

=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.

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.