HCPSS Connect

Online Course Requests









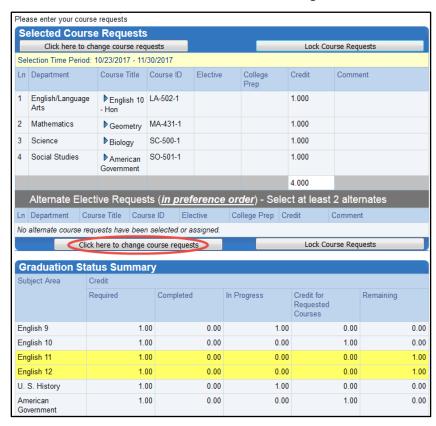
About Online Course Requests

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.

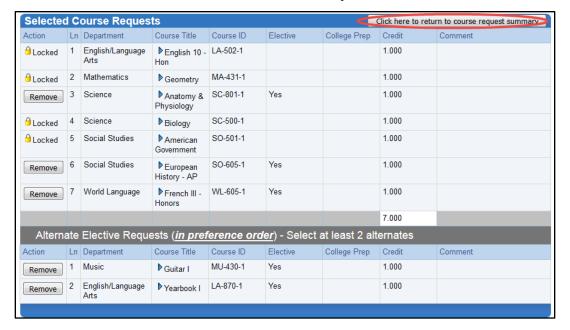
Select Course Requests

- 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.



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.
- Course Title Elective Coll Prep Search Courses Click here to move selected requests to Selected Course Requests 1 None Request Alternate Science SC-905-1 1.000 Environmental Physics C: Non Request Alternate Science SC-913-1 1 000 E & M - AF None Request Alternate Science Physics SC-911-1 1.000 C:Mechanics
- 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.



- **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.

