II			
T&Q1	12/13/2007	chapter 3 test	92 out of 100	92%	
T&Q2	1/8/2008	chapter 5 test	89 out of 100	89%	
T&Q3	1/14/2008	chapter 6 test	92 out of 100	92%	

In the Grade column, **M** stands for a Missing Grade and **X** stands for an Exempt Grade.

HOW TO - COMPLETE COURSE SELECTIONS IN NETCLASSROOM

1. Log into NetClassroom with your student id and password.
2. Select the REGISTRATION tab across the top and then click the drop down that says Enter Requests

The screenshot shows the NetClassroom interface for Mount Saint Mary Academy. At the top, there is a navigation bar with tabs for Home, Jermaine's classes, Jermaine's grades, Registration, Conduct, and My settings. A dropdown menu is open under 'Registration', showing options for 'Enter requests' and 'Jermaine's schedule'. The main content area is divided into several sections: 'Latest averages, QUARTER 1' with a table of course averages, 'Latest graded student work for this week' (currently empty), and 'Jermaine's Schedule' for the 2012-2013 semester session. A sidebar on the left contains links for 'View', 'Register for classes', and 'Announcements', along with a note about grade calculation.

Course	Average
045-CH HIST - 1, CHURCH HISTORY	88.0000
123-WRITING - 1, WRITING	94.0000
410-BAS BIO - 1, BASIC BIOLOGY	91.0000

Course	Time
410-BAS BIO - 1, BASIC BIOLOGY	P4, 9:15 AM - 9:55 AM
884-ART HIS - 1, ART HISTORY: MEET MASTERS	P5, 10:00 AM - 10:55 AM
123-WRITING - 1, WRITING	P6, 11:00 AM - 11:40 AM

3. The first time you enter the REGISTRATION SCREEN, there will be no course requests listed.
4. Click the EDIT REQUEST button

The screenshot shows the 'Registration for 2013-2014, SEMESTER SESSION' screen. It displays the number of requests needed (13) and an 'Edit Requests' button. Below the button is a table with three columns: 'Main Request', 'Alternate', and 'Faculty Approved?'. The table is currently empty.

Main Request	Alternate	Faculty Approved?
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5. The Course Selection Grid appears (as shown on the next page)



Registration for 2013-2014, SEMESTER SESSION Session

Advisor: Ms. Sofia Santos

Grade Level Advisor:

Students and Parents should follow the course selection instructions posted on the MSMA website under ACADEMICS > NetClassroom. The online Course Catalog for 2013- 2014 is posted on the Moodle home page. If you have any questions about courses or selections, please contact your Guidance Counselor.

1. Theology: Alternate:

2. Physical Education: Alternate:

3. Senior College Skills: Alternate:

4. Enter Course Selection below: Alternate:

5. Enter Course Selection below: Alternate:

6. Enter Course Selection below: Alternate:

- a. The Alternate box allows students to enter a “second” choice for a particular course. Therefore, if the first choice class is full or does not fit into a student’s schedule, the alternate class will be assigned.
- b. Entering an alternate course on each line is **OPTIONAL**

Length in terms: 2 Credits: 0.0000

6. Enter Course Selection below: Alternate:

Length in terms: 2 Credits: 0.0000

7. Enter Course Selection below: Alternate:

Length in terms: 4 Credits: 0.0000

8. Enter Course Selection below: Alternate:

Length in terms: 4 Credits: 0.0000

- 6. The first few boxes will contain required courses for your grade level.
 - a. Click the dropdown arrow to choose your specific course for each of these required courses.

7. After you input your required courses, you should choose the rest of your courses.
 - a. The drop down box that appears will show ALL the courses available for your grade level.
 - b. Remember to consult the MSMA course catalog if you are unsure of a course name or description.
8. When you are done selecting your courses, you MAY have some empty boxes left over.
 - a. This depends somewhat on how many full year versus half year courses you take.
 - b. Length in terms means how many quarters the class meets.
 - i. Length in Terms 4 = full year course
 - ii. Length in Terms 2 = half year course
9. **WHEN YOU ARE FINISHED** entering all the courses you would like to take next year, **CLICK THE SUBMIT BUTTON**

Length in terms: 4 Credits: 0.0000

10. Enter Course Selection below:
 CHORALE Alternate:
 Length in terms: 4 Credits: 0.0000

11. Enter Course Selection below:
 Alternate:

12. Enter Course Selection below:
 Alternate:

13. Enter Course Selection below:
 Alternate:

14. Additional requests:

Main Request	Alternate	Length in Terms	Exceptions
<input type="text"/>	<input type="text"/>		

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

10. All the courses you have requested are now listed on your registration screen.

Registration for 2013-2014, SEMESTER SESSION Session

Number of Requests needed: 10

Main Request	Alternate	Faculty Approved?
CHORALE		No
SR COLLEGE SKILLS		No
FINANCIAL MATH LTRCY		No
PRE-CALCULUS HONORS		No
FIT FOR LIFE		No
ANATOMY & PHYSIOLOGY		No
HUMAN GENETICS		No
AP US GOVT/POLITICS	AP PSYCHOLOGY	No
THEOL.IV: CHRCH HISTORY	THEOL.IV: SOC. TEACHING	No
SPANISH IV HONORS		No

11. **IGNORE the text at the top** of the page that says NUMBER OF REQUESTS NEEDED

12. If you realize you missed a course, Click the EDIT REQUEST button and adjust your selections.
 - a. REMEMBER to hit SUBMIT again to submit your corrected registration
13. Remember to LOGOUT of NetClassroom when you are done.
14. If you need to edit your course requests later during your Course Selection week
 - a. Log back into NetClassroom
 - b. Click EDIT REQUESTS button and you will be brought back to your selection page.
 - c. Make changes as needed and hit SUBMIT
15. Once your Course Selection week is over, you CAN NOT change your course requests online in NetClassroom. From this point on, all course request changes must be done through your Guidance Counselor.
16. You will meet with your Guidance Counselor to review the course selections and to continue the course request and enrollment process.
17. Your parents will have a specific week later on when they will need to sign into NetClassroom using their own userid and password to APPROVE or DIS-APPROVE of your course selections.
 - a. These instructions will be emailed to the parents closer to the time they need to perform this function.