

HCPSS Connect

Register for Summer Programs

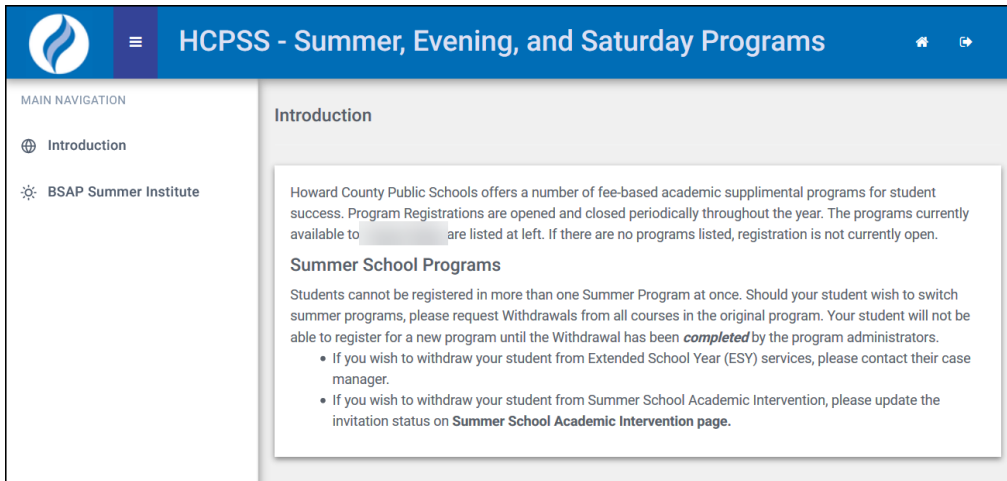


Howard County Public School System Data Management Document: HCPSS120 Revision Date: 02/27/2020

=Warning =Timesaver =Note

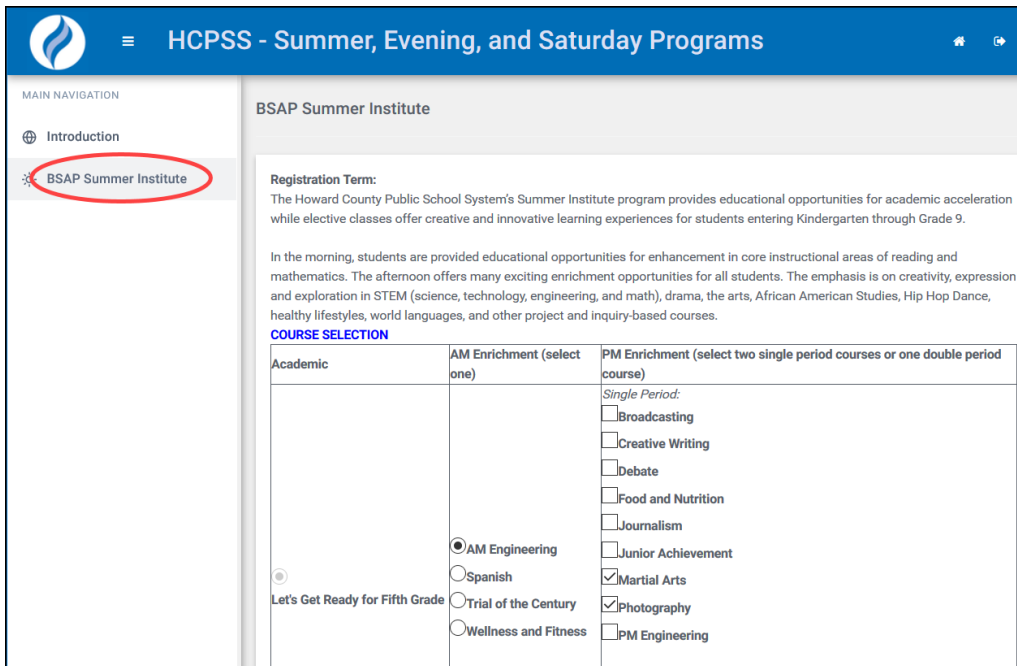
Register for Summer Programs

1. Access the HCPSS Connect website.
2. On the Home page, click on the **Summer/Evening Program Student Registrations** option in the left panel.
3. Click the **Summer/Evening Program Student Registrations** link. The Summer, Evening, and Saturday Programs Registration displays.



4. All available programs will be listed in the left panel. Click on the desired program.

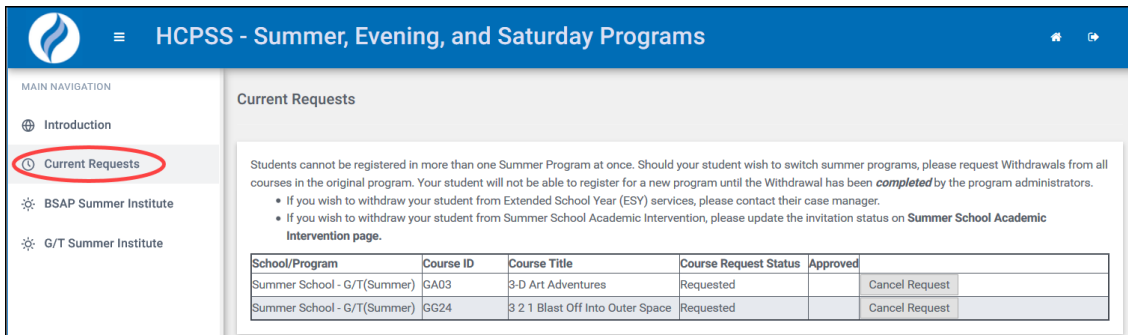
WARNING: If your child has already been placed in another HCPSS Summer Program, you will not see any summer program options in the left pane.



5. Select the appropriate course options as indicated on the screen.
6. Review the **Transportation** section. Select the appropriate response to indicate your transportation needs if options are available. Transportation is not available for all programs.
7. Click **Save**. Your request will be submitted. A blue message appears at the top of the screen indicating that your requests have been submitted. This does not guarantee your placement in the program. You will be contacted once placements are made.

View Requests for Summer Programs

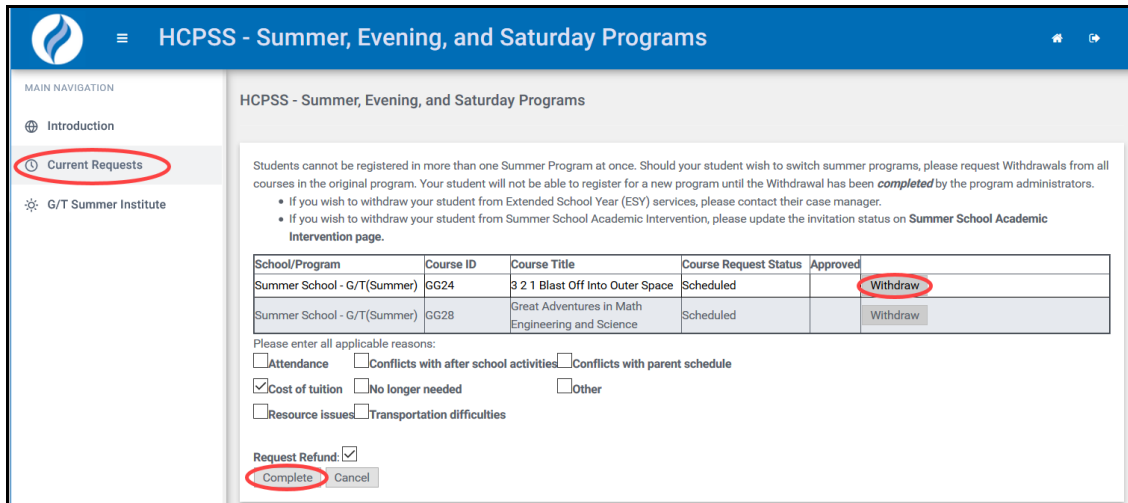
After requests have been submitted for a Summer Program, you can view these requests by clicking on the **Current Requests** option in the left panel. View the **Course Request Status** to see if the student has been Scheduled or Waitlisted. Click the **Cancel Request** button to cancel your request for the course.



Request Withdrawal from Summer Programs

You can request a withdrawal from a Summer Program after your child has been enrolled.

1. Click on the **Current Requests** option in the left panel.
2. Click the **Withdraw** button for the course.



3. Select the check boxes for all applicable reasons.
4. Select if you want to request a refund.
5. Click **Complete** to finalize your withdrawal request.