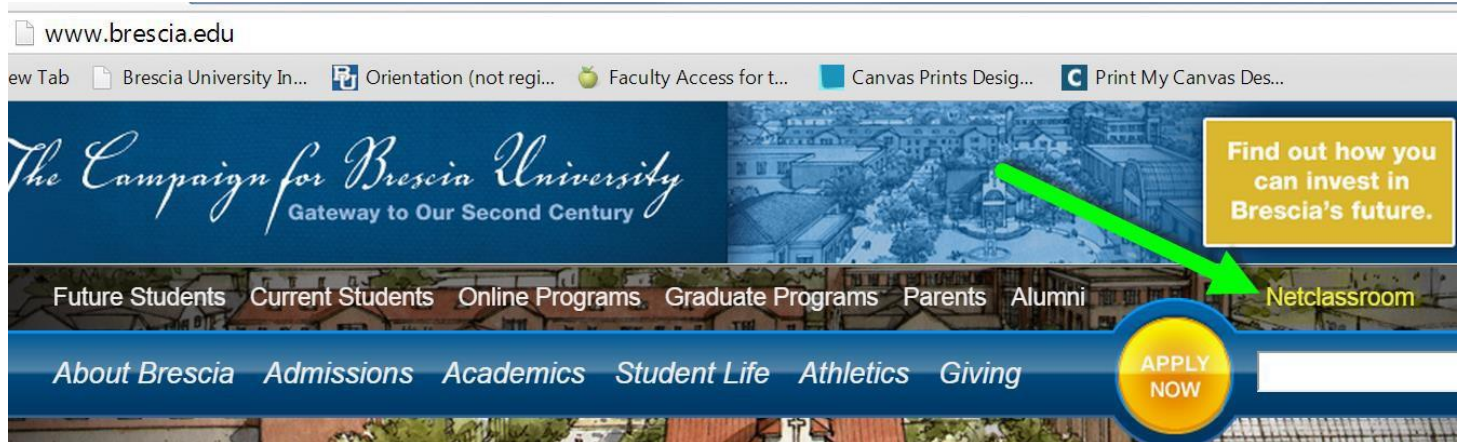


Instructions for Summer/Fall 2017 self-registration through Netclassroom at Brescia University

1. Click on Netclassroom at the top right corner of www.brescia.edu



2. Using your Netclassroom User ID and Password, login to your student record homepage. If you do not know your password, please email becky.wood@brescia.edu



User ID:

Password:

Login

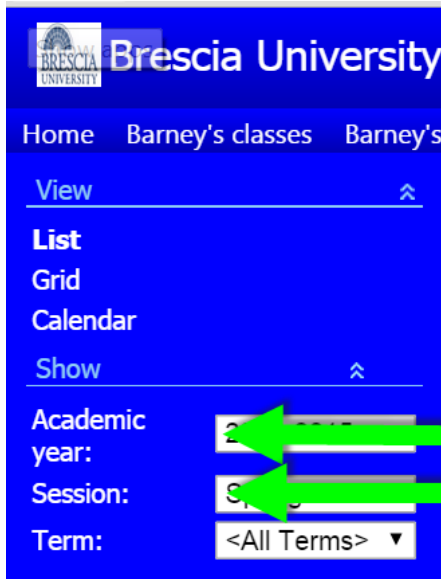
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3. Hover your mouse over the Registration tab and select **Enroll in Classes** from the dropdown menu.



4. Then select the academic year and session that you are registering for.

- a. Summer 2017 – you will choose the 2016-2017 academic year and the session as Summer.
- b. Fall 2017 – you will choose the 2017-2018 academic year and the session as Fall.



Brescia University

Home Barney's classes Barney's

View ^

List

Grid

Calendar

Show ^

Academic year: 2016-2017

Session: Summer

Term: <All Terms> ▼

5. Click **Edit Registration**

Note: If you wish to be part-time for fall 2017 you need to register for a total of six credit hours. If you wish to be full-time for Fall 2017 you need to register for a total of twelve credit hours.

SUMMER 2017: You can only be part-time for summer 2017, to qualify for aid, you need to register for six credit hours.

Number of Requests needed: 6

Edit Registration

Enrolled Classes:

Course	Class	First Meeting	Teacher	Room	Credits
Total Credits: 0.0000					

6. To enroll in a course, you will select the course ID and name from the first drop-down box, then choose the class section in the second drop-down box.

1. Choose a course, then choose a class section:

Drm 325OL - Oral Interpretation ▼ 3 - Module 4 - Wed:7:00PM - Mr. Rick Moman - OL

IMPORTANT: YOU MUST CHOOSE BOTH A COURSE AND A CLASS SECTION in order to fully complete your registration. If you do not choose a class section, you will not be enrolled in the course.

INCORRECT Registration

1. Choose a course, then choose a class section:

Drm 325OL - Oral Interpretation ▼

CORRECT Registration

1. Choose a course, then choose a class section:

Drm 325OL - Oral Interpretation

3 - Module 4 - Wed:7:00PM - Mr. Rick Moman - OL

Complete this step for each of your desired courses.

7. At the bottom of this screen, click on **Calculate Conflicts** to determine whether or not you have any scheduling conflicts. **NOTE:** Students registering for sixteen week long and eight week long courses will need to review their schedule to make sure the courses they register for do not have class dates and times that conflict.

4. Choose Course, then class:

Conflict

Eng 102 - Writing II

4 - Tue:9:30AM - Mr. David Bartholomy - A229

Credits: 0.0000

5. Choose Course, then class:

Conflict

Mth 112 - Algebra & Trig

1 - Tue:9:30AM - Sr. Cheryl Uebelhor - S413

Credits: 0.0000

8. Once you have selected all of your courses, you may click on the **Potential Schedule** button at the bottom of the page to see a weekly schedule.

Potential Schedule

Year: 2014-2015

Session: Spring

Term: Module 4

View: List

Day	Period	Start Time	End Time	Course	Room	Teacher(s)
Tue		8:00 pm	9:00 pm	Intro Biology	OL	Ms. Jillian Vanover
Wed		7:00 pm	8:00 pm	Oral Interpretation	OL	Mr. Rick Moman

9. Once complete, click Submit. You may receive error alerts if:
- There is a schedule conflict;
 - You have already successfully or unsuccessfully taken the course;
 - You have not met the requirements for the course; OR
 - You lack the prerequisite for the course.

2. Choose Course, then class:

1 exception(s) for main - You do not have the required prerequisite.

Art 260 - Photography

1 - Tue:3:30PM - Mr. John Scharfung - A211

Credits: 0.0000

Netclassroom will not allow you to submit your schedule until the errors are resolved.

If you need to register for a course you have failed previously, you need to inform your academic advisor who can complete registration for that SPECIFIC course only through the registrar's office. You need to go ahead and submit the other courses you wish to register for and notify your advisor.

10. Click **Submit** and you will see a confirmation of your schedule. Congratulations – you are now registered for courses!

Edit Registration					
Enrolled Classes:					
Course	Class	First Meeting	Teacher	Room	Credits
Bio 100OL - Intro Biology	4	Tue: 8:00 PM	Ms. Jillian Vanover	OL	3.0000
Drm 325OL - Oral Interpretation	3	Wed: 7:00 PM	Mr. Rick Moman	OL	3.0000
Total Credits: 6.0000					

11. Your enrollments are then sent to your academic advisor for approval.
12. Should you have any questions regarding your online registration process, please contact your advisor directly or contact the Registrar's Office by emailing registrar@brescia.edu or calling 270-686-4248.
- a. Your advisor's name is listed in netclassroom.