❗ =*Warning*   🕐 =*Timesaver*   ✉ =*Note*

Register for a Program

You will use HCPSS Connect to register your child for any HCPSS Summer Program, Evening School, or BSAP Saturday Math Academy.

1. Access the HCPSS Connect website.

2. Select the appropriate child if you have more than one child listed.

3. On the Home page, click on **More Options** in the left panel.

4. Click the **Summer/Evening/Saturday Program Registrations** link. The Introduction page displays and shows available programs in the navigation panel on the left.

5. Read the information in the **Introduction** page.
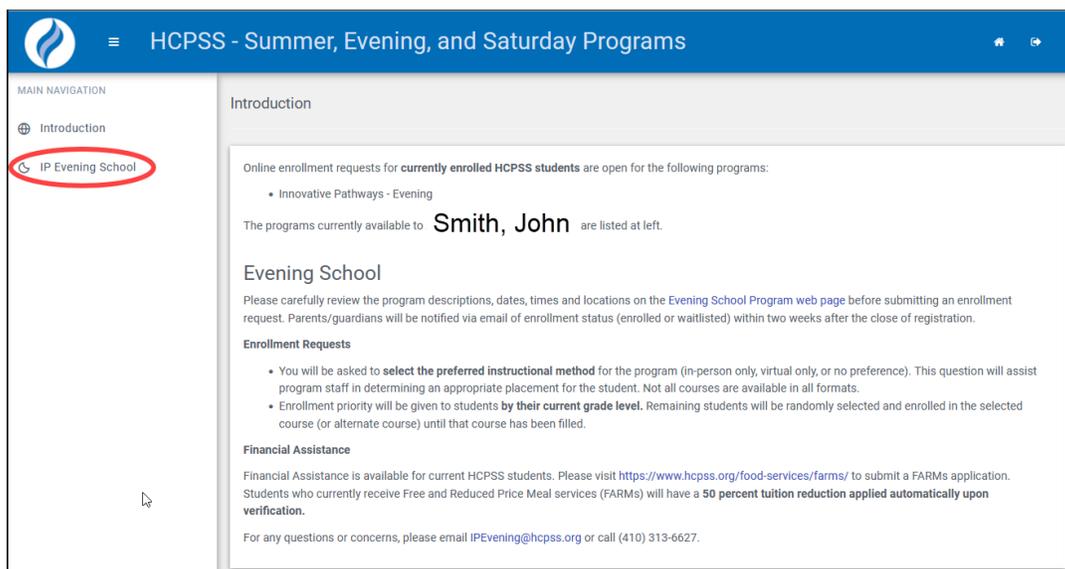
6. All available programs will be listed in the left panel. Click on **IP Evening School**.

7. Read the opening information to understand the enrollment request process.
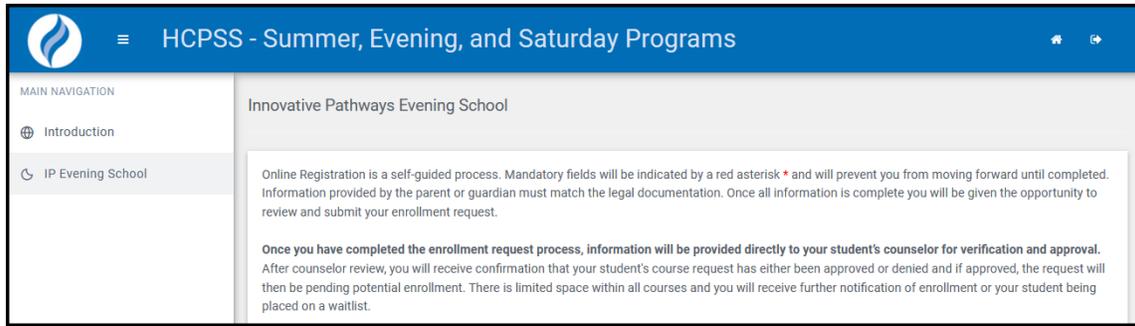
8. Select the option to indicate your preference for instructional method.

9. Select up to two (2) courses.

10. Select the preferred course time.

11. Read the transportation information and select the option for your transportation needs.

12. Click **Save**. You request will be submitted. A message will appear 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 a Program

After requests have been submitted for any 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.

the **Cancel Request** button to cancel your request for the course.

Request Withdrawal from a Program

You can request a withdrawal from any 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.