




ONLINE COURSE REQUEST INSTRUCTIONS

- 1 Log into Home Access Center: <https://pldhomeaccess.spihost.com>
- 2 Click **Classes** then **Requests**

- 3 For **each Department** click **Edit**. For example, English:
 
- 4 Select the course. For example, English 3 Lang AP:

Course Status Key: ! Required o Suggested L Locked X Incomplete Prerequisite A Alternate Request

Request	Description	Course	Credit	Alternate
<input checked="" type="checkbox"/>	Eng 3 Lang AP	139	1.0000	--- Make Course an Alternate ---
<input type="checkbox"/>	X English 4 CP	142	1.0000	--- Make Course an Alternate ---
<input type="checkbox"/>	X Creat Writing 2	168	0.5000	--- Make Course an Alternate ---

 - ✓ Some courses may not be available if you did not take the prerequisite. For example, English 4:
 - ✓ Semester long courses together will become available if selected in sequence. For example, Creative Writing 2 is unavailable until you select Creative Writing 1:
 - ✓ Click  when finished
- 5 Repeat this process for all required departments.
- 6 Choose your alternates. For example, Painting 1 in the Art Department.
 - ✓ Remember to adjust the Alternate column as shown below: