

Students: Online Course Enrollment

Enrolling in Classes

You can enroll in classes for **Academic Year 2010-2011, Regular Session** during the time period that Fr. Paul announces for you to register. **It is imperative that you pay attention to bullet 18 below!**

1. Using *Internet Explorer* or *Firefox* on any computer, go to <http://www.hermits.com>, Student button, NetClassroom link.
2. On the *NetClassroom* login screen, enter your user ID and password.
3. From the **Classes** menu, select **Registration**. If you do not see **Registration** on the **Classes** menu, it may not be your announced time of registration. If you have been notified to register by Fr. Paul, send Mr.Garufi@hermits.com an email explaining the technical difficulty you are experiencing. Please note that this is the first time we are using this registration system so there may be bugs that may need to be ironed out.

On the Registration page, any requests and enrollments already entered appear in the grid.

The screenshot shows the NetClassroom interface in Internet Explorer. The browser address bar shows <https://netclassroom.hermits.com/NetClassroom7/Forms/NCShellCompat.aspx>. The page title is "St. Augustine College Prep NetClassroom" and the date is "Tuesday, February 16, 2010". The navigation menu includes "Home", "Classes", "Students", "Administrative", and "Customize". The "Classes" menu is open, showing options: "Schedule", "Registration", "Course Catalog", "School Calendar", and "Class Information". Below the menu, there is a table with columns "Class", "First Meeting", and "Credits". A button labeled "Edit Registration" is visible. The text "Total Credits: 0.0000" is displayed at the bottom.

4. Click Edit Registration to get started.

The screenshot shows the "Schedule for 2010-2011, Regular Session" page. The browser address bar is the same as in the previous screenshot. The page title is "St. Augustine College Prep NetClassroom" and the date is "Tuesday, February 16, 2010". The navigation menu includes "Home", "Classes", "Students", "Administrative", and "Customize". The "Classes" menu is open, showing options: "Schedule", "Registration", "Course Catalog", "School Calendar", and "Class Information". Below the menu, there is a section titled "Schedule for 2010-2011, Regular Session" with the following text:
Advisor:
Grade Level Advisor:
Required Courses:
Seniors: Senior Religion, AP Lit, Honors British Lit, or British Lit, a Math course and 3 or 4 electives
Juniors: Junior Religion, H. World Lit or World Lit, a Math course, US II or Hon US II, a Science course, two electives (or one language and one elective).
Sophomores: Sophomore Religion, Amer Lit / H. Amer Lit, a Math course, US 1 or Hon US 1, Chemistry / Honors Chem, a second year of a language, and an elective (Phys Ed, Music, Art, or Programming I)
1. Additional classes:
Below this text is a table with columns "Course", "Class", "Exceptions", and "Credits". There are "New" and "Delete" buttons above the table. Below the table are buttons for "Potential Schedule", "Calculate Conflicts", and "Submit". At the bottom, there is a note: "Please refrain from using the Back, Forward, and Refresh buttons while submitting to ensure the information submits correctly."

- Click the Course binoculars and choose your grade level so that the entire course catalog does not appear. Click Search

Search for Course - Windows Internet Explorer provided by St. Augustine ...

https://netclassroom.hermits.com/NetClassroom7/Forms/CourseSearch.aspx?dtid=2

Course Search

Course ID:

Grade level: **Twelfth Grade** ▼

Course name:

Course type: ▼

Department: ▼

School: **SAPS** ▼

- Click on a Course ID you want to enroll in.

Search for Course - Windows Internet Explorer provided by St. Augustine ...

https://netclassroom.hermits.com/NetClassroom7/Forms/CourseSearch.aspx?dtid=2

Course Search

Course ID:

Grade level: **Twelfth Grade** ▼

Course name:

Course type: ▼

Department: ▼

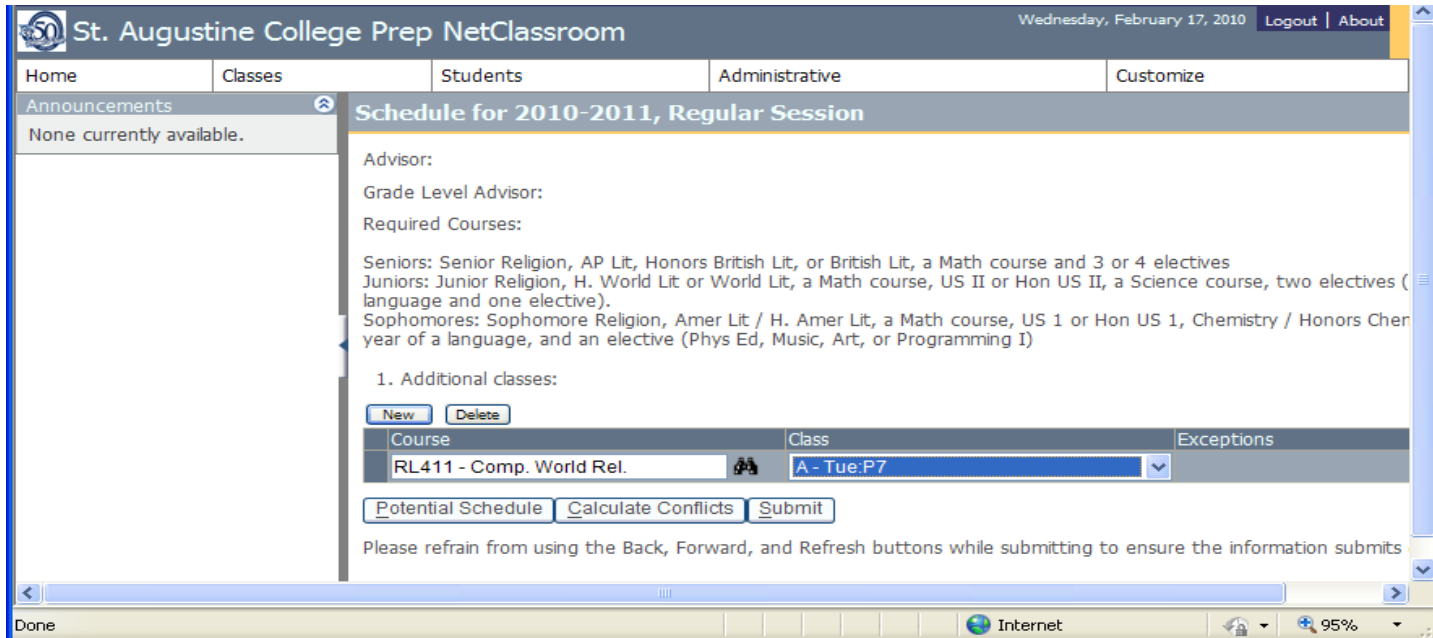
School: **SAPS** ▼

Course ID	Course Name	School Description	Length
BS311	Accounting	St. Augustine College Preparatory School	2
BS411	Finance	St. Augustine College Preparatory School	2
CS321	Comp. Prog. II	St. Augustine College Preparatory School	2
CS421	CAD	St. Augustine College Preparatory School	2
CS423	CAD II	St. Augustine College Preparatory School	2
EL301	Lunch	St. Augustine College Preparatory School	2
EN421	British Literature	St. Augustine College Preparatory School	2
EN423	Intro. to Philosophy	St. Augustine College Preparatory School	2
EN425	AP Lit.	St. Augustine College Preparatory School	2
EN427	Hon. Brit. Lit.	St. Augustine College Preparatory School	2

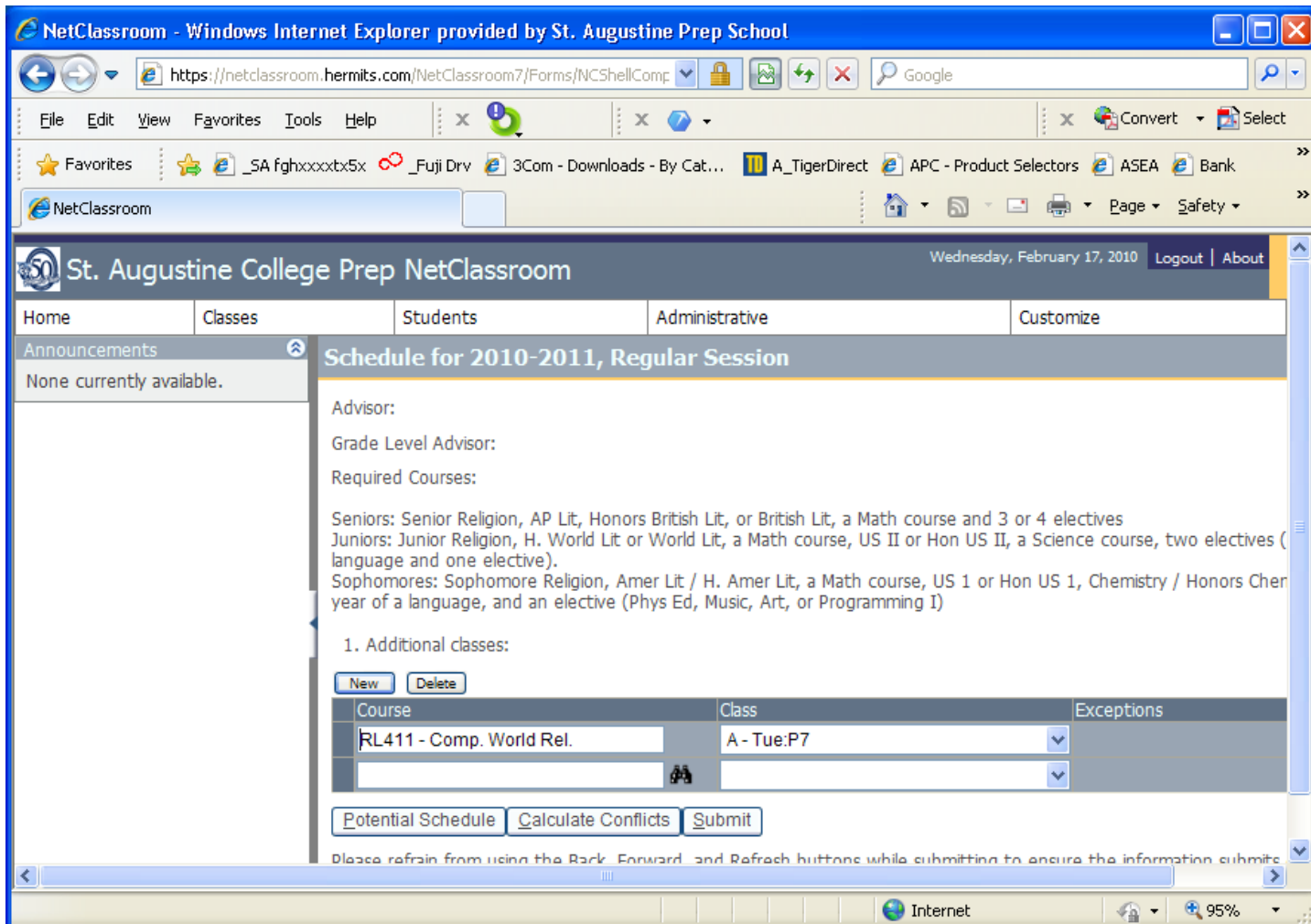
javascript:__doPostBack('d' Internet 95%

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- Now chose a class section/period from the pull down menu. If there is no section listed in the Class menu, the course is not available to you for 2010-2011. Check with Mrs. Esposito or Mrs. Pine if the class should be available to you. In the example below, Religion was chosen to be taken during A period.

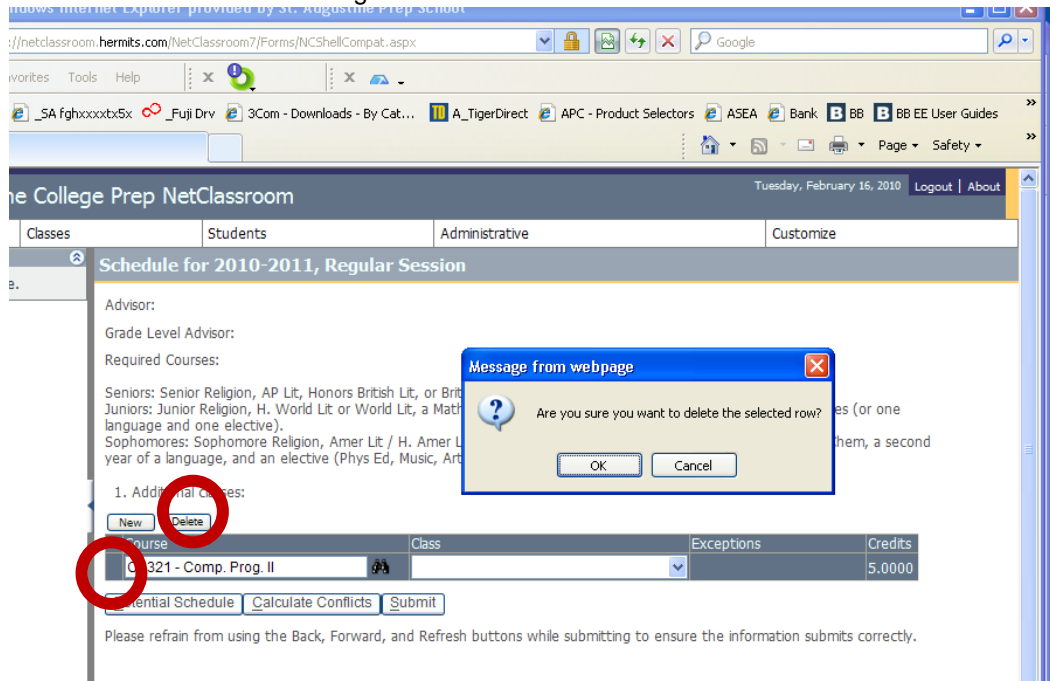


- Click the "New" button to enroll in another course. Repeat steps 5 thru 9 to build your entire class roster for 2010-2011.

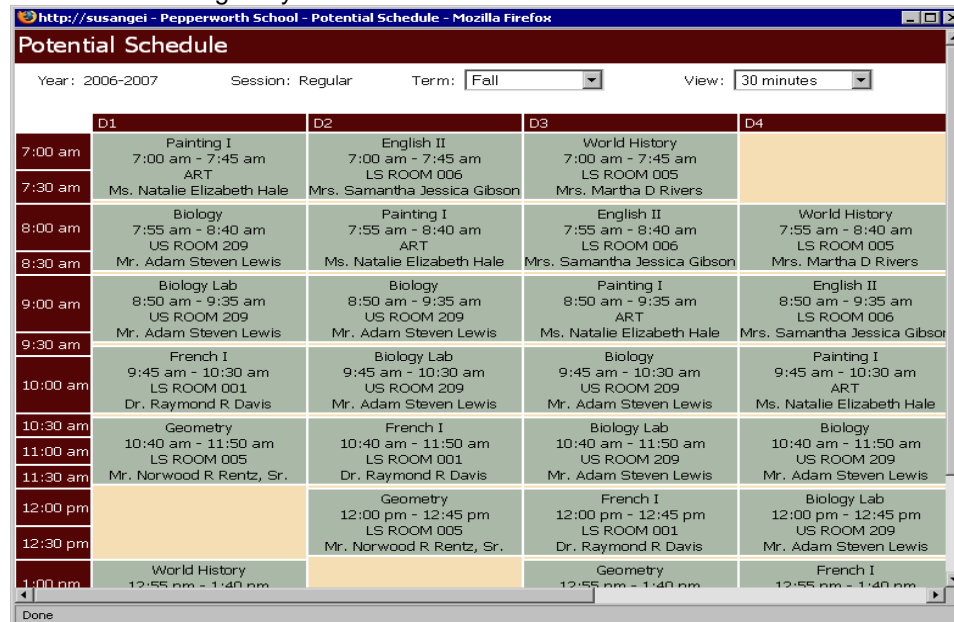


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13. To delete any row in your course selections, click the button to the left of the course name to select the row, then click the Delete button. See figure below.



14.
 15. If you do not see the correct courses or classes, contact Mrs. Pippett, Mrs. Esposito or Mrs Pine.
 16. To view your potential schedule for the academic year and session in a grid format, click **Potential Schedule**. You can filter the grid by term and select the time interval to show.



17. To determine whether any of the classes conflict with each other before clicking **Submit**, click **Calculate Conflicts**. If conflicts are found, "Conflict" appears in red by the enrollment or in the **Exceptions** column of the grid and you cannot enroll in that class.
18. When you have finished entering enrollments, click Submit.
 19. If no conflicts are found, you return to the Registration page. If conflicts are found, "Conflict" appears in red by the enrollment or in the **Exceptions** column of the grid and you cannot enroll in that class.
 If you cannot enroll in a class you think you are supposed to enroll in, contact Mrs Pippett or Mrs. Pine.
20. After you have resolved the conflicts, click Submit again.
 21. Review your enrollments to make sure the correct enrollments have been saved.