

## Course Request System (CRS)

Students entering New College for the first time in Fall 2013 are encouraged to use the Course Request System this Summer to indicate up to 6 courses that they may be interested in taking in the Fall.

These course requests are not binding in any way. However, your indication of interest helps New College plan the right number of courses and course sections for the coming semester.

During orientation week, new students attend mini-classes to learn more about the particular classes, as well as meet with their advisors to discuss which classes to actually take.

Indicating interest in taking a class through CRS does not register students for a class and does not ensure the student will be admitted to the class. The Fall 2013 contract negotiated between a student and their faculty advisor is the official registration document. Contracts must be submitted to the Office of the Registrar by 5:00pm on the second Wednesday of classes (September 4, 2013).

Once you have received your New College of Florida login and established a password, login to the New College Portal (myNCF). In the "Launch Pad" in the upper left corner of the portal homepage, click the blue "NewCLEIS" button, and carefully follow the instructions below, including confirming that you successfully completed the process. NewCLEIS is part of our campus-wide Banner database system – and it has its quirks.

### Student Instructions:

From the NewCLEIS homepage, click Admissions, Registration, Records, and Financial Aid > Student Registration > Add or Drop Classes.

If at any point you are prompted for a term, select the appropriate term from the drop-down box, and click the Submit button. Once in the Add/Drop Courses or Course Request module, under the Add Classes Worksheet heading, there should be a series of six boxes to enter the courses' Course Reference Number (CRN). The CRN is the five-digit number located next to the title of each course in the online class schedule located at <https://myncf.ncf.edu/group/ncf-registrar-office/policies-forms-and-procedures>.

Click the Submit Changes button to initiate the course request process.

**This initial submission process will fail due to technical reasons (this is the quirky part!). Students are required to click the Submit Changes button a second time for the requests to be processed.**

To confirm that this process has been successfully completed, students should return to the NewCLEIS homepage and click Admissions, Registration, Records, and Financial Aid > Student Registration > Course Request History, where your requests should now appear. If your requested classes do not appear, you will need to repeat the process above.

Students are permitted to request up to six courses, though students may drop a previously requested course to allow for a new course to be added by re-visiting the Add/Drop Courses or Course Request module and selecting Web Drop under the Action drop-down box next to the appropriate class.

**Questions:**

Questions or concerns regarding accessing NewCLEIS or myNCF should be directed to the IT Help Desk at (941) 487-4350. Questions or concerns regarding the Course Request System should be directed to the Office of the Registrar at (941) 487-4230.