

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’s course recommendations for the next school year.

- **Rising 6th Grade Families (Current 5th Grade)** must add one course in the Primary Request section. Additionally, two (2) courses must be added to 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.
- **Rising 7th/8th Grade Families (Current 6th and 7th Grade)** must add two courses in the Primary Request Section. One of these courses must meet the fine arts requirement (Band, Chorus, Orchestra, General Music, Theater, or Visual Arts Studio). Additionally, two courses must be added to 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.

To make adjustments to teacher course recommendations, families may use the drop down to select the preferred course level. Before making any adjustments, consider speaking to 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.

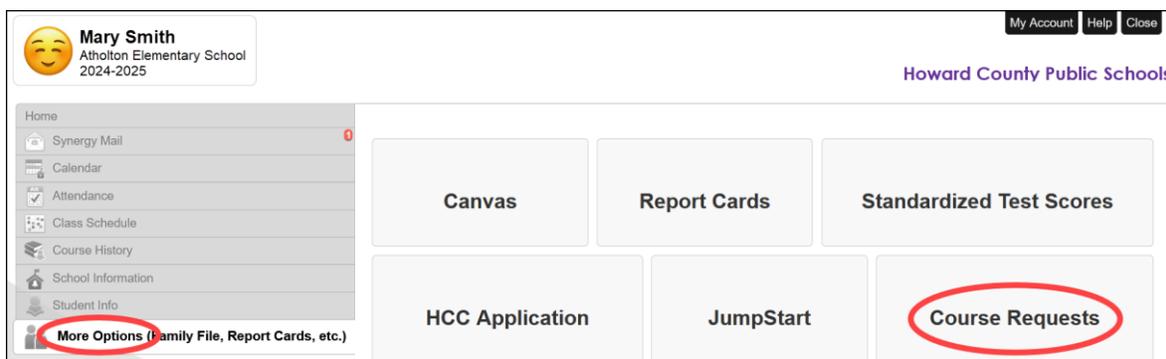
Students and parents must understand that it may not be possible to transfer out of the course once they are scheduled for it due to scheduling limitations. In addition, note that level changes will only be permitted in accordance with Policy 8020. For further information please refer to [Policy 8020](#).

To review course selections and prerequisites, refer to the [Middle School Course Catalog](#).

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 an introductory paragraph. Please read this information carefully.

HCPSS - Course Requests

*It is recommended that all course placement requests are submitted through Synergy. If you do not see a course option available in the drop down menu, complete the [fillable course placement request form](#) and submit to your child's school counselor. Submit this Course Placement Review form electronically by **Saturday, February 15, 2025** if you wish to request a different placement than the recommendation of the school-based G/T Placement Committee, and/or a teacher. Forms received by this date will be given priority. Requests received after this date will be accommodated if space is available.*

Student	ID Number	Current Grade	2024-2025	2025-2026	Diploma Type
Smith, Mary	9999135642	05	Atholton Elementary School	Wilde Lake Middle School	World Languages

Rising 6th Grade Families (Current 5th Grade):
Please choose one Selected Course Request and two Selected Alternate Course Requests. Note that these are course requests, and placement is not guaranteed.

G/T Research is a class designed for sixth grade students who participate in G/T English and G/T Mathematics, based upon the recommendation of the elementary G/T Placement Committee. The G/T Research course will be added as appropriate after the course registration window has ended.

Rising 7th/8th Grade Families (Current 6th and 7th Grade):
Please choose two Selected Course Requests. One of these must meet the fine arts requirements (Band, Chorus, Orchestra, Dance, General Music, Theater, or Visual Arts Studio). Next choose two Selected Alternate Course Requests. Note that these are course requests, and placement is not guaranteed.

- In the **Primary Requests** section, view the recommended courses. The recommended course has an asterisk (*).
- Click the drop-down arrow to select the preferred course.

Primary Requests (Total Credits: 4.00)

Add Request
Save Changes
Undo

Delete	Course	Credits
<input type="checkbox"/>	LA-101-1 English Language Arts (ELA)* ▾	1.00
<input type="checkbox"/>	<div style="border: 1px solid #ADD8E6; padding: 2px;"> MA-303-1 Pre-Algebra G/T ▾ MA-201-1 Mathematics 7* MA-303-1 Pre-Algebra G/T </div>	1.00
<input type="checkbox"/>	SO-100-1 Geography/World Cultures* ▾	1.00
* Teacher recommended course		

- 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 delete the world language Level 2 recommended course, you will be prompted with the below message. Select the checkbox to acknowledge this message and continue.

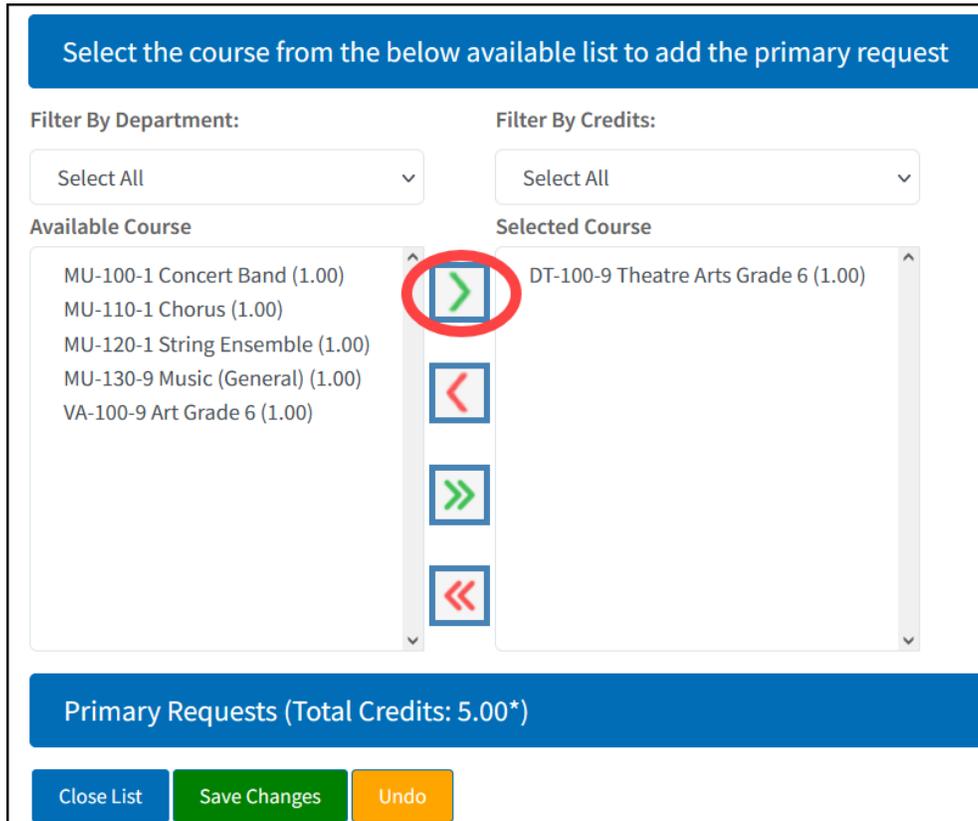
If the student no longer wishes to take a world language course, the student should explore other program choices to fulfill their graduation requirements. Program choices include two years of the same World Language or 3 or more credits in a Career Academy (State-approved Career and Technical Education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

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

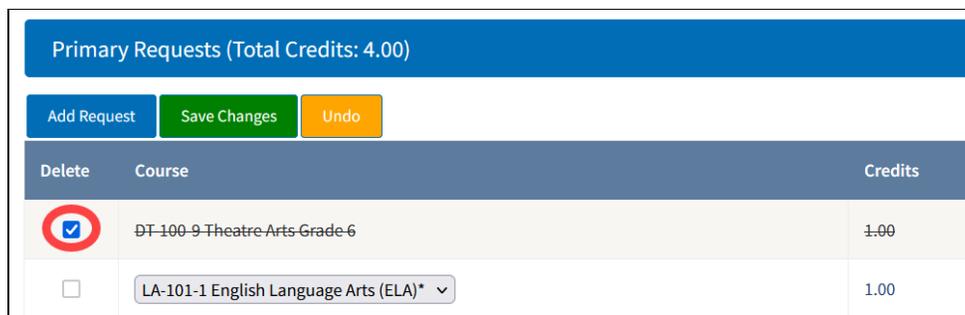
 **NOTE:** The current number of saved credits displays. Rising 6th graders will have a maximum of 5 Total Credits. Rising 7th and 8th graders will have a maximum of 6 Total Credits.



- 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.
- Click the arrows to add or remove individual or all elective courses.
- Click **Save** to save your requests or **Undo** to cancel without saving. If you save, a message displays indicating that the save was successful.

Successfully saved your requests!

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



Add Alternate Requests

- 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. Students must select 2 alternate course requests.

Select the course from the below available list to add the alternate request

Filter By Department:

Select All
▼

Filter By Credits:

Select All
▼

Available Course

- DT-100-9 Theatre Arts Grade 6 (1.00)
- MU-110-1 Chorus (1.00)
- MU-120-1 String Ensemble (1.00)
- MU-130-9 Music (General) (1.00)
- VA-100-9 Art Grade 6 (1.00)

➤

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➤

Selected Course

- MU-100-1 Concert Band (1.00)

Alternate Requests (Total Credits: 1.00*)

Close List

Save Changes

Undo

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

- Click **Save** to save your requests or **Undo** to cancel without saving. If you save, a message displays indicating that the save was successful.

Successfully saved your requests!

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

Alternate Requests (Total Credits: 2.00*)

Add Alternate

Save Changes

Undo

Delete	Priority	Course	Credits
<input type="checkbox"/>	<div style="border: 2px solid red; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;">2</div>	MU-100-1 Concert Band	1.00
<input type="checkbox"/>	1	VA-100-9 Art Grade 6	1.00

- Click **Save** to save the priority change or **Undo** to cancel.

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