

## ON-LINE STUDENT COURSE REQUESTS INSTRUCTIONS

\*\*\*MUST USE MICROSOFT INTERNET EXPLORER\*\*\*

### Must use Username and Password assigned to you (Pop up blocks must be turned ON)

1. Using Microsoft Internet Explorer, go to <http://courseselect.dpcdsb.org> between Feb21st-March 2nd.
2. Login to the application by entering your "User Name" and "Password", and click on the "Submit" button.
3. If the login is successful, the application will bring you to the "Course Request" window.

Course Code	Course Details	Course Title	Credit Value
<input type="radio"/>	ADA201	Dramatic Arts	1

All of the courses are listed alphabetically BY GRADE in the window at the left of the screen under "Make your selection". Note: Cooperative Education and the Civics/Careers package are shown at the very top of the list.

4. To select a course, click on the appropriate course code and then click the "Add" button. The selected course will appear under "Your selection is".
5. **To remove a course request** from your selected list, click on the radio button to the left of the selected course click on the "Remove" button.
6. **To look at the course description**, click on the magnifying glass under Course Detail
7. Note: For up-to-date information on your credit status click on **Credit Counselling Summary** at the bottom right of the screen.
8. **Submit Request**: When you are satisfied with your course request, click on the "Submit" button to submit your request.
9. **Student Course Request Verification Report** for Parent/Student Signature: Once the course request is submitted, the "Report" button at the bottom of the screen becomes enabled. You can click on this button to view your course request.
10. On Monday March 7<sup>th</sup> you will receive a printed Course Verification Report from you homeroom teacher. Your Parent/Guardian *must* sign this printed report and you *must* return it to your homeroom teacher with your **\$65.00 certified cheque or money order (non-refundable)**.

Grade 9's must return the form and payment for collection on **Wednesday, March 9, 2011.**

Grade 10's must return the form and payment for collection on **Thursday, March 10, 2011.**

Grade 11's and returning 12's must return the form and payment for collection on **Friday, March 11, 2011.**

11. To exit Trillium Student Request On-Line Application, click on the **Logout** in the top right hand corner of your screen.

**Please note:** All courses and codes are fully described in the online course calendar. Please read it carefully before choosing courses. All courses are offered subject to sufficient registration and availability.