Online Registration Process

We have now opened up online course registration to our students. This will be handled through netclassroom (http://grades.dbts.edu). If you have forgotten your netclassroom login, please contact Jim Steppenbacker (jsteppenbacker@dbts.edu). In order to clarify the process of course registration, I have prepared a short demonstration video (http://dbts.edu/netclassroom.asp). If you have any questions related to netclassroom, please contact Jim Steppenbacker or myself and we would be happy to assist you.

In addition to online course registration, you can also check your progress in your current degree through netclassroom (click on grades in the top navigation bar, then select “Degree audits” and then click on “Details of Requirements” in the left navigation column”). Because of this functionality and the pre-requisite restrictions built into the online course registration, we will no longer be providing you with an updated Summary Sheet of your progress. Please note that I have attached your current Summary Sheet for your records. If you are more comfortable keeping track of your progress through the Summary Sheet, I would encourage you to print this out and update it on your own.

Since the online registration module will enforce course prerequisites, it will behoove you to pay close attention to the order of the courses in the Summary Sheet so that you don’t run into any scheduling conflicts in future semesters. Remember, the middle number of the 3-digit course id will reflect the year in which that course should be taken (i.e., 112 is a 1st year class, 322 is a 2nd year class, and 532 is a 3rd year class). Note to Th.M. students: Remember that your course ids will have a 9 prefix (thus making it a 4-digit course id).

If circumstances prohibit you from finalizing your registration by the established date, please fill out an extension form before the deadline to prevent a late registration fee. Otherwise, please make sure you register online and turn in your signed creed (and textbook order form if you want to get the student discount from the bookstore) by the deadline.

Let me know if there is any way in which I can assist you in the registration process.

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