

# REGISTRATION INSTRUCTIONS



1.

my.DavisNY.e

my  
DAVIS  
STUDENT PORTAL

- HOME
- STUDENT LOGIN PORTAL
- REGISTRATION INFO
- FINANCIAL AID
- ACADEMIC FORMS
- STUDENT HANDBOOK
- RESIDENT LIFE
- CAMPUS EVENTS
- DINING HALL
- HEALTH SERVICES
- IT HELP DESK
- DAVIS DOLLAR\$
- STUDENT OPPORTUNITIES
- ACADEMIC CALENDAR



WELCOME HOME

Have You Checked Your Email?



in Portal — Class Schedule — Forms — New Student —

# 2.

## Student Login

Use the links below to login to all your Davis accounts.

## Student Account Logins

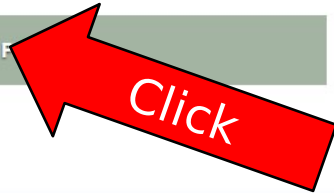
Passwords can be reset by contacting [help@davisny.edu](mailto:help@davisny.edu). Davis Online Learning passwords can only be reset by clicking on the link.

DAVISNY EMAIL

DAVIS ONLINE LEARNING LOGIN

DC STUDENT P

MOODLE LOGIN



# 3.

A screenshot of a login form on a white background. The form contains two input fields: "User ID:" and "Password:". Below the "Password:" field is a "Login" button. Three arrows point to the form elements: a red arrow labeled "Click" points to the "Login" button, and two purple arrows labeled "Enter User Name" and "Enter Password" point to the "User ID:" and "Password:" fields respectively. At the bottom of the form, there is a copyright notice: "©1997-2017 Blackbaud, Inc. All rights reserved."

User ID:

Password:

©1997-2017 Blackbaud, Inc. All rights reserved.

4.

**Davis College Student Portal**

Thursday, May 18, 2017 [Logout](#)

Home Susan's classes Susan's grades **Register** Billing Conduct School calendar My settings

**Welcome Susan VanDeventer!**

**Latest averages,**  
There are no averages available for the selected date range.

**Susan's Assignments**  
There are no assignments due in the selected date range.

**Latest graded student work for today**  
There are no grades available for the selected date range.

**Class announcements**  
There are no announcements to display for today.

**Susan's Schedule**  
There are no classes scheduled for the selected date range.

**View**

Register for classes  
Audit your degree  
Turn in an assignment

**Announcements**

None currently available.

# 5.

The screenshot shows the Davis College Student Portal interface. At the top left is the Davis College logo and the text "Davis College Student Portal". Below this is a navigation bar with links for "Home", "Susan's classes", "Susan's grades", "School calendar", and "My settings". A left sidebar contains a "View" section with expandable options: "Register for classes", "Audit your degree", "Turn in an assignment", and "Announcements". The main content area is divided into several sections, each with a grey header bar: "Welcome Susan Deventer!", "Latest graded student work for today", "Class announcements", and "Susan's Schedule". Each section contains a message stating "There are no [item] available for the selected date range." Two arrows are overlaid on the page: a green arrow labeled "Hover" pointing to the "Course catalog" link, and a red arrow labeled "Click" pointing to the "Enter requests" link.

**Davis College Student Portal**

Home Susan's classes Susan's grades School calendar My settings

**View**

- Register for classes
- Audit your degree
- Turn in an assignment
- Announcements

None currently available.

**Welcome Susan Deventer!**

Course catalog **Enter requests** for the selected date range.

**Latest graded student work for today**

There are no grades available for the selected date range.

**Class announcements**

There are no announcements to display for today.


**Susan's Schedule**

There are no classes scheduled for the selected date range.


*Annotations:*

- Hover** (green arrow) points to "Course catalog"
- Click** (red arrow) points to "Enter requests"

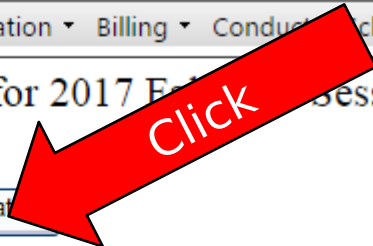
6.

 Davis College Student Portal

Home Susan's classes ▾ Susan's grades ▾ Registration ▾ Billing ▾ Conduct School calendar My settings ▾

Announcements   
None currently available.

### Schedule for 2017 Fall Session

[Edit Registrations](#) 

Enrolled Classes:

Course	Class	First Meeting	Teacher	Room	Credits

Total Credits: 0.0000

[Edit Waitlists](#)

Waitlisted Classes:  
<No class waitlisted>

# 7.

Announcements

None currently available.

## Schedule for 2017 Fall, Fall Session

Advisor: Mrs. Susan VanDeventer

Year Advisor:

Major Advisor:

TO REGISTER FOR CLASSES:

# Read!

Select your classes by searching for the course (below) and then choosing the section in the class column. Click submit once you add all course/class selections. If you receive any exceptions for a course/class, delete that class and resubmit the remaining classes. If you have questions about the exceptions, contact the Registrar's Office at registrar@davisny.edu.

**WARNING!**

- Once you register, you are liable for all tuition and fees shown on your billing statement.
- If you DO NOT pay your bill or DO NOT go to class, you are STILL financially liable for all charges, including any finance charges and collections fees.

To completely cancel your registration, you must drop all classes before the START of the semester. If you withdraw from classes after the semester begins, you are subject to charges based on the refund policy.

Tuition will be refunded 100% for those courses which, at any time, are cancelled by the College.

1. Additional classes:

New Delete

Course	Class	Exceptions	Credits

Potential Schedule Calculate Conflicts Submit

Please refrain from using the Back, Forward, and Refresh buttons while submitting to ensure the information submits correctly.


Waitlisted Classes:

<No class waitlisted>

Edit Waitlists



8.

 Davis College Student Portal

Home Susan's classes Susan's grades Registration Billing Conduct School calendar My settings

Announcements  
None currently available.

### Schedule for 2017 Fall, Fall Session

Advisor: Mrs. Susan VanDeventer  
Year Advisor:  
Major Advisor:

**TO REGISTER FOR CLASSES:**

Select your classes by searching for the course (below) and then choosing the section in the class column. Click submit once you add all course/class selections. If you receive any exceptions for a course/class, delete that class and resubmit the remaining classes. If you have questions about the exceptions, contact the Registrar's Office at registrar@davisny.edu.

**WARNING!**

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### 1. Additional classes:

New Delete

Course	Exceptions	Credits
<input type="text"/>		



Potential Schedule Calculate Conflicts Submit

9.

Search for Course - Google Chrome

Secure | <https://7004netclass.blackbaudondemand.com/NetClassroom7/Forms/CourseSearch>

## Course Search

(with no spaces!)

Course ID:

Year:

Course name:

Course type:

Department:

School:

Enter Course Code

Click

Search for Course - Google Chrome

Secure | https://7004netclass.blackbaudondemand.com/NetClassroom7/Forms/CourseSearch

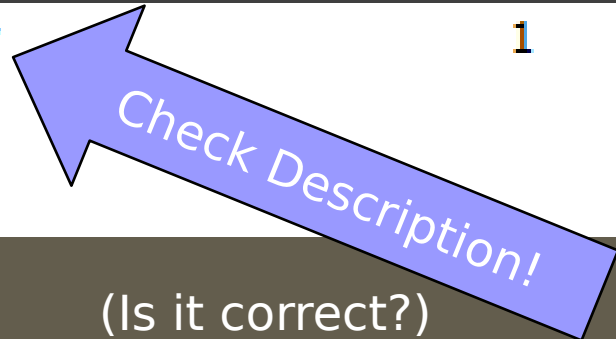
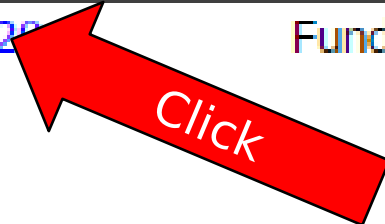
## Course Search

Course ID:  Year:

Course name:  Course type:

Department:  School:

Course ID	Course Name	School Description	Length In Term
<a href="#">SPCH2011</a>	Fundamentals of Speech	Online - Only	1



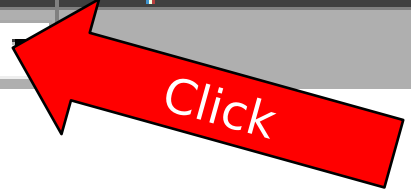
(Is it correct?)

# 11



## 1. Additional classes:

Course	Class	Exceptions	Credits
SPCH2011 - Fundamentals of Speech 			3.0000



Please refrain from using the Back, Forward, and Refresh buttons while submitting to ensure the information submits correctly.

# 12



## 1. Additional classes:

New

Delete

Course	Class	Exceptions	Credits
SPCH2011 - Fundamentals of Speech	<input type="text" value=""/>		3.0000
<input type="button" value="Potential Schedule"/> <input type="button" value="Calculate Conflicts"/> <input type="button" value="Save"/>			
<input type="text" value="1"/>			


Please refrain from using the Back, Forward, and Refresh buttons while submitting information. Information submits correctly.



# 13



1. Additio...

New Delete

Course	Class	Exceptions	Credits
SPCH2011 - Fundamentals of Speech 	1		3.0000

Potential Schedule Calculate Conflicts Submit

Please refrain from using the Back, Forward, and Refresh buttons while submitting to ensure the information submits correctly.



If you are only taking this one class, then click Submit.

If you are taking more classes, then click

New.

Repeat slides 8 - 13 for each class you are taking until they are all entered, then click Submit.

- Check that all your classes are listed

### Schedule for 2017 Fall, Fall Session

[Edit Registration](#)

#### Enrolled Classes:

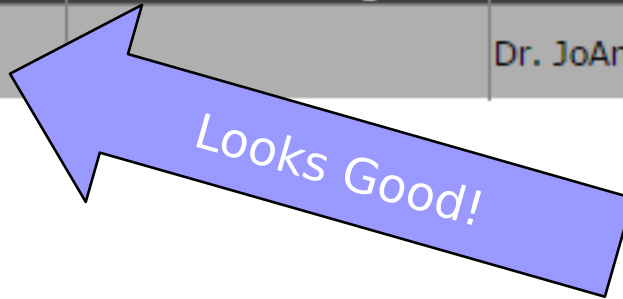
Course	Class	First Meeting	Teacher	Room	Credits
SPCH2011 - Fundamentals of Speech	1		Dr. JoAnna Oster		3.0000

Total Credits: 3.0000

[Edit Waitlists](#)

#### Waitlisted Classes:

<No class waitlisted>



- If you are having trouble registering...

1. Review the slides.

2. Contact your advisor.

3. Contact the Registrar:

[Registrar@davisny.edu](mailto:Registrar@davisny.edu)



THANK YOU!