

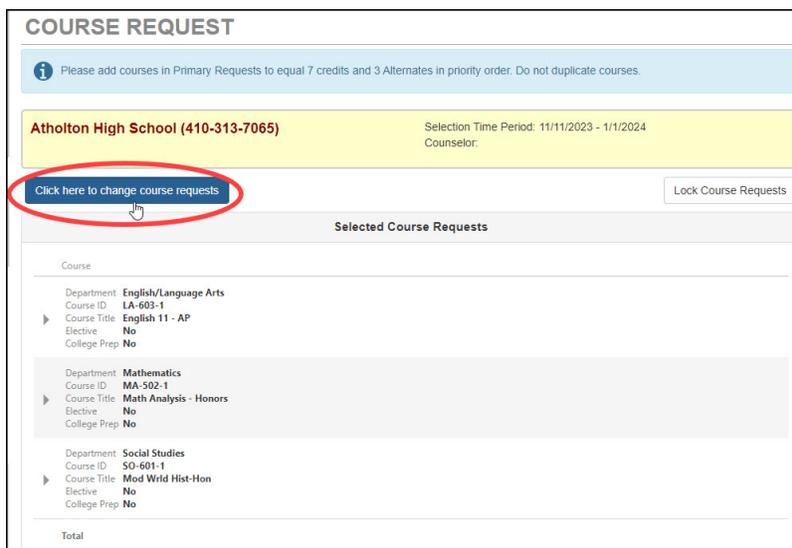
About Online Course Requests

Rising 9th grade through 12th grade students will make course requests for electives and alternates online through HCPSS Connect. Parents have view access only. Please note the following when making your course requests:

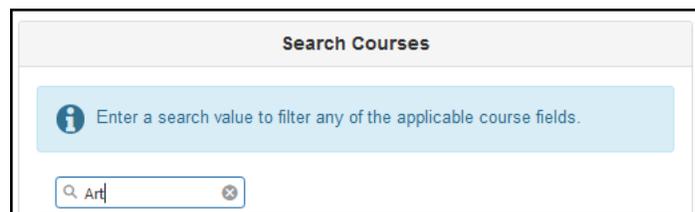
- Use the Catalog of Approved High School Courses to review course selections. Please note course descriptions and prerequisites.
- If you do not have access to a computer, need assistance, or want to make changes after the form due date, please contact the counseling office at your student’s school.
- If you have concerns about or disagree with any of the course recommendations, your parents/guardians may complete a Course Placement Review Form on HCPSS Connect.
- Select electives to ensure that you have seven credits requested.

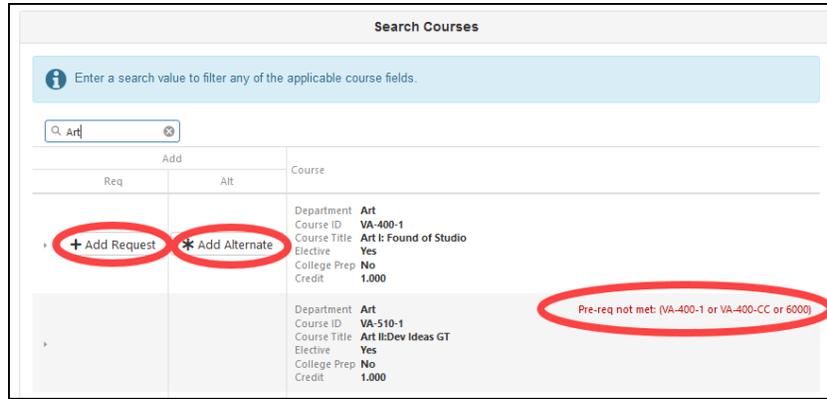
Select Course Requests

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. Review the list of available courses in the Search Courses area. Enter text in the search field to search for courses in a specific **Department**, with a specific word in the **Course Title**, or that contains a specific **Course Number**.

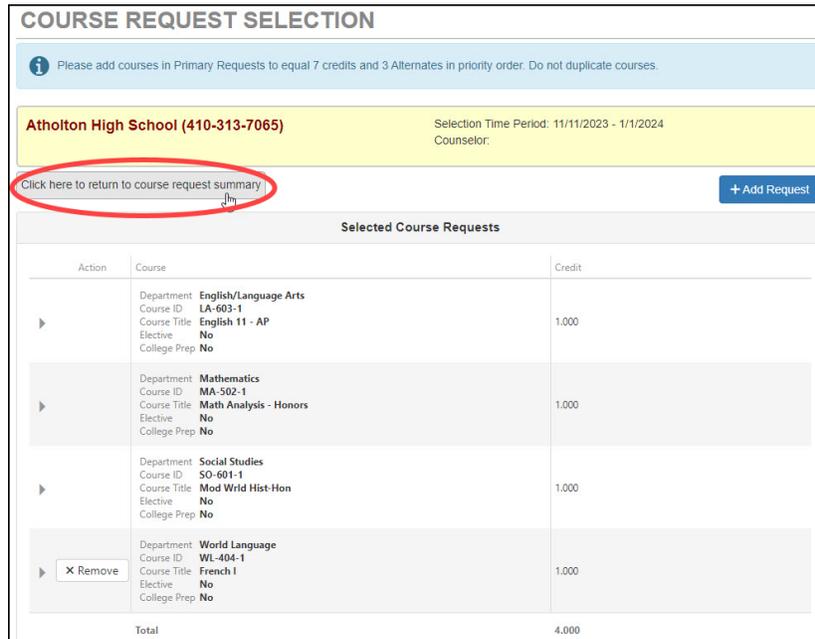




5. The list of courses updates automatically to match your criteria. Select the **Add Request** or **Add Alternate** button to add that course to the list of requests.

NOTE: Requests save automatically when they are added to the list of requests.

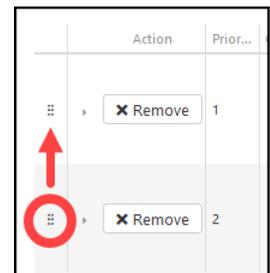
6. Repeat to add courses until you have seven (7) credits in the **Selected Course Requests** list and three courses in the **Alternate Elective Requests** list.



7. Click and drag your **Selected Alternate Course Requests** to set the preferred priority.

NOTE: To delete a course request, click **Remove** for that course.

8. Click the **Click here to return to course request summary** button to return to the summary page. The **Graduation Status Summary** table will update to reflect the courses selected for next year. Review your course requests and make any adjustments as necessary.



9. Click **Lock Course Requests** to submit for the school counselor to review. Once you lock your course requests, you will need to contact your school counselor to make any edits.

NOTE: You will not be able to lock your course requests until you have seven credits and four alternate requests selected.