HCPSS Connect
Online Course Requests – Rising 9th – 12th grade

❗ =*Warning*   🕒 =*Timesaver*   ✉ =*Note*

About Online Course Requests

Students and their parents/guardians will make course request selections through HCPSS Connect. On the Course Requests screen, you will see your teacher course recommendations for the next school year. Students must add additional courses to equal 7 credits in the primary request section. Students must also add 3 credits in the Alternate Requests section in priority order. Alternates are courses that replace your primary choice if there is a scheduling conflict or if a course is not available.

Students wishing to adjust a teacher course recommendation, may use the drop down to select the preferred course level. Before making any adjustments, consider speaking with your teacher. This conversation can help clarify the expectations and demands of the course, ensuring that your choice aligns with your academic goals and abilities.

Students and parents must understand that it may not be possible to transfer out of the course once they are scheduled for it due to scheduling limitations. In addition, note that level changes will only be permitted in accordance with Policy 8020. For further information please refer to Policy 8020.

To review course selections and prerequisites, refer to the Catalog of Approved High School Courses.

If you do not have access to a computer, need assistance, or want to make changes after the course request selections are due, please contact the counseling office at your student's school.

View/Edit Recommended Courses

1. Access the HCPSS Connect website.

2. On the Home page, click on **More Options** in the left panel, and click on **Course Requests**. A page displays with an introductory paragraph. Please read this information carefully.

3. In the **Primary Requests** section, view the recommended courses. The recommended course has an asterisk (*).

4. Click the drop-down arrow to select the preferred course.

5. Click **Save** to save your requests or **Undo** to cancel without saving.
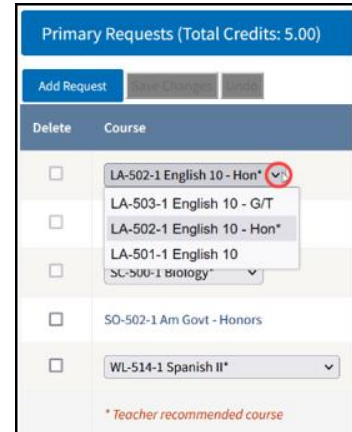
✉ **NOTE**: You will be able to delete a second level of world languages. If you opt to decline the world language Level 2 recommended course, you will be prompted with a message indicating that students are recommended to take two years of a world language. Select the checkbox to acknowledge this message and continue.

If the student no longer wishes to take a world language course, the student should explore other program choices to fulfill their graduation requirements. Program choices include two years of the same World Language or 3 or more credits in a Career Academy (State-approved Career and Technical Education Program) for additional information please see the course catalog.

☑ Please click here to acknowledge that you wish to drop your World Language request

Add Elective Requests

1. To add elective requests, click the **Add Request** button in the **Primary Requests** section.

✉ **NOTE**: The current number of saved credits displays. You need to add enough credits to reach the required 7 credits.
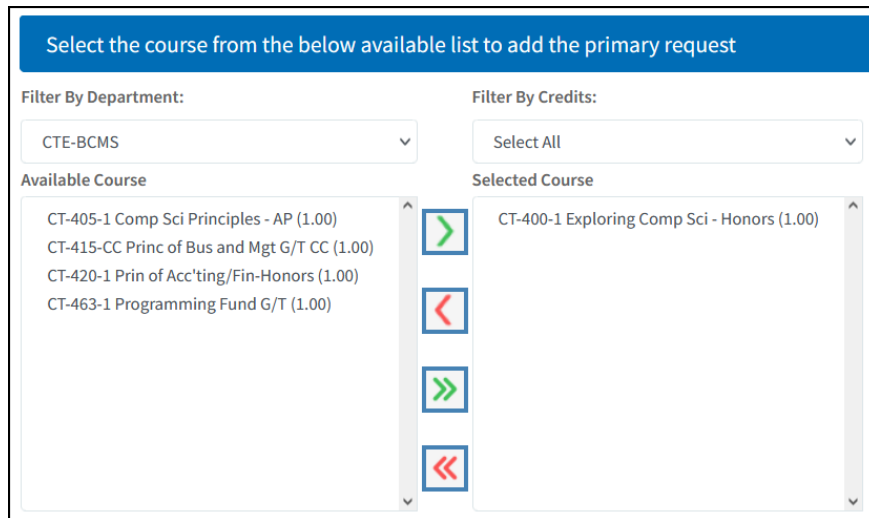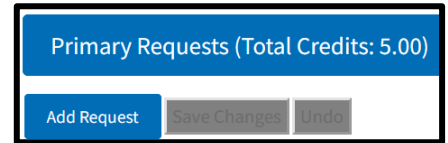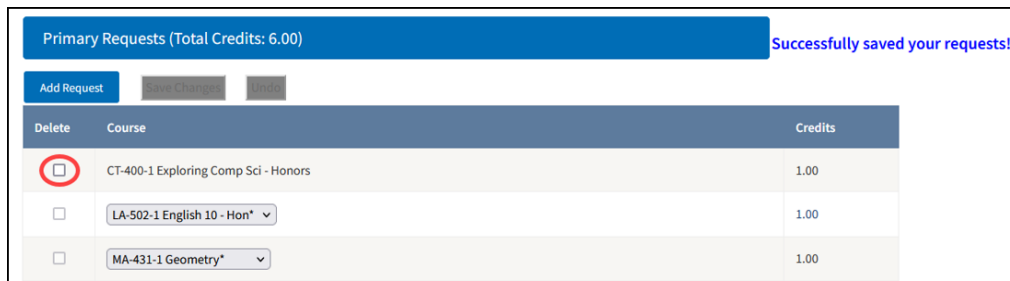
2. Review the list of available courses in the Search Courses area. Use the **Filter By Department** and **Filter By Credits** fields to locate specific courses.

3. Click the arrows to add or remove individual or all selected elective courses.

4. Click **Save** to save your requests or **Undo** to cancel without saving. If you save, a message displays indicating that the save was successful.
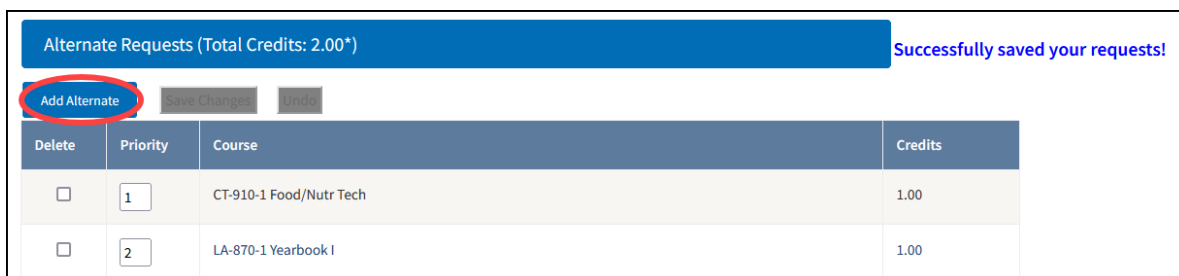
5. To remove a request, select the checkbox for the request to delete and click **Save**.
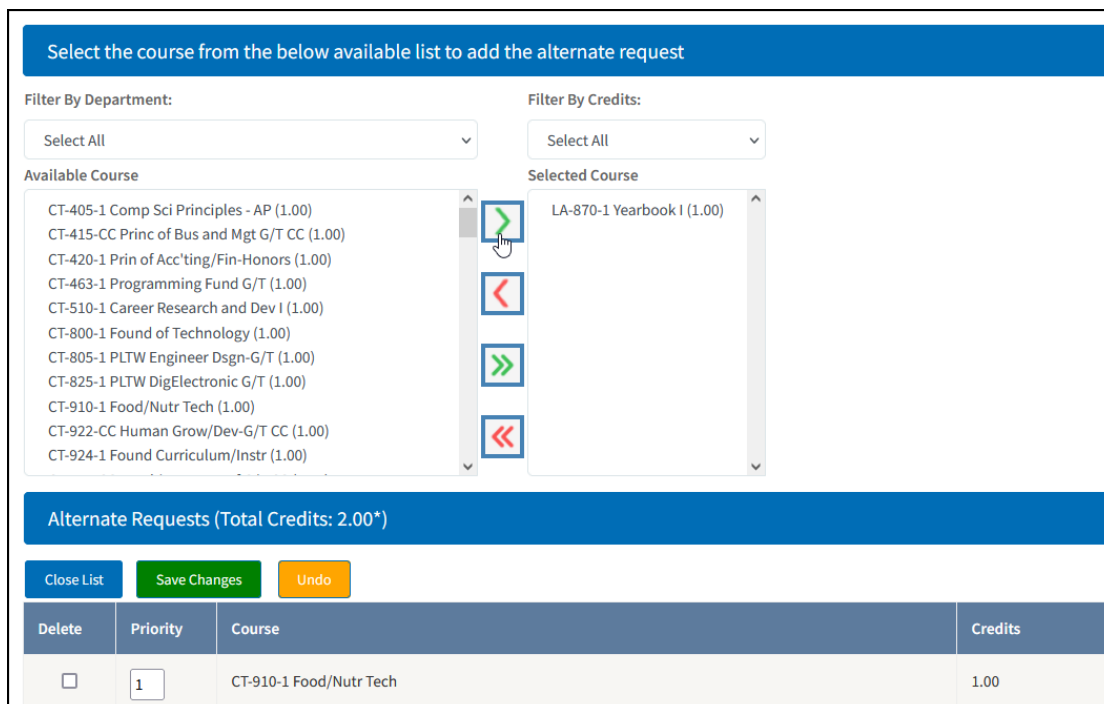
Add Alternate Requests

1. To add alternate requests, click the **Add Request** button Review the list of available courses. Use the **Filter By Department** and **Filter By Credits** fields to locate specific courses. You must have 3 credits of alternate course requests.

2. Click the arrows to add or remove individual or all selected elective courses.

3. Set the **Priority** for each alternate request to indicate the order of preference.

4. Click **Save** to save your requests or **Undo** to cancel.   Successfully saved your requests!

5. To remove a request, select the checkbox for the request to delete and click **Save**.