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

About Online Course Requests

Parents/guardians will make course requests for rising 7th and 8th graders. Please note the following when making your course requests:

- Use the Catalog of Middle School Courses – 2020-21 to review course selections. 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, you may complete the paper Course Placement Review form.
- Select two requests, one of which must be a Fine Arts: Art or Music.

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.

3. To add additional requests, click the **Click here to change course requests** button.

4. Search for the course to add. You can search on one or multiple fields. You can search by:

   - **Department**
   - **Course Title**
   - **Course ID**
   - **Elective Yes or No**

5. The list of courses updates automatically to match your criteria.

6. Select the **Add Request** button to add that course to the list of requests. Requests save automatically when they are added to the list of requests.

✉ **NOTE**: To delete a course request, click **Remove** for that course.

7. 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.

8. 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.