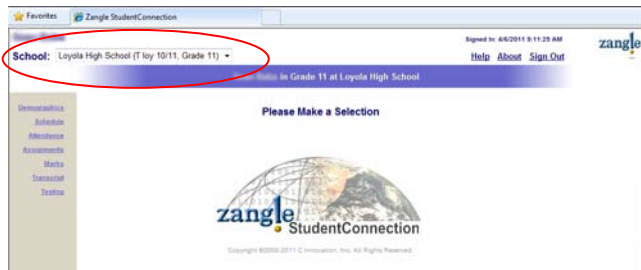


Registration for classes for the 2011-2012 school year will be done using Zangle StudentConnection. You will need to login using the following directions sometime between April 14 and April 18 and enter your course requests. This handout will walk you through the basics of logging in and entering course requests. You can find more detailed information about requirements on the Loyola website. You will be able to begin entering requests on Thursday, April 14. You may email curricular questions to your counselor.

To enter/edit course requests.

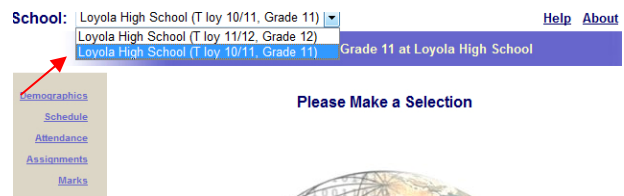
Launch a web browser (Internet Explorer or Mozilla Firefox) and navigate to <http://sc.loyolahs.edu>. You will see this screen.

Enter your username and password. If you do not know them, see Mr. Hayes in H203.

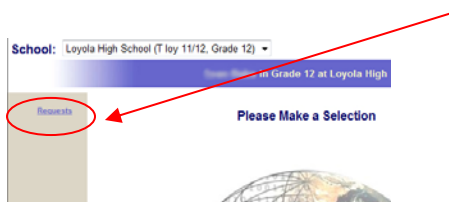


You will be logged into Zangle StudentConnect for the current school year and will see the screen to the left. Notice that the upper left corner shows the current school year (2010-2011).

Since you will be entering course requests for next year (2011-2012), you will choose that option from the *School* dropdown menu.

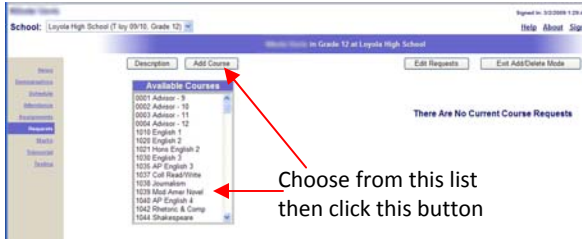


After you have switched tracks (school years), you will see a single menu choice on the left. Click the *Requests* link.



You will now see that you have been given a single request – your homeroom. You will need to click the *Add/Delete Requests* link and make your choices for next year.





Choose from this list then click this button

You must add your requests one at a time. Select a course from the list on the left and then click the *Add Course* button. Repeat this for each of your choices. **You may only add an honors or AP class if you are on the approved list for that class.** The approved lists are posted in the main school building.

If you add an incorrect request, or decide that you don't really want that choice, you may click the X to the left of a request to remove it.

When you have added all of your requests, click the *Exit Add/Delete Mode* button.



Click this button to exit the add/delete mode

Click the X to delete a request

When requesting Fine Arts and theology courses, you need to select both a first and second choice.

To do so, first enter the *Student course* you want along with its alternate and then exit the *Add/Delete Mode*.

Then click the *Edit Existing Requests* link.

Finally, choose the first-choice course from the drop-down list next to its alternate.

In this example, our student wants to have 2006 Acting Workshop be an alternate for 2010 Music I (the first-choice course).

When you have identified all of your alternates, you must click the *Save* button.



Once you have entered all of your requests, click the *Sign Out* link. You may make changes to your course request until midnight on April 18.