

 =Warning  =Timesaver  =Note

About Online Course Requests

Students and parents/guardians will make course requests for electives and alternates online through HCPSS Connect. Middle school parents will select requests for rising 7th and 8th graders. Rising 9th through 12th grade students will select requests.


Please note the following when making your course requests:


- Use the Catalog of Approved 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 online Course Placement Review form via HCPSS Connect.
- 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.

COURSE REQUEST

 Please select 7 credits and 3 alternates for next school year. As with previous years, your Counselor will be meeting with you in the next few weeks to review your selections.

Atholton High School (410-313-7065) Selection Time Period: 12/16/2019 - 1/10/2020
2020-2021 School Year, Grade: 10 Counselor: 

[Click here to change course requests](#) Lock Course Requests

Selected Course Requests							
Ln	Department	Course Title	Course ID	Elective	College Prep	Credit	Comment
1	English/Language Arts	English 10 - GT	LA-503-1			1.000	
2	Science	Chemistry - GT	SC-615-1			1.000	
3	Social Studies	Govt & Politics-AP	SO-504-1	Yes		1.000	
Total						3.000	

Graduation Status Summary						
Subject Area	Required	Completed	In Progress	Credit for Requested Cou...	Remaining	
English 9	1.00	0.00	1.00	0.00	0.00	0.00
English 10	1.00	0.00	0.00	1.00	0.00	0.00
English 11	1.00	0.00	0.00	0.00	0.00	1.00
English 12	1.00	0.00	0.00	0.00	0.00	1.00
U. S. History	1.00	0.00	1.00	0.00	0.00	0.00
American Government	1.00	0.00	0.00	1.00	0.00	0.00
Modern World History	1.00	0.00	0.00	0.00	0.00	1.00
Math	3.00	0.00	1.00	0.00	0.00	2.00

3. To add additional requests, click the **Click here to change course requests** button.

4. Search for the course to add. You can search on one or multiple fields. You can search by:

- **Department**
- **Course Title**
- **Course ID**
- **Elective Yes or No**

Search Courses									
Action	Ln	Department	Course Title	Course ID	Elective	College Prep	Credit	Comment	
▶ Add Reque	Add Altern	1	CTE-BCMS	Adv Acc'tin...	CT-430-1	Yes	No	1.000	
▶ Add Reque	Add Altern	2	CTE-BCMS	Adv Object...	CT-495-1	Yes	No	1.000	
▶ Add Reque	Add Altern	3	CTE-BCMS	Advanced ...	CT-485-1	Yes	No	1.000	
▶ Add Reque	Add Altern	4	CTE-BCMS	Advanced ...	CT-460-1	Yes	No	1.000	
▶ Add Reque	Add Altern	5	CTE-BCMS	Comp Sci P...	CT-405-1	Yes	No	1.000	
▶		6	CTE-BCMS	Computer ...	CT-475-1	Yes	No	1.000	Pre-req not met: (46001 or CT-465-1 or 46001)

5. The list of courses updates automatically to match your criteria.

6. Select the **Add Request** or **Add Alternate** button to add that course to the list of requests. Requests save automatically when they are added to the list of requests.


MIDDLE SCHOOL PARENTS:

If available and/or interested, parents can enter available related arts, performing arts, and world language course requests.

HIGH SCHOOL STUDENTS:

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.


COURSE REQUEST SELECTION									
Atholton High School (410-313-7065) 2020-2021 School Year, Grade: 10					Selection Time Period: 12/16/2019 - 1/10/2020 Counselor: [User]				
Click here to return to course request summary									
Selected Course Requests									
Action	Ln	Department	Course Title	Course ID	Elective	College Prep	Credit	Comment	
▶ Remove	1	Art	Art II: Dev Ideas Media	VA-500-1	Yes		1.000		
▶ Remove	2	CTE-FACS	Food & Nutr Tech	CT-910-1	Yes		1.000		
▶	3	English/Language Arts	English 10 - GT	LA-503-1			1.000		
▶ Remove	4	Music	Chorus	MU-410-1	Yes		1.000		
▶ Remove	5	Science	Astronomy	SC-805-1	Yes		1.000		
▶	6	Science	Chemistry - GT	SC-615-1			1.000		
▶	7	Social Studies	Govt & Politics-AP	SO-504-1	Yes		1.000		
							Total	7.000	
Selected Alternate Course Requests									
Action	Ln	Department	Course Title	Course ID	Elective	College Prep	Credit	Comment	
▶ Remove	1	Social Studies	Compare Gov & Pol- AP	SO-604-1	Yes		1.000		
▶ Remove	2	Science	Astronomy	SC-805-1	Yes		1.000		
▶ Remove	3	Social Studies	Psychology	SO-611-8	Yes		0.500		
							Total	2.500	

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

7. 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.

8. 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 three alternate requests selected.