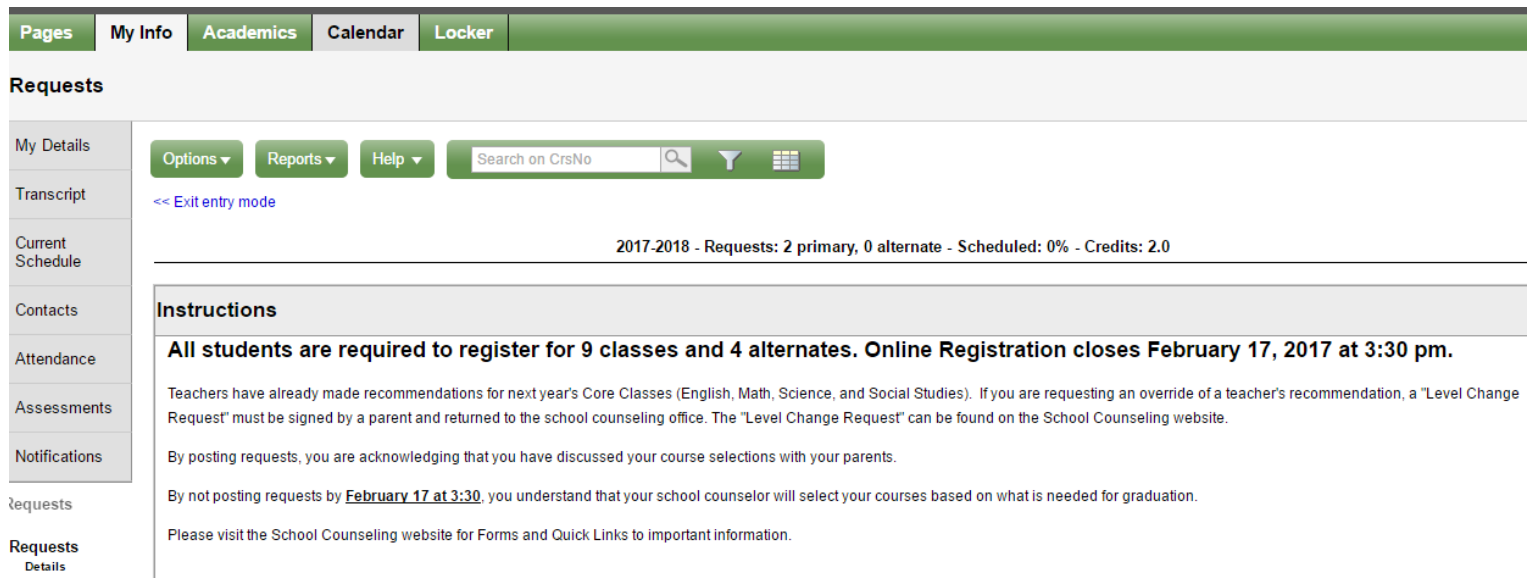# HHS Online Schedule Requests

In the Student portal

View and enter your requests for next year's courses. HHS school will determine the date range when you can select courses. During this date range, you can come here to enter and make changes at any time. When you finish, click Post to notify your counselor that you are done.

To enter your requests:
1. Log on to the **Student** view.
2. Click the **My Info** tab.
3. Click the **Requests** side-tab.

The Requests page appears:

| Pages | My Info | Academics | Calendar | Locker |

Requests

My Details
Transcript
Current Schedule
Contacts
Attendance
Assessments
Notifications
Requests

Requests
  Details

Options ▾   Reports ▾   Help ▾   Search on CrsNo 🔍 ▾ ▦

<< Exit entry mode

2017-2018 - Requests: 2 primary, 0 alternate - Scheduled: 0% - Credits: 2.0

Instructions

All students are required to register for 9 classes and 4 alternates. Online Registration closes February 17, 2017 at 3:30 pm.

Teachers have already made recommendations for next year's Core Classes (English, Math, Science, and Social Studies). If you are requesting an override of a teacher's recommendation, a "Level Change Request" must be signed by a parent and returned to the school counseling office. The "Level Change Request" can be found on the School Counseling website.

By posting requests, you are acknowledging that you have discussed your course selections with your parents.

By not posting requests by February 17 at 3:30, you understand that your school counselor will select your courses based on what is needed for graduation.

Please visit the School Counseling website for Forms and Quick Links to important information.

4. At the top of the page, in the **Instructions** box, read and follow the instructions for entering your requests. *Note: If any of your courses are required or recommended by your teachers, they might automatically appear as requests when you first view the **Requests** page.*

5. In the **Primary requests** box, select your requests for the different subject areas. For example, to select your request for a math course, click **Select** next to Math. The courses you can request appear:

Use the following tips when selecting a course to request:

- If your teacher recommended a course, a checkmark appears in the **Select** column. That course becomes a course request when you click **OK**.
- The **Status** column displays information about the course, such as if the course is full, or if this is the course your current teacher recommended for you. Depending on the subject, you can either select any course, or are required to accept the courses recommended for you.
- If your teacher entered comments about a recommendation for you, 📄 appears in the **Status** column. Click the icon to view the comments.

Subject area	English

Instructions	1. You must have 4 credits of English to graduate. 2. Check for a Recommendation from your English Teacher. If you do not have an English recommendation, please review the English Sequencing Chart Below and Select a course. 3. If you have failed a course and need to repeat it, please select the course from the pick list.

English Sequence of Classes (4 credits)

9th	10th	11th	12th
Eng 1	Eng 2	Eng 3	Eng 4
Eng 1 CP	Eng 2 CP	Eng 3 CP	Eng 4 CP or DE Eng 1010
Honors Eng 1	Honors Eng 2	AP Lit & Comp	AP Lang & Comp or DE Eng 1010

0 of 6 selected

Select	CourseNumber	CourseDescription	Academic level	Credit	Prequisite	Status
☐	300303000	ENG 3 CP	STD	1.0		
☐	301405000	AP ENG LIT	AP	1.0		Approval require
☐	300302000	ENGLISH 3	STD	1.0		
☐	300203000	ENG 2 CP	STD	1.0		
☐	300103000	ENGLISH 1 CP	STD	1.0		
☐	300102000	ENGLISH 1	STD	1.0		

- If you are entering alternate requests, you can type a number in the **Priority** column to prioritize them; type 1 next to the alternate you want to try to be scheduled in first, type 2 in the next alternate you would want on your schedule, and so on:

Primary requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Short Description	SchoolCourse > Description	Alternate?	Credit
Select...	Skinny					
Select...	English					
Select...	Math	312600000	PRE CALCUL	PRE CALC	N	1.0
Select...	Science					
Select...	Social Studies	344005000	AP US HIST	AP US HIST	N	1.0
Select...	Elective Courses					

Alternate requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Short Description	SchoolCourse > Description	Alternate?	Credi
Select...	Alternate Courses					

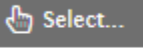**Notes for counselor**

Post	Last posted time:	Approved time:

6. Select the checkbox in the **Select** column of the course(s) you want to request, and click **OK**. The requests now appear on your **Requests** page.

*Note: To remove a request from your **Requests** page, click the **Select** checkbox again to deselect it.*

7. In the **Notes for counselor** box, type any notes to your counselor regarding your requests. Your counselor can view these notes when reviewing your requests:
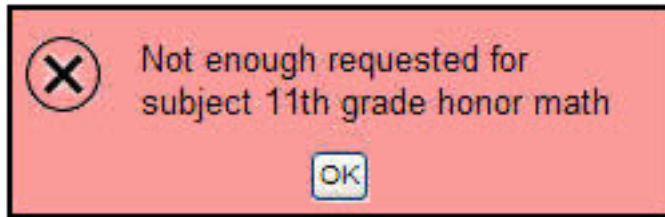
Alternate requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Short
Select...	Alternate Courses		

Notes for counselor

Mrs. Overton I want to take Algebra 2 in the fall and Pre Cal in the Spring. Thank you.

Your requests are automatically saved after you enter them on the Requests page. Your counselor can view them anytime.

8. After you complete entering your requests, click **Post** at the bottom of the page. This lets your counselor know that you are finished entering requests. If you have not selected enough courses to satisfy requirements for your academic track, the system lets you know which area you need to make more requests in:

Not enough requested for subject 11th grade honor math

OK

Note: Once your counselor approves your requests, you can no longer make changes to your course selections.