

# HCPSS Connect

## Online Course Requests



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

! =Warning ⌚ =Timesaver 📧 =Note

## About Online Course Requests

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.

Please enter your course requests

Selected Course Requests							
Click here to change course requests				Lock Course Requests			
Selection Time Period: 10/23/2017 - 11/30/2017							
Ln	Department	Course Title	Course ID	Elective	College Prep	Credit	Comment
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	
Alternate Elective Requests ( <i>in preference order</i> ) - Select at least 2 alternates							
Ln	Department	Course Title	Course ID	Elective	College Prep	Credit	Comment
No alternate course requests have been selected or assigned.							
Click here to change course requests				Lock Course Requests			
Graduation Status Summary							
Subject Area	Credit						
	Required	Completed	In Progress	Credit for Requested Courses	Remaining		
English 9	1.00	0.00	1.00	0.00	0.00		
English 10	1.00	0.00	0.00	1.00	0.00		
English 11	1.00	0.00	0.00	0.00	1.00		
English 12	1.00	0.00	0.00	0.00	1.00		
U. S. History	1.00	0.00	1.00	0.00	0.00		
American Government	1.00	0.00	0.00	1.00	0.00		

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.
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 Course Requests								
								Click here to return to course request summary
Action	Ln	Department	Course Title	Course ID	Elective	College Prep	Credit	Comment
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	
Alternate Elective Requests ( <i>in preference order</i> ) - Select at least 2 alternates								
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	Yearbook 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.

9. 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.