## **HCPSS Connect**



Online Course Requests

Howard County Public School System Office of Accountability Document: HCPSS105 Revision Date: 11/28/2017

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## **About Online Course Requests**

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Students and parents/guardians will make course requests for electives and alternates online through HCPSS Connect. Please note the following when making your course requests:

- Use the Catalog of Approved High School Courses to review course selections. Please note course descriptions and prerequisites.
- If you do not have access to a computer, need assistance, or want to make changes after the form due date, please contact the counseling office at your student's school.
- If you have concerns about or disagree with any of the course recommendations, you may complete the reverse side of High School Course Registration Form that was sent home.
- Select electives to ensure that you have seven credits requested.
- Select three courses to be used as alternates if an elective is not available or there is a scheduling conflict.

## **Select Course Requests**

- 1. Access the HCPSS Connect website.
- 2. On the Home page, click on the **Course Request** option in the left panel. A page displays the student's current recommendations for core classes and graduation status summary.

Ē	elected Cours						Leek C			_
		hange course req					LOCK CO	ourse Req	uests	
	lection Time Period:									
Ln	Department	Course Title	Course ID	Elective	Colleg Prep	je	Credit	Comm	ent	
1	English/Language Arts	English 10 - Hon	LA-502-1				1.000			
2	Mathematics	Geometry	MA-431-1				1.000			
3	Science	Biology	SC-500-1				1.000			
4	Social Studies	American Government	SO-501-1				1.000			
							4.000			
		urse Title Cour	se ID Ele	ctive	College P		t at leas	t 2 alter Commer		
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3. To add additional requests, click the **Click here to change course requests** button.

- 4. Search for the course to add. You can search by:
  - Department
  - Course Title
  - Course ID
  - Elective Yes or No
- 5. Click **Search Courses**. Courses that match your criteria display.

Depa Scier	rtment Course	Title	Course ID	Electi Yes		rep 🤇	Search C	Courses
Cli	ick here to move selected requests	to Selected Co	urse Requests					
Ln /	Action	Department	Course Title	Course ID	Elective	College Prep	Credit	Comment
1	None Request Alternate	Science	▶ Environmental Sci-AP	SC-905-1	Yes		1.000	
2	Non Request Alternate	Science	Physics C: E & M - AP	SC-913-1	Yes		1.000	
3	© None ◎ Request Alternate	Science	Physics C:Mechanics - AP	SC-911-1	Yes		1.000	

- 6. Select the **Request** or **Alternate** button to add that course to the list of requests at the top.
- 7. Click the Click here to move selected request to Selected Course Requests button.
- 8. Repeat to add courses until you have seven (7) credits in the **Selected Course Requests** list and three credits in the **Alternate Elective Requests** list.

Selected	I C	ourse Reques	ts				Click here to retu	rn to course request summarv
Action	Ln	Department	Course Title	Course ID	Elective	College Prep	Credit	Comment
<sup>6</sup> Locked	1	English/Language Arts	English 10 - Hon	LA-502-1			1.000	
🔒 Locked	2	Mathematics	Geometry	MA-431-1			1.000	
Remove	3	Science	Anatomy & Physiology	SC-801-1	Yes		1.000	
🔒 Locked	4	Science	Biology	SC-500-1			1.000	
🔒 Locked	5	Social Studies	American Government	SO-501-1			1.000	
Remove	6	Social Studies	European History - AP	SO-605-1	Yes		1.000	
Remove	7	World Language	French III - Honors	WL-605-1	Yes		1.000	
							7.000	
Alterna	ate	Elective Reque	ests ( <u>in pref</u>	erence ord	<u>er</u> ) - Select a	at least 2 alt	ernates	
Action	Ln	Department	Course Title	Course ID	Elective	College Prep	Credit	Comment
Remove	1	Music	Guitar I	MU-430-1	Yes		1.000	
Remove	2	English/Language Arts	Vearbook I	LA-870-1	Yes		1.000	

- **NOTE**: To delete a course request, click **Remove** for that course. You cannot remove course requests that have been recommended for the core subjects. If you have concerns about or disagree with any of the course recommendations, you may complete the reverse side of High School Course Registration Form that was sent home.
- Click the Click here to return to course request summary button to save your requests and return to the summary page. The Graduation Status Summary table will update to reflect the courses selected for next year.
- 10. Review your course requests and make any adjustments as necessary.
- 11. Click the **Lock Course Requests** when you are done selecting your requests.
- WARNING: Once you lock your course requests, you cannot make any changes. Contact the school counseling office if you need to edit your requests.

50	elected Course	e Requests							
	Click here to ch	ange course req	uests			Lock Course Request			
Sel	ection Time Period:	10/23/2017 - 11/	30/2017						
n	Department	Course Title	Course ID	Elective	College Prep	Credit	Comment		
	English/Language Arts	English 10 - Hon	LA-502-1			1.000			