Registration for classes for the 2012-2013 school year will be done using Zangle StudentConnection. You will need to login using the following directions sometime between April 20 and April 24 and enter your course requests. This handout will walk you through the basics of entering course requests. You can find more detailed information about requirements on the Loyola website. You will be able to begin entering requests on Friday, April 20. You may email curricular questions to your counselor.

**To enter/edit course requests.**

Log in to Zangle StudentConnect as you normally do. You will be logged into the current school year and will see the screen to the left. Notice that the upper left corner shows the current school year (2011-2012).

Since you will be entering course requests for next year (2012-2013), 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.

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.

**Special note to Juniors and Seniors:** When requesting electives in English, Social Science, Fine Arts, Theology, Science and Math you must select both a first and a second (alternate) choice.

- Enter all of your first-choice courses AND second-choice (alternate) courses
- Exit the **Add/Delete Mode**.
- Click the **Edit Existing Requests** link.
- Next to each of your second-choice courses, select its associated first-choice course from the drop-down menu (see example below)

In this example, our student wants to have 2004 Ceramics I be a second-choice (alternate) for 2001 Drawing I (the first-choice course).

When you have identified all of your alternates, you must click the **Save & Exit Edit Mode** 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 24.