Submitting Course Requests- Instructions for 9th and 10th graders

Have you looked at the course catalog, graduation requirements, the course request guide, and completed your course request worksheet? Do those things first! If you have any questions about what courses you should request, contact Dean of Studies, Ms. Lydia Hemphill- lhemphill@deerfield.edu.

1. Go to the Course Request Portal (not DAinfo) and set your password
    a. Visit the Course Request Portal
    b. Enter your DA email under Reset Password
    c. You will get an email that prompts you to set your password. Once you have done that, go back to the portal and log in with your email and newly created password.
2. Add your primary course requests (See how-to video.)
    a. You should already see your English class and a placeholder for your Math and Language courses.
    b. Click "Press for courses to select." This will take you to the course list.
    c. You can search by department or course name or you can scroll through the classes.
    d. When you find the class you want, click Select.
    e. Once you have added all of your primary classes, click Confirm. You must have 5 classes per term. You may add a 6th pass/fail course (VPA courses only), but that is not required. Health will be added by Academic Affairs when schedules are created.
3. Add your alternate course requests- Some classes like history and visual and performing arts require alternates. (See how-to video.)
    a. Click "Press for courses to select."
    b. On the course list, find the classes you want as alternates. Instead of hitting select right away, click on the drop down under "Alternate To" and select the primary class for which this choice is an alternate.
    c. Hit Select.
    d. Once you have selected all of your alternates, click Confirm.
4. Adding a 6th pass/fail course (Optional, see how-to video.)
    a. If you have not already selected your 6th course, click "Press courses to select" and go to the course list.
    b. Find the pass/fail (p/f) VPA course you would like to add. Hit Select.
    c. Click Confirm.
    d. Once back on your course page, enter a comment of "6th course" next to the course you have selected as your 6th. Hit Save.
5. Double check your requests. Make sure you have at least 5 courses per term (15 total credits). Also make sure you have selected courses in the correct disciplines and that you have added alternate selections for history and visual and performing arts.
6. Print/Save Course Requests
    a. Once you have added all your primary courses, alternate courses, and comments, click on Print Requests. You can either print a hard copy for yourself, or print to a PDF and save it for your records.

If you need to change your requests, you have until May 15 to do so. You can log back in and drop any courses you no longer want to request. Make sure you still have at least 5 courses per term. If you haven't already taken your placement tests, make sure to do that before May 15.