

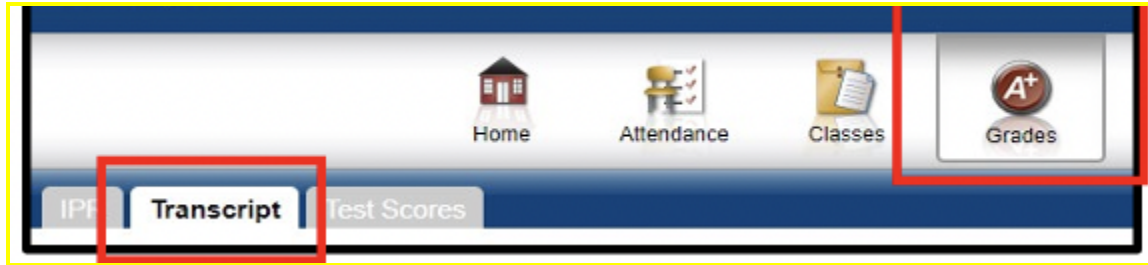
Directions for Entering Course Requests in HAC

[La traducción al español está abajo. Haga clic aquí.](#)

➤ Viewing Transcript in Home Access Center

When a Parent/Guardian or Student logs into HAC –

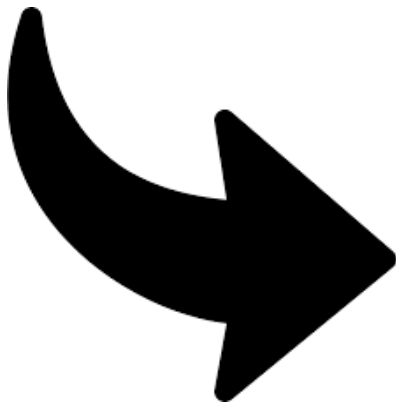
- Click on Grades icon
- Click on the Transcript tab



1] After signing into the **STUDENT'S HAC ACCOUNT**, click on the "Classes" button at the top of the page. Then click "Schedule". Scroll down to 2026-2027. This will list all the courses that have been requested. Core class (and some elective) teachers have made recommendations where they believe students will be most successful.

Classwork			Schedule	Requests
Course	Description	Periods		
1355 - 2	Bio AP	1		
1135DC - 3	English 3 DC - Comp Sem 1	2		
1136DC - 3	English 3 DC - Comp Sem 2	2		
19293 - 1	Football 11th Grade (1)	3		
19303 - 1	Football 11th Grade (2)	3		
1435 - 7	US Hist AP	4		
1391 - 4	Forensic Science	5		
1790 - 4	Heights Business Incubator	6		
19293 - 1	Football 11th Grade (1)	7		
19303 - 1	Football 11th Grade (2)	7		
8007 - 2	Off-Campus 8th - Sem 1	8		
8008 - 2	Off-Campus 8th - Sem 2	8		

2024 - 2025 Course Requests	
Course	Description
1147DC	English 4 DC - Brit Lit Sem 1
1148DC	English 4 DC - Brit Lit Sem 2
1248	Statistics
1393	Food Science
1443	US Govt AP
1445	Macro Eco AP
1706	Computer Science Prin AP
1890	Guidance Aide - Sem 2
19294	Football 12th Grade (1)
8007	Off-Campus 4th or 8th - Sem 1
8008	Off-Campus 4th or 8th - Sem 2



2) After signing into the **STUDENT'S HAC ACCOUNT**, click on the **"Classes"** button at the top of the page to add **electives**. Then click "Requests".

HomeAttendanceClassesGradesRegistration

ClassworkScheduleRequests

Course Status Key: Required Locked Incomplete Prerequisite Alternate Request

Course Requests

- 2024-25 - Alamo Heights High School - Grade 12

Department	Course	Credits
CAREER TECHNOLOGY (CT) Edit		
	Computer Science Prin AP (1706)	1.0000
CAREER TECHNOLOGY (CT) Total :		1.0000
ECONOMICS (EC) Edit		
	Macro Eco AP (1445) (Teacher Recommendation)	0.5000
ECONOMICS (EC) Total :		0.5000
ELECTIVE (EL) Edit		
ENGLISH (LA) Edit		
	English 4 DC - Brit Lit Sem 1 (1147DC)	0.5000
	English 4 DC - Brit Lit Sem 2 (1148DC)	0.5000
ENGLISH (LA) Total :		1.0000

3. You will see the list of Departments. Click on the Edit button for the Department in which you wish to add a class:

	Department
Edit	CAREER TECHNOLOGY (CT)
Edit	ECONOMICS (EC)
Edit	ELECTIVE (EL)
Edit	ENGLISH (LA)
Edit	FINE ARTS (FA)
Edit	HEALTH (HL)
Edit	LOCAL CREDIT (LC)
Edit	MATHEMATICS (MA)
Edit	OTHER LANGUAGE (OL)
Edit	PHYSICAL EDUCATION (PE)

Click on the

Edit

 button on the far right for the department you wish to view. If there is already a class listed on this page in purple, do not make an additional request. This is a class your current teacher has recommended for you.

4] Choose the class you would like to request by clicking on the check box. Then hit the  button at the top right of the page.

Select A Course

SaveCancel

Department : CAREER TECHNOLOGY
Requested Credits : 1.0000

Course Status Key: Required Suggested Locked Incomplete Prerequisite Alternate Request

Request	Description	Course	Credit
☒	Computer Science Prin AP	1706	1.0000
☐	Advanced Culinary Arts	1751	2.0000
☐	Animation	1729	1.0000
☐	Animation 2	17292	1.0000
☐	Career Prep I / Extended	17811	3.0000
☐	Career Prep I / Extended	1782A	3.0000
☐	Career Prep II / Extended	17831	3.0000
☐	Career Preparation 1	1781	2.0000
☐	Career Preparation 2	1783	2.0000
☐	Career Preparation 2 ALT	9782	2.0000
☐	Child Development	1738	1.0000
☐	Computer Science 2	1707	1.0000
☐	Cp Work (1 Hr)	1789	0.0000
☐	Cp Work (2 Hr)	1787	0.0000
☐	Cp Work (3 Hr)	1785	0.0000
☐	Culinary Arts	1750	2.0000
☐	Digital Art and Animation	1725	1.0000
☐	Digital Design and Media Prod	1703	1.0000
☐	Digital Video & Audio Design 2	17132	1.0000
☐	Digital Video and Audio Design	1713	1.0000
☐	Engineering D & P 1	1395	1.0000
☐	Fashion Design I	1722	1.0000
☐	Fashion Design II	1723	1.0000
☐	Fundamentals of Comp. Sci.	1705	1.0000

5] Once you save your request, you will be returned to the home screen where you will see your choice in purple on the screen.

Department	Course	Credits
CAREER TECHNOLOGY (CT)		Edit
	Computer Science Prin AP (1706)	1.0000
CAREER TECHNOLOGY (CT) Total :		1.0000

6] Repeat steps 3 and 4 until you have requested up to 7 credits (6 if you have chosen a non-credit class). Your total credits requested will appear at the bottom.

Total :	7.0000
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COMMON QUESTIONS:

1. Why don't I see the request tab? Please make sure you are logged in using the **student** account.
2. Where are the Rocketry classes, Culinary, Computer Science, Business, and Fashion Design classes listed? Career & Technology
3. Where is JROTC & Peer tutor listed? Elective

4. In Physical Education, there is a 1 and 2 by my sport, which one do I choose? Both- 1 is for first semester, 2 is for second semester, select the sport that comes first in the season
5. DC courses- You will need to add Semester 1 and Semester 2
6. Why do I have two courses listed for my core class? You will need to complete the [Teacher Recommendation Change Request form](#) to waive out of the teacher recommendation by the course selection deadline.
7. I do not wish to continue with Spanish/Latin/French or Art. What do I do if the selection is locked? You will need to complete the [Teacher Recommendation Change Request form](#) to waive out of the teacher recommendation by the course selection deadline.
8. Study hall is under local credit

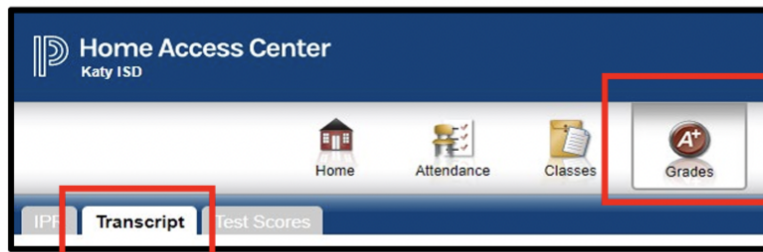
Instrucciones para ingresar solicitudes de cursos en HAC

[La traducción al español está abajo. Haga clic aquí.](#)

➤ **Viewing Transcript in Home Access Center**

When a Parent/Guardian or Student logs into HAC –

- Click on Grades icon
- Click on the Transcript tab



1] Después de iniciar sesión en HAC, haga clic en el botón "Clases" en la parte superior de la página. Luego haga clic en "Programar". Desplácese hacia abajo hasta 2026-2027. Esto enumerará todos los cursos que se han solicitado. Los maestros de las clases básicas (y algunas optativas) han hecho recomendaciones sobre dónde creen que los estudiantes tendrán más éxito.



Classwork Schedule Requests		
Course	Description	Periods
1355 - 2	Bio AP	1
1135DC - 3	English 3 DC - Comp Sem 1	2
1136DC - 3	English 3 DC - Comp Sem 2	2
19293 - 1	Football 11th Grade (1)	3
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19293 - 1	Football 11th Grade (1)	7
19303 - 1	Football 11th Grade (2)	7
8007 - 2	Off-Campus 8th - Sem 1	8
8008 - 2	Off-Campus 8th - Sem 2	8

2024 - 2025 Course Requests	
Course	Description
1147DC	English 4 DC - Brit Lit Sem 1
1148DC	English 4 DC - Brit Lit Sem 2
1248	Statistics
1393	Food Science
1443	US Govt AP
1445	Macro Eco AP
1706	Computer Science Prin AP
1890	Guidance Aide - Sem 2
19294	Football 12th Grade (1)
8007	Off-Campus 4th or 8th - Sem 1
8008	Off-Campus 4th or 8th - Sem 2

2) Para agregar asignaturas optativas, haga clic en el botón "Clases" en la parte superior de la página. Luego haga clic en "Solicitudes".

Home

Attendance

Classes

Grades

Registration

ClassworkScheduleRequests

Course Status Key: Required Locked Incomplete Prerequisite Alternate Request

Course Requests

- 2024-25 - Alamo Heights High School - Grade 12

Department	Course	Credits
CAREER TECHNOLOGY (CT)		Edit
	Computer Science Prin AP (1706)	1.0000
CAREER TECHNOLOGY (CT) Total :		1.0000
ECONOMICS (EC)		Edit
	Macro Eco AP (1445) (Teacher Recommendation)	0.5000
ECONOMICS (EC) Total :		0.5000
ELECTIVE (EL)		Edit
ENGLISH (LA)		Edit
	English 4 DC - Brit Lit Sem 1 (1147DC)	0.5000
	English 4 DC - Brit Lit Sem 2 (1148DC)	0.5000
ENGLISH (LA) Total :		1.0000

3. Verá la lista de departamentos. Presione en el botón Editar (Edit) para el departamento al que desea agregar una clase:

	Department
Edit	CAREER TECHNOLOGY (CT)
Edit	ECONOMICS (EC)
Edit	ELECTIVE (EL)
Edit	ENGLISH (LA)
Edit	FINE ARTS (FA)
Edit	HEALTH (HL)
Edit	LOCAL CREDIT (LC)
Edit	MATHEMATICS (MA)
Edit	OTHER LANGUAGE (OL)
Edit	PHYSICAL EDUCATION (PE)

Clickea en el  en el extremo derecho del departamento que desea ver. Si ya hay una clase listada en esta página en color morado, no realice ninguna solicitud adicional. Esta es una clase que tu profesor actual te ha recomendado.

4] Elija la clase que desea solicitar haciendo clic en la casilla de verificación. Luego golpea el  botón en la parte superior derecha de la página.

Select A Course

Save

Cancel

Department :

CAREER TECHNOLOGY

Requested Credits :

1.0000

Course Status Key:

Required

Suggested

Locked

Incomplete Prerequisite

Alternate Request

Request	Description	Course	Credit
☒	Computer Science Prin AP	1706	1.0000
☐	Advanced Culinary Arts	1751	2.0000
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☐	Fashion Design I	1722	1.0000
☐	Fashion Design II	1723	1.0000
☐	Fundamentals of Comp. Sci.	1705	1.0000

5] Una vez que guarde su solicitud, regresará a la pantalla de inicio donde verá su elección en color violeta.

Department	Course	Credits
CAREER TECHNOLOGY (CT)		Edit
	Computer Science Prin AP (1706)	1.0000
CAREER TECHNOLOGY (CT) Total :		1.0000

6] Repita los pasos 3 y 4 hasta haber solicitado hasta 7 créditos (6 si ha elegido una clase sin créditos). El total de créditos solicitados aparecerá en la parte inferior.

Total :	7.0000
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PREGUNTAS COMUNES:

- ¿Dónde se enumeran las clases de Cohetería, Culinaria, Informática y Diseño de Moda? Carrera y tecnología
- ¿Dónde figura JROTC y tutor de pares? Electivo
- En Educación Física hay un 1 y un 2 según mi deporte, ¿cuál elijo? Ambos: 1 es para el primer semestre, 2 es para el segundo semestre
- ¿Por qué solo tengo un semestre de inglés DC? Tendrás que entrar y agregar el segundo semestre.
- ¿Por qué tengo dos cursos listados para mi clase principal? Necesitará completar el [Formulario de solicitud de cambio de recomendación de maestro](#) renunciar a la recomendación del maestro antes de la fecha límite de selección de cursos.

6. No deseo continuar con español/latín/francés o art. ¿Qué hago si la selección está bloqueada?
Necesitará completar el [Formulario de solicitud de cambio de recomendación de maestro](#) renunciar a la recomendación del maestro antes de la fecha límite de selección de cursos.