

January 31, 2012

## ON-LINE COURSE REGISTRATION

Dear Rocky River High School Parents/Guardians and Student,

The course registration process for the 2012/13 school year is about to begin. Listed below are the procedures and guidelines for on-line course registration. Course requests may be entered February 1, 2012 – February 9, 2012. **Please read this document carefully before entering your course selections.**

If Internet access is unavailable at home, the Media Center and the computer lab will be open from 7:30 a.m. through 4:00 p.m. during course registration week. Additionally, technological and program assistance will be available.

**The Course Registration Form is the guide for on-line course registration. Please follow the recommendations made by current teachers when selecting academic courses for next year. All on-line course selections will be reviewed and verified by counselors for accuracy. Any course selected without required signatures will be changed to reflect the Course Registration Form.**

1. PC users - launch Internet Explorer. Mac users – launch Safari.
2. Type in the following URL browser's address field to access the on-line scheduling system: <http://daslpublic.lnoqa.org> Press "**Enter**".
3. Please type in the username and password provided to you on the colored sheet included in this packet.

**IMPORTANT:** *All usernames and passwords are case sensitive and must be entered exactly as shown on this letter.*

4. Once the username and password have been typed, press the "**Log In**" button. The username, dates of availability for entering course requests, and the request cut-off date **February 9, 2012** will appear.
5. Enter course requests by going to "Search Mode" and selecting "**Course Search**". Scroll to the bottom of the screen and click "**Search**". Doing so will provide the list of (all) courses offered. Courses may also be viewed by *department, only honors* and only *non-honors*. **Checking the "Include Completed Courses" box will highlight and display courses you have completed or are currently taking.**
6. To view course descriptions, click on the course title and the 2012/13 Course Catalog will appear.
7. To select a specific course, click on the + sign to the left of the course title. This will move the course to the top of the page with the status of "Student Pending". **PLEASE DO NOT click "Submit Request" until all courses on the registration form have been selected and reviewed for accuracy.** Lunch, seminar and study hall(s) assignments will be entered electronically when computer generated schedules are created this summer.

8. Once all course selections listed on the registration form have been entered, click the **“Review Requests”** button.
9. Requested courses will appear at the top of the screen along with the credit total. Students **MUST** select a minimum of **5** credits. The maximum amount of credits permitted is **7**. If the credit total is not between the 5-7 credit range, the **“Submit Request”** button will not appear. If this occurs, press the **“Cancel”** button and request additional courses by returning to step #5 above.
10. If courses were chosen in error, or if too many courses were selected, simply click on the red **“X”** to delete the course.
11. If the credit total is in the appropriate range, please complete a final review of requests appearing on the computer screen with those that appear on the course registration form. Review requests with a parent/guardian **before** proceeding. If requests need to be reviewed for a day or so, click **“Cancel”** and they will be saved for future viewing.
12. If **absolutely** certain appropriate selections have been made, and reviewed with a parent/guardian, click the **“Submit Requests”** button. The *Submit Requests* button is **VERY** important. **Once the Submit Requests button has been pressed, students will no longer be able to add or edit requests; they will only be able to view selections.**
13. The message *“The Requests Were Submitted”* will appear once the *Submit Requests* button has been pressed. Under STATUS, each request will change to *“Approved”*. Please note: **this is confirmation that all COURSE REQUESTS have been received, but does not guarantee that all course requests can be scheduled.**
14. Click the **“Print”** button in the upper right hand corner of the screen. Retain the copy for your reference.
15. Students **MUST** return the course registration form in English class on **Friday, February 10, 2012.**

Although teachers’ recommendations are a vital step in the scheduling process, Rocky River Board of Education Policy grants final approval to the parents regarding a student’s placement in courses. Therefore, if you wish to enroll your son/daughter in a class different from the one being recommended, please complete the appropriate section of the Course Registration Form. The assigned high school counselor will make corrections to the on-line course requests once they receive the registration form including signatures.

If questions regarding the scheduling process arise, please feel free to contact your assigned high school counselor: Mr. Petruilis (A-G), Mrs. Morriss (H-N) and Mrs. Hecker (O-Z).

Sincerely,

Debra M. Bernard  
Principal