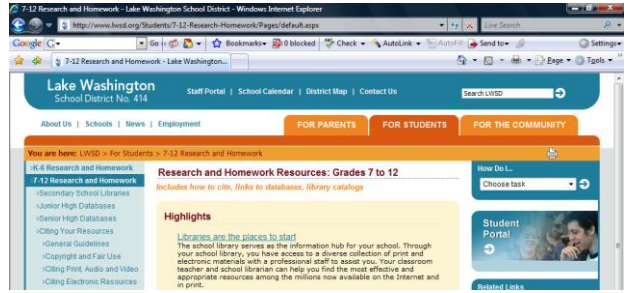


***If you do not have access to a computer to enter your class requests, please contact the COUNSELING OFFICE IN YOUR SCHOOL- they can assist you in entering your class requests.***

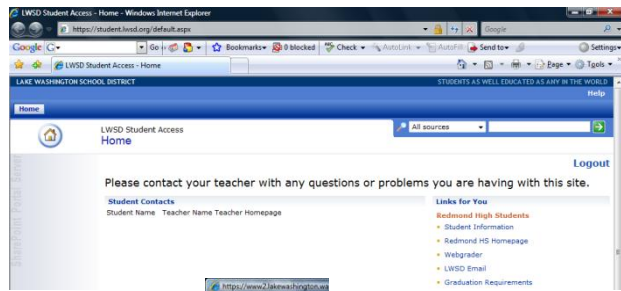
**Student Log-In via the Student Portal for Next Year Registration**

From your portal home-page

Click on the Student Portal Link on the right.



Choose the Student Information link on the right.

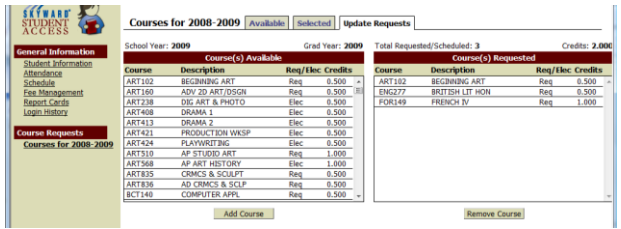


**Choose Courses for 2009-2010**

The Available tab shows what classes are being offered next year.

Choose the Update Requests tab

Highlight the course in the window on the left; choose 'Add Course' at the bottom and the course will appear in the Courses Requested window on the right.



Note the Credits indicator in the upper right. Your goal is to have a total of 6.00 credits. This will be a full schedule for next year.

***On the Alternates tab, choose the alternates courses-Select 5***

When you are finished choose the Logout button in the upper right.