HCPSS Connect
Online Course Requests – Rising 7th and 8th graders

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.

![COURSE REQUEST SELECTION](image)

**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.

![COURSE REQUEST](image)

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

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.