## **HCPSS Connect** Online Course Requests – Rising 9<sup>th</sup> – 12<sup>th</sup> grade



Howard County Public School System ♥ Office of Accountability ♥ Document: HCPSS105 ♥Revision Date: 12/13/2023

## **About Online Course Requests**

Rising 9<sup>th</sup> grade through 12<sup>th</sup> grade students will make course requests for electives and alternates online through HCPSS Connect. Parents have view access only. Please note the following when making your course requests:

- Use the Catalog of Approved High School Courses to review course selections. Please note course descriptions and prerequisites.
- If you do not have access to a computer, need assistance, or want to make changes after the form due date, please contact the counseling office at your student's school.
- If you have concerns about or disagree with any of the course recommendations, your parents/guardians may complete a Course Placement Review Form on HCPSS Connect.
- Select electives to ensure that you have seven credits requested.

## **Select Course Requests**

- 1. Access the HCPSS Connect website.
- 2. On the Home page, click on the **Course Request** option in the left panel. A page displays the student's current recommendations for core classes and graduation status summary.

COURSE REQUEST							
Please add courses in Primary Requests to equal 7 credits and 3 Alternates in priority order. Do not duplicate courses.							
Atholton High School (410-313-7065) Selection Time Period: 11/11/2023 - 1/1/2024 Counselor:							
Click	chere to cha	nge course requests		Lock Course Request			
Selected Course Requests							
	Course						
•	Course ID	English 11 - AP No					
Þ	Course ID	Math Analysis - Honors No					
•	Course ID	Mod Wrld Hist-Hon No					

- 3. To add additional requests, click the **Click here to change course requests** button.
- Review the list of available courses in the Search Courses area. Enter text in the search field to search for courses in a specific **Department**, with a specific word in the **Course Title**, or that contains a specific **Course Number**.

Search Courses							
Enter a search value to filter any of the applicable course fields.							

	Search Courses						
Enter a search va	Enter a search value to filter any of the applicable course fields.						
Q Art (	Q Ard 🔊						
Req	Add	- Course					
Add Request	* Add Alternate	Department Art Course ID VA-400-1 Course Title Art I: Found of Studio Elective Yes College Prep No Credit 1.000					
•		Department Art Course ID VA-510-1 Course Title Art ILDev Ideas GT Elective Yes College Prep No Credit 1.000	Pre-reg not met: (VA-400-1 or VA-400-CC or 6000)				

- 5. The list of courses updates automatically to match your criteria. Select the **Add Request** or **Add Alternate** button to add that course to the list of requests.
- **NOTE**: Requests save automatically when they are added to the list of requests.
- 6. Repeat to add courses until you have seven (7) credits in the **Selected Course Requests** list and three courses in the **Alternate Elective Requests** list.

COURSE REQUEST SELECTION									
Please add courses in Primary Requests to equal 7 credits and 3 Alternates in priority order. Do not duplicate courses.									
Atholton High	School (410-313-7065)	Selection Time Period: 11/11/2023 - 1/1/2024 Counselor.							
Click here to return to course request summary									
Selected Course Requests									
Action	Course	Credit							
•	Department English/Language Arts Course ID LA-603-1 Course Title English II - AP Elective No College Prep No	1.000							
•	Department Mathematics Course ID MA-502-1 Course Title Math Analysis - Honors Elective No College Prep No	1.000							
•	Department Social Studies Course ID SO-601-1 Course Title Mod Wrld Hist-Hon Elective No College Prep No	1.000							
▶ × Remove	Department World Language Course ID WL-404-1 Course Tritle French I Elective No College Prep No	1.000							
	Total	4.000							

- 7. Click and drag your **Selected Alternate Course Requests** to set the preferred priority.
- **NOTE**: To delete a course request, click **Remove** for that course.
- 8. Click the **Click here to return to course request summary** button to return to the summary page. The **Graduation Status Summary** table will update to reflect the courses selected for next year. Review your course requests and make any adjustments as necessary.



- 9. Click **Lock Course Requests** to submit for the school counselor to review. Once you lock your course requests, you will need to contact your school counselor to make any edits.
- **NOTE**: You will not be able to lock your course requests until you have seven credits and four alternate requests selected.