**UNIRequest Technical Tips**

**Browser:** UNIRequest is compatible with modern JavaScript enabled versions of Firefox, Chrome and Safari. Microsoft’s Internet Explorer is NOT currently supported.

**Screen Size:** Use Ctrl+, and Ctrl- keyboard commands or the zoom settings of your browser to adjust your screen size for optimal viewing.

**Reporting a problem:** All technical as well as content concerns or problems should be emailed to registrar@ncssm.edu

**Finding courses:** The folders along the left hand side will open one at a time as you click the corresponding tab. Each one contains a different set of drag and drop course items. You can hover over any item to view its description, pre and corequisites and the terms in which the course is offered.

**Add and Remove Course Requests by Dragging and Dropping:**

1. Colored list items can be moved between the colored folders and the CORE COURSES or CORE ALTERNATE boxes for Tri1, Tri2, or Tri3. Once placed, they can be removed by dropping them back into any colored folder for re-sorting.
2. Gray items can only be dropped into the RES ED, PA, ADDITIONAL ELECTIVES boxes for Tri1, Tr2 and Tri3. Gray items must be removed by dragging them back into one of the gray folders. They will not drop and resort if dropped into a colored folder.
3. Because prerequisites and corequisites and the terms in which a course is offered are part of the programming, you will not be allowed to drag and drop certain items and may be alerted by a popup. Only the Registrar can override the prerequisite requirements on this form. It will help to get used to hovering over an item before dragging and dropping it, so you can see the Term and Prerequisite limitations before attempting to drag and drop. Corequisite violations will trigger a warning but will allow you to add them anyway assuming you will do that before finalizing your requests.

**Monitor your Requirements:** You can use the light blue “requirements” block to help you meet your minimum requirements. As you drag and drop items to meet a requirement or if it is already met, it will be crossed off the requirements list. A goal should be to see all the requirements crossed off before finalizing your schedule.

Please use the SAVE menu button or your selected items will not be saved.

You will have an option to print your selections, upon saving.

**Notes from the Registrar:** Please read these as you enter the form each time as they may contain an individualized communication from the Registrar.

**Student Comments:** Please use the space to document any important information about your requests/schedule that you want the Registrar to see.

**Some Additional Electives May Be Taken Multiple Times:** There are some gray, additional elective items that may be taken in multiple trimesters. You can identify them by hovering over them and looking in the first few lines for the words “May take multiple times”. If you save choices and return to the form, a new instance of the course that has already been saved will appear in the left-hand folder and can then be added to an another trimester box and saved.