

# SPX Freshmen: Online Course Requests

## Entering Course Requests

You can enter requests for 2008/2009 from Monday, 2/25/08 to Sunday, 3/2/08.

1. Using *Internet Explorer 7* from school, enter <http://theta.netclassroom7>. Using *Internet Explorer 6*, *Internet Explorer 7*, or *Firefox* from home, enter <http://netspx.stpiusx.org/NetClassroom7>.
2. On the *NetSPX* 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, contact the Registrar or the Network Office.

On the Registration page, core curriculum and other requests already entered appear in a grid.

Main Request	Credits
SC520 - Biology I	1.0000
EN205 - English II	1.0000
MT410 - Geometry	1.0000
HR - Homeroom	0.0000
TH121 - Theology II	1.0000
SS630 - World History	1.0000
Total Credits: 5.0000	

4. Review your requests in the grid.
  - You cannot edit mandatory requests.
  - You cannot delete Homeroom requests.
  - Students in Honors classes should delete core regular level classes and add in the Honors classes.
5. To add or edit course requests, click **Edit Requests**.

Main Request	Length in Terms	Credits	Exceptions
SC520 - Biology I	2	1.0000	
EN205 - English II	2	1.0000	
MT410 - Geometry	2	1.0000	
HR - Homeroom	2	0.0000	
TH121 - Theology II	2	1.0000	
SS630 - World History	2	1.0000	

6. Under **Additional requests**, you can enter other course requests.
7. In the **Main Request** column, you can click the **New** button and then the binoculars to search for a course.
8. When you have finished entering requests, click **Submit**. If no exceptions are found, you return to the Registration page. If exceptions are found, an explanation of each exception appears in red by the request or in the **Exceptions** column of the grid and you cannot request that course. If you cannot request a course you think you are supposed to request, contact your Advisor. After you have resolved the exceptions, click **Submit** again. If you need to delete an entry, click on the red block to the left of the course name, highlighting the row, and click **Delete**.
9. Review your requests to make sure the correct requests have been saved.