

### About Online Course Requests

Rising 9<sup>th</sup> grade through 12<sup>th</sup> 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 four courses to be used as alternates if an elective is not available or there is a scheduling conflict. The first alternate course request will be used as the 8<sup>th</sup> request should HCPSS continue the 4x4 schedule next year.

### 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**

*HCPSS is planning for a 7-period school day during 2021-2022. However, in the event HCPSS continues a 4x4 schedule, the first alternate will be the eighth course. Please add alternates in priority order and do not duplicate priorities.*

**Atholton High School (410-313-7065)** Selection Time Period: 10/26/2020 - 1/15/2021  
**2021-2022 School Year, Grade: 09** Counselor:

[Click here to change course requests](#)

Ln	Department	Course ID	Course Title	Elective	College Prep	Credit	Comment
1	English/Language Arts	LA-402-1	English 9 - Honors			1.000	
2	Science	SC-515-1	Biology - GT			1.000	
3	Social Studies	SO-403-1	US History-GT			1.000	
4	World Language	WL-515-1	Spanish II - Honors	Yes		1.000	
Total						4.000	

Subject Area	Required	Completed	In Progress	Credit for Requested Cour...	Remaining
English 9	1.000	0.000	0.000	1.000	0.000
English 10	1.000	0.000	0.000	0.000	1.000
English 11	1.000	0.000	0.000	0.000	1.000


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

4. Search for the course to add. You can enter information in the column header and search on one or multiple fields:


- **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. 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 four credits in the **Alternate Elective Requests** list.

 **NOTE:** HCPSS is planning for a 7-period school day during 2021-2022. However, in the event HCPSS continues a 4x4 schedule, the first alternate will be the eighth course. Please add alternates in priority order and do not duplicate priorities.

**Atholton High School (410-313-7065)** Selection Time Period: 10/26/2020 - 1/15/2021  
**2021-2022 School Year, Grade: 09** Counselor:

Click here to return to course request summary

Selected Course Requests									
Action	Ln	Department	Course ID	Course Title	Elective	College Prep	Credit	Comment	
▶ <input type="button" value="X Remove"/>	1	Art	VA-400-1	Art I: Found of Studio	Yes		1.000		
▶ <input type="button" value="X Remove"/>	2	CTE-BCMS	CT-405-1	Comp Sci Principles - AP	Yes		1.000		
▶	3	English/Language Arts	LA-402-1	English 9 - Honors			1.000		
▶	4	Science	SC-515-1	Biology - GT			1.000		
▶	5	Social Studies	SO-403-1	US History-GT			1.000		
▶ <input type="button" value="X Remove"/>	6	Social Studies	SO-605-1	European History - AP	Yes		1.000		
▶	7	World Language	WL-515-1	Spanish II - Honors	Yes		1.000		
<b>Total</b>							<b>7.000</b>		


  

Selected Alternate Course Requests									
Action	Ln	Department	Course ID	Course Title	Elective	College Prep	Credit	Comment	
▶ <input type="button" value="X Remove"/>	1	CTE-FACS	CT-910-1	Food & Nutr Tech	Yes		1.000		
▶ <input type="button" value="X Remove"/>	2	Dance Education	DT-400-1	Dance I	Yes		1.000		
▶ <input type="button" value="X Remove"/>	3	Science	SC-805-1	Astronomy	Yes		1.000		
▶ <input type="button" value="X Remove"/>	4	Music	MU-520-1	String Orchestra			1.000		
<b>Total</b>							<b>4.000</b>		

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

8. 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.