Course Request Instructions for 2016-2017

Welcome to the online course request process! We hope the online system helps you move easily and efficiently through the course request process.

Student access allows you to indicate which courses you would like to take in the 2016-2017 academic year. When you log in, your screen will be pre-populated with the academic courses that you have been recommended for the 2016-2017 school year.

Please ensure that you select enough courses to both fulfill your graduation requirements AND to have a complete academic year with at least 4 core classes and 1 additional class per semester.

Making Course Requests (Student Accounts only)

Parent login information can be found in the "Approving Course Requests" section further down in this email.

Please follow these steps to login:

Step 1: Using your Username and Password, log into NetClassroom

Student Username:

Student Password:
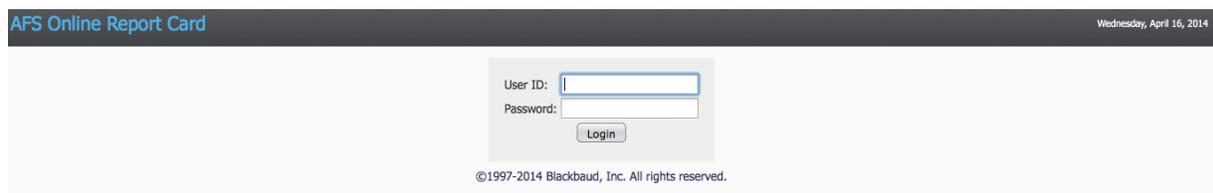
Step 2: You are now on the AFS Online Report Card Screen. In the green toolbar, click on "Registration" and choose "Enter Requests".
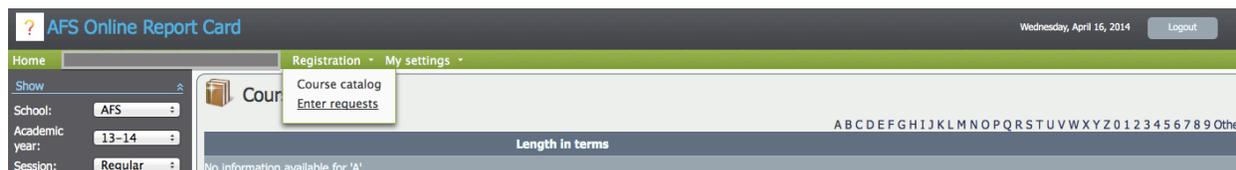
Step 3: Click on "Edit Requests".

You will now see the academic courses that you have been pre-approved for. Pre-approved courses have been determined by your performance in your current coursework and recommendations by faculty and department chairs.

Main Request	Alternate	Credits
Biology		3.0000
Hon Eng 11 w/ AP Option		3.0000

Rising 10th Grade students: Please choose 1 Arts course and 1 alternate arts course. If you are interested in requesting a computer science course, please indicate that in Box 2.

Please ensure that you are requesting a minimum of 4 core classes and 1 additional class (not including Physical Education, 10 Seminar, and Health) for each semester.

Rising 11th Grade students: If you have taken only 1 Arts course to-date, please choose Arts electives in Box 1. Please choose a History elective in Box 2. If you are interested in requesting a Non-Departmental course, a Computer Science course, or a second History elective, please indicate those in Boxes 3-5. Remember to make alternate selections for each subject.

3 years of history are required. There are 3 options for meeting this requirement:

1. If you were approved for AP United States History, it will appear in your pre-approved class list and you do not have to fill in the "History Course" drop-down.
2. If you would like to take only one semester history elective next year, please choose a history elective and an alternate from the Box 2 drop-down menus.
3. If you would like to take two semesters of history electives next year, add the first course and alternate in Box 2 and add the second course and alternate in Box 5.

Please ensure that you are requesting a minimum of 4 core classes and 1 additional class (not including Physical Education, 10 Seminar, and Health) for each semester.

Rising 12th Grade students have many choices to make.

Every senior must take a full year of English, starting with Senior Writing in the first semester. In the second semester, you will have a choice of electives. Please indicate your second semester English elective and alternate preferences using the drop-down menus in Box 1.

If you are choosing not to continue on in a particular subject, indicate this by leaving the drop-down empty.

If you are choosing to double-up in a particular subject (e.g. requesting to take two math courses for next year), add the second course under "Additional Requests".

Please ensure that you are requesting a minimum of 4 core classes and 1 additional class (not including Physical Education, 10 Seminar, and Health) for each semester.

Information for All Grades

In the additional requests section students can opt to add or replace a class.

To add an additional class:

1. Click "New".
2. A new box will appear in the Main Request section. Click on the icon of binoculars to search for the class. A Course Search box will appear.
3. Select "US" from the "School" drop-down menu.
4. If you know the department in which your requested course is offered, please select that department from the drop-down menu labeled "Department".
5. Click "Search".

6. A list of courses will appear below the drop-down menus. To make a selection, click on the course name listed in the course ID column.
7. When possible, include alternates for your course requests.

To replace a class:

1. Next to the course you would like to replace, click on the icon of binoculars. A Course Search box will appear.
2. Select "US" from the "School" drop-down menu.
3. If you know the department in which your requested course is offered, please select that department from the drop-down menu labeled "Department".
4. Click "Search".

5. A list of courses will appear below the drop-down menus. To make a selection, click on the course name listed in the course ID column.
6. When possible, include alternates for your course requests.

Submitting Course Requests (Student Accounts only)

- After all course requests have been made, click "Submit". This will take you back to the AFS Online Report Card screen.
- Review your course choices to ensure that you have selected enough courses to both fulfill your graduation requirements AND to have a complete academic year with at least 4 core classes and 1 additional class (not including Physical Education, 10 Seminar, or Health) per semester. Please note Orchestra or Jazz or Chorus or Chambers alone do not count as a full fifth course and must be taken as a sixth course. Alternates should be included for all main course requests.
- Once you have finished, click "Logout".
- Remind your parents to log in (using their own login information) to review and approve your course requests. This must be done by the end of the day on Wednesday, April 20th.

Frequently Asked Questions

I got a message that says, "You do not have the required prerequisite(s)". What do I do now?

Please keep in mind that established prerequisite and co-requisite classes may prevent you from choosing a particular course. If you would like to take a course that you are not currently approved for, please send an e-mail to the appropriate Department Chair AND the Directors of Studies letting us know your intention. We will communicate with you about approval as we get further into the registration process.

Can my alternate be the same as the initial selection?

No. We understand that you are trying to tell us that this is your clear first choice, but your alternate needs to be a different selection.

Approving Course Requests (Parent Accounts only)

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Step 1: Using your Username and Password, log into NetClassroom

Parent Username:

Parent Password:
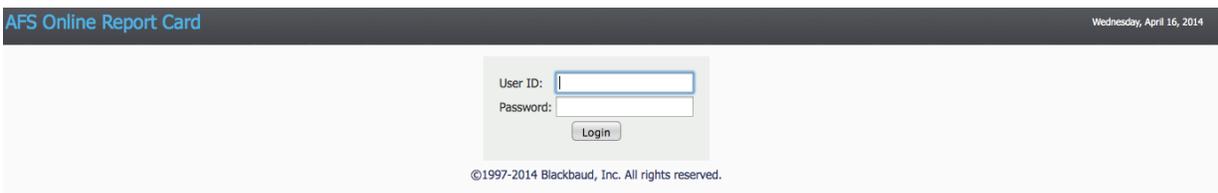
AFS Online Report Card — Wednesday, April 16, 2014

User ID: ___

Password: ___

Login

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Step 2: You are now on the AFS Online Report Card Screen. In the green toolbar, click on "Registration" and choose "Enter Requests".

? AFS Online Report Card   Wednesday, April 16, 2014   Logout

Home | Registration ▾   My settings ▾

Course catalog
Enter requests

Show ⌃
School: AFS
Academic year: 13–14
Session: Regular

Cour...

ABCDEFGHIJKLMNOPQRSTUVWXYZ0123456789 Other
Length in terms
No information available for 'A'.

You will now see the courses that your student has requested.

Registration for 14-15, Regular Session

Student:

Main Request	Alternate	Credits
Advanced Chemistry (w/ AP option)		3.0000
AP US History	Age of Dictators: Germany and Russia 1914-1945	3.0000
Hon Eng 11 w/ AP Option		3.0000
Honors Biology		3.0000
Honors Precalculus		3.0000
Latin III/IV (Caesar and Cicero)		3.0000
Orchestra	Photography I	1.5000

Total Credits: 19.5000

Do you approve of these requests   ✓ Yes   No   Password: ••••••••

If no, please indicate why.

Submit

Step 3: You have the option to approve your student's course requests.

Review your student's course choices to ensure...

- He or she has selected enough courses to have a complete academic year with at least 4 core classes (English, history, math, science, foreign language, philosophy, or Java) and 1 additional class (not including Physical Education, 10 Seminar, or Health) per semester. Please note Orchestra or Jazz or Chorus or Chambers alone do not count as a full fifth course and must be taken as a sixth course.
- He or she is on track to meet graduation requirements (sent as a link in yesterday's email)
- He or she has selected alternates for all elective requests

Please select "Yes" or "No" to approve or reject your student's requests and enter your password. If you click "No", please send a brief email to the Directors of Studies at courseregistration@abingtonfriends.net indicating your specific concerns. **Please do not enter comments in the comment box.**

When you have finished, click the "Submit" button and logout.