## **HCPSS Connect**

## Online Course Requests



Howard County Public School System Office of Accountability Opcument: HCPSS105 Openision Date: 01/08/2018









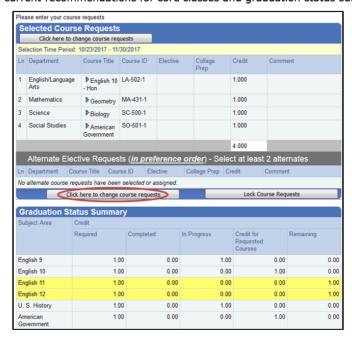
## **About Online Course Requests**

Students and parents/quardians 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.

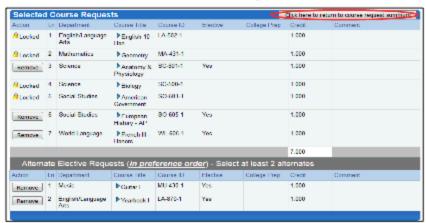


3. To add additional requests, click the Click here to change course requests button.

- 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



- 5. Click Search Courses. Courses that match your criteria display.
- 6. Select the Request or Alternate button to add that course to the list of requests at the top.
- 7. Click the Click here to move selected request to Selected Course Requests button.
- NOTE: Requests save automatically when they are added to the list of requests.
- 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.



- NOTE: To delete a course request, click Remove for that course. You cannot remove course requests that have been recommended for the core subjects. 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.
- 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.
- 10. Review your course requests and make any adjustments as necessary.