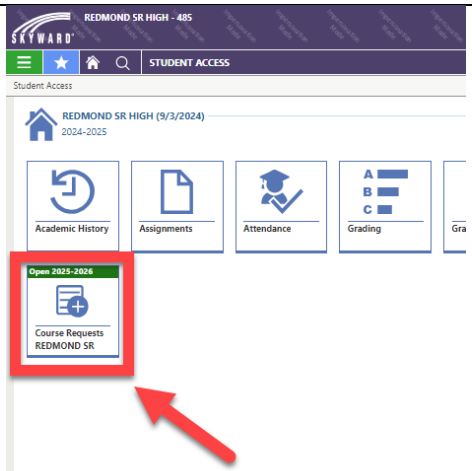
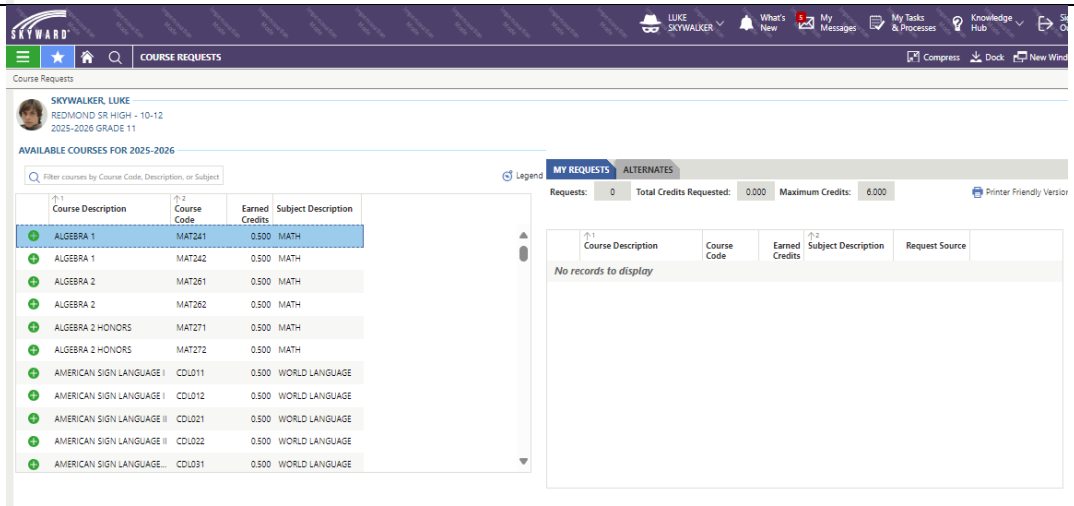
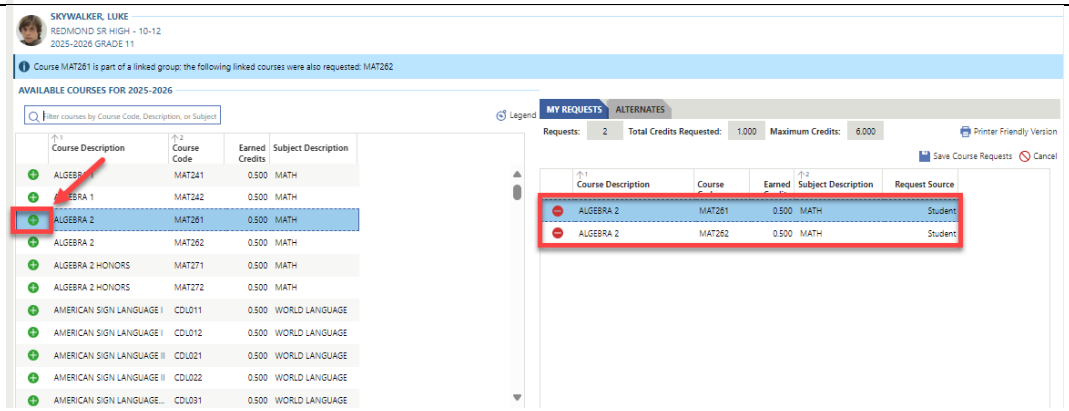
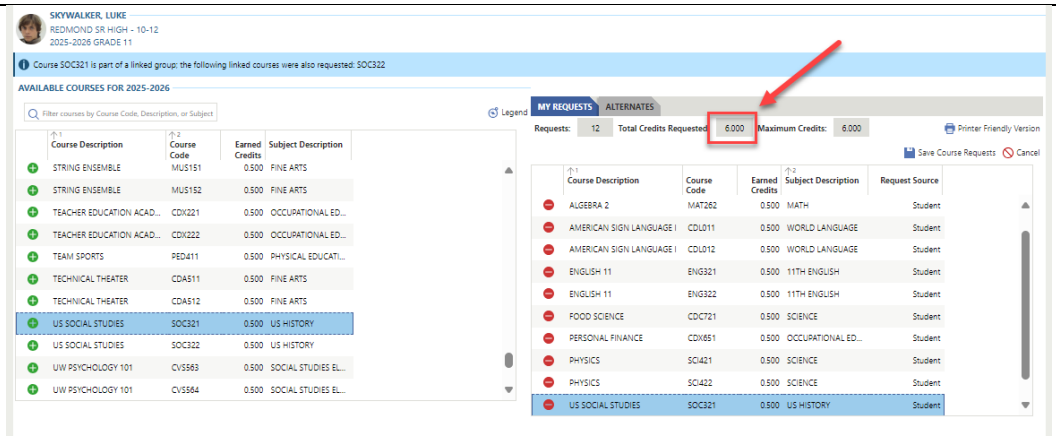
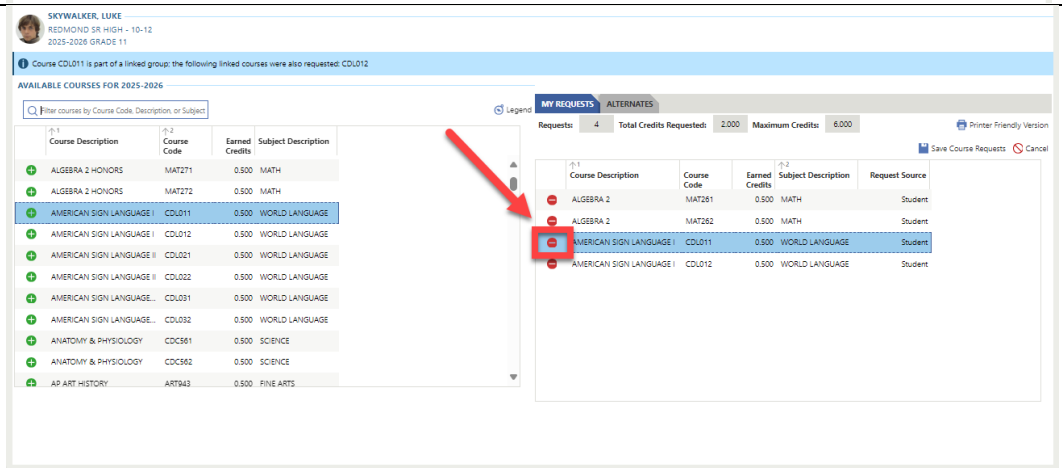
Course Requests
Student Access Directions

1. Log in to Student Access. 2. Select the "Course Requests" tile.	
3. You will see two columns. The left side will be classes that can be selected. The right side will be the courses that have been selected.	
4. You can select courses by clicking on the green (+). When you click on the (+), the course will appear on the right. If the course has two semesters, both semesters will show up in the requests.	

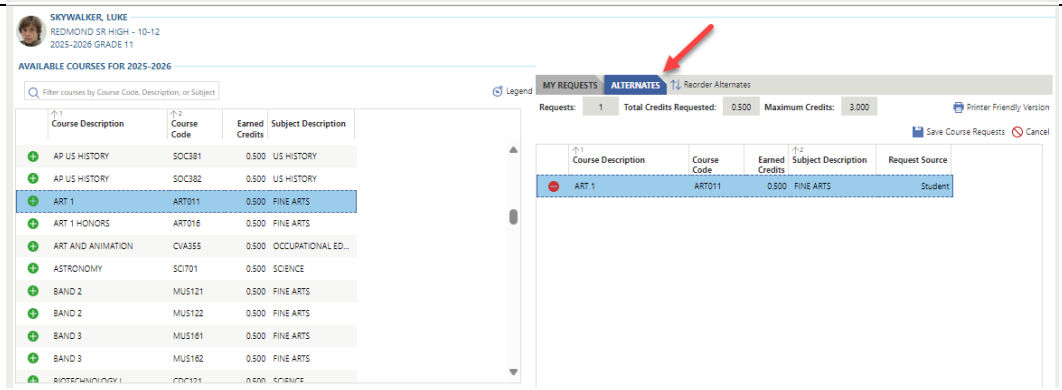
5. The total credit request count will appear in top.

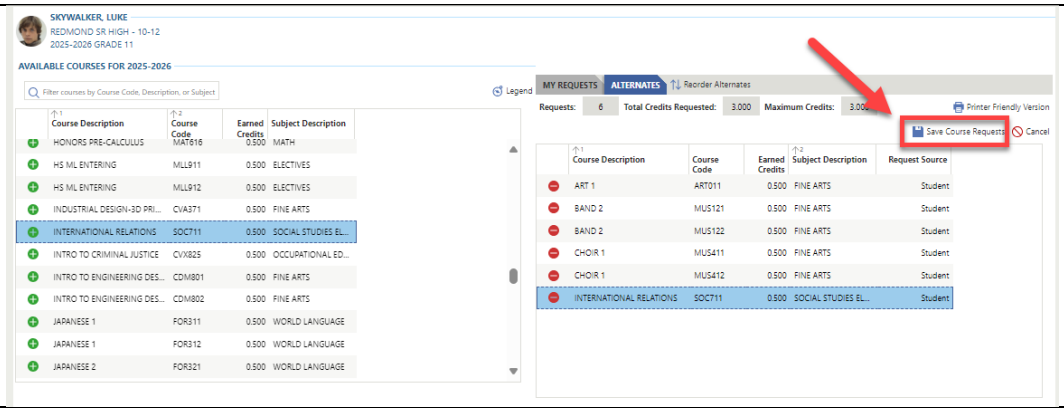
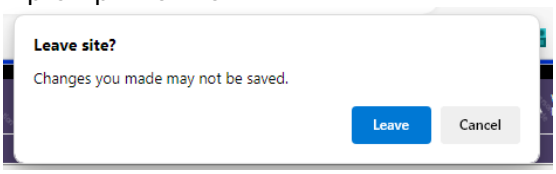
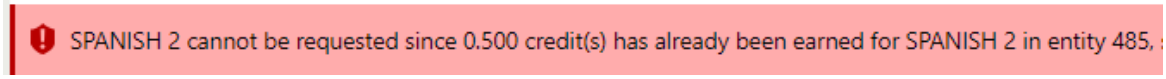


6. You can remove selections by clicking on the red (-) in front of the course.



7. Alternate courses can be selected by clicking on the "Alternate" tab. Courses can be added in the same way as regular requests. The difference, however, is that you need to select both of the semesters for courses that have two semesters.



8. Once you are done, click on “Save Course Requests.” This is very important. If you don’t save, then your selections will not be saved.	
9. When you make selections you may get an error and/or message. Here are some examples of them and what to do:	A prompt like this  means you haven’t saved your selections. Be sure to click “Save Course Requests” before exiting. A error message like this:  means you have already taken that class and need to choose a different class.