

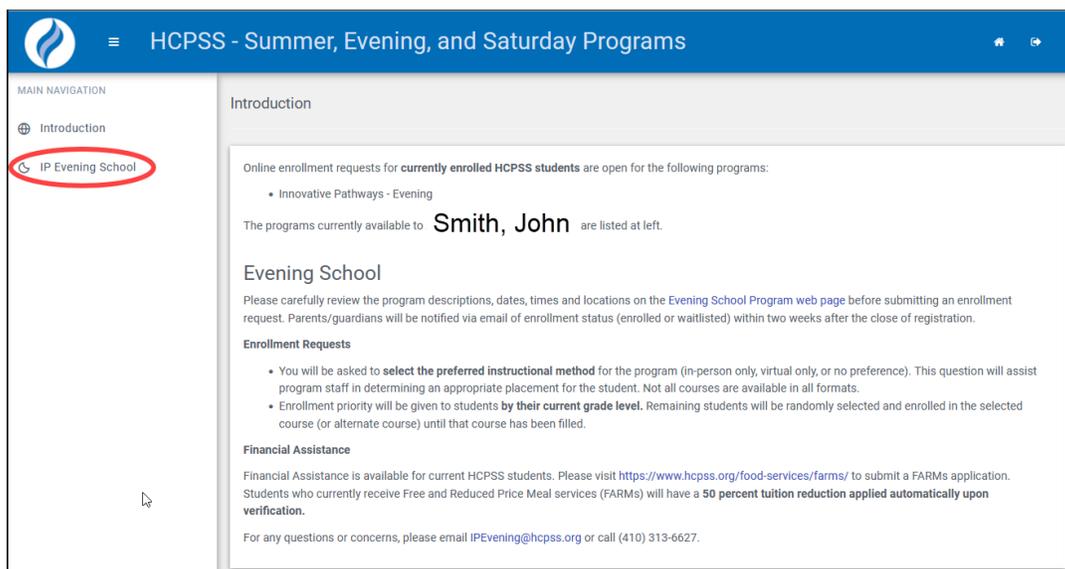
Register for a Program

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.

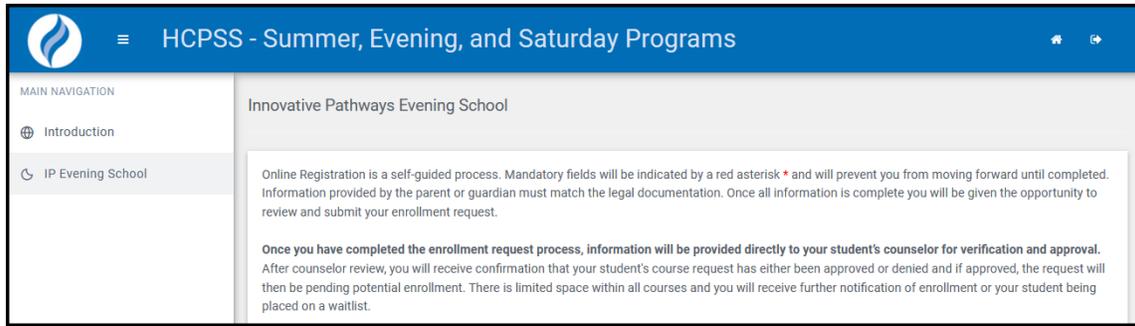


4. Click the **Summer/Evening/Saturday Program Registrations** link. The Introduction page displays and shows available programs in the navigation panel on the left.
5. Read the information in the **Introduction** page.



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.

*In the event that certain course sections are filled or alternative plans need to be made, please indicate your preference for instructional method (please note that not all instructional methods are available for all courses/programs).

In-person only (my student would only participate in the program if in-person instruction is available)

No preference (my student would participate in the program with either instructional method)

Virtual only (my student would only participate in the program if virtual instruction is available)

9. Select up to two (2) courses.

COURSE SELECTION

Students may request up to two (2) courses.

<input type="checkbox"/> Adv Algebra/Functions	<input type="checkbox"/> ART	<input type="checkbox"/> English 9 Credit Recovery
<input type="checkbox"/> Advanced Physical Science	<input type="checkbox"/> Art I: Found of Studio	<input type="checkbox"/> Environmental Sci-AP
<input type="checkbox"/> Advanced Physical Science Credit Recovery	<input type="checkbox"/> Biology	<input type="checkbox"/> Environmental Science
<input type="checkbox"/> Algebra I	<input type="checkbox"/> Biology - Credit Recovery	<input type="checkbox"/> Exploring Comp Sci - Honors

10. Select the preferred course time.

*Preferred Course Time:

Please note that course times do not differ from in-person or virtual sections. In-person courses meet 1-3 days per week on Tuesday, Wednesday, and Thursday evenings.

Period 7: 05:00 PM-06:00 PM

Period 8: 06:30 PM-07:30 PM

Any Available Time

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

*Please indicate your transportation needs:

I will be providing my own transportation and will not need to make use of the shuttle service.

I will need to use the Hammond High School stop.

I will need to use the Oakland Mills High School stop.

I will need to use the Shuttle Service, Columbia Mall stop.

I will need to use the Long Reach High School stop.

12. Click **Save**. Your 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.

The screenshot shows the HCPSS - Summer, Evening, and Saturday Programs interface. The left navigation panel has 'Current Requests' highlighted with a red circle. The main content area is titled 'Current Requests' and contains the following text:

Students cannot be registered in more than one Summer Program at once. Should your student wish to switch summer programs, please request Withdrawals from all courses in the original program. Your student will not be able to register for a new program until the Withdrawal has been **completed** by the program administrators.

- If you wish to withdraw your student from Extended School Year (ESY) services, please contact their case manager.
- If you wish to withdraw your student from Summer School Academic Intervention, please update the invitation status on the [Summer School Academic Intervention page](#).

School/Program	Course ID	Course Title	Session	Course Request Status	Approved
Innovative Pathways - Evening	MA-491-1	Adv Algebra/Functions	S1	Requested	<input type="button" value="Cancel Request"/>

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.