

Entering Your Course Requests

Go to The Home Access Center

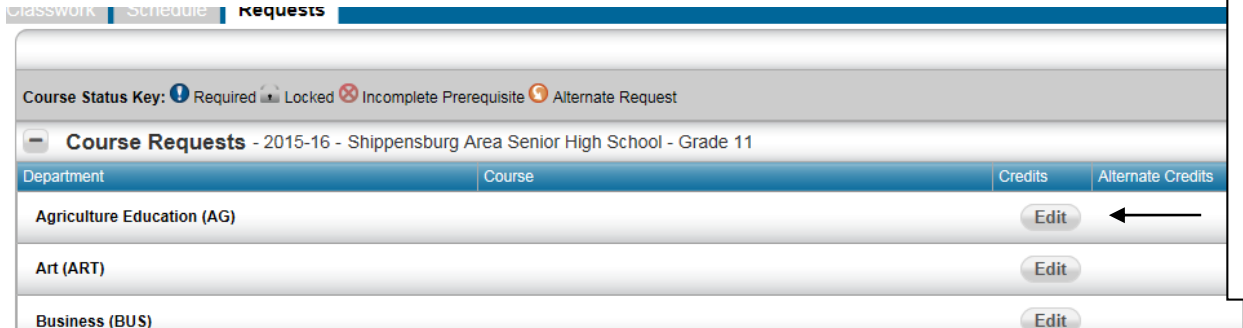
1. Click On Classes



2. Click on Requests:



3. Click on the Edit button, beside the name of the department to add courses to your schedule.



Courses that your teachers have recommended that you take will already be loaded.

4. Check the box beside the course that you would like to take, under the Request Column. Click Save.
5. Once you have scheduled 8 credits, you are now ready to select your alternate courses.

Selecting Alternate Courses

This next step allows you to pick the preference of courses, should you not be able to schedule the original 8 credits that you picked in the last step. Right now your screen should have 8 credits in the Credits column and 0 in the alternative column.

1. You will need to select at least 3 credits of alternative classes for your electives. Think of this as "If I don't get this class, then I want this one..."
2. Click on the Edit Courses button for the department that you are going to add the alternative to

Request	Description	Course	Credit	Alternate
<input checked="" type="checkbox"/>	3 Dimensional Design	ART215	0.5000	--- Make Course an Alternate ---
<input checked="" type="checkbox"/>	Advanced Design	ART210	0.5000	Alternate to this Course: Environmental Science (SCI200)
<input type="checkbox"/>	Advanced Drawing & Painting	ART310	0.5000	--- Make Course an Alternate ---
<input type="checkbox"/>	Ceramics	ART225	0.5000	--- Make Course an Alternate ---
<input type="checkbox"/>	Ceramics II	ART220	0.5000	--- Make Course an Alternate ---

Check the box beside the course that you are choosing as your 2nd choice.

From the drop down menu choose Alternate to any course or

From the drop down menu choose Alternate to this course

Then choose the course that this is an alternate for...

In this example, I am Advanced Design as an alternate to 3 Dimensional Design.

Click Save, when you are finished.