

=Warning =Timesaver =Note

About Online Course Requests

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, 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.

COURSE REQUEST

Atholton High School (410-313-7065)
2019-2020 School Year, Grade: 10

Selection Time Period: 12/10/2018 - 1/18/2019
 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/Langua...	English 10 - GT	LA-503-1			1.000	
▶ 2	Mathematics	Trigonometry - ...	MA-522-1			1.000	
▶ 3	Science	Chemistry - GT	SC-615-1			1.000	
▶ 4	Social Studies	Am Govt - Hon...	SO-502-1			1.000	
Total						4.000	

Graduation Status Summary

Subject Area	Required	Completed	In Progress	Credit for Requested ...	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

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	
Q			Q	Q	CT	Yes			
▶ 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 (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.

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

7. 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)					Selection Time Period: 12/10/2018 - 1/18/2019				
2019-2020 School Year, Grade: 10					Counselor: Phillip Cohen 				
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	CTE-BCMS	Adv Object...	CT-495-1	Yes		1.000		
▶	2	English/Lang...	English 10 - GT	LA-503-1			1.000		
▶ Remove	3	English/Lang...	Speech Com...	LA-860-1	Yes		1.000		
▶	4	Mathematics	Trigonometr...	MA-522-1			1.000		
▶	5	Science	Chemistry - GT	SC-615-1			1.000		
▶	6	Social Studies	Am Govt - H...	SO-502-1			1.000		
▶ Remove	7	World Langu...	French III - H...	WL-605-1	Yes		1.000		
Total							7.000		

 **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.

9. Review your course requests and make any adjustments as necessary.

10. 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.