DIRECTIONS FOR COURSE SELECTION USING HAC

Course Selection

Welcome to course selection. Students will be making course requests through **Home Access Center (HAC)**. Each student needs to have **3 primary elective choices**. And, you should create a list of several alternatives for each of your electives. Below you will find: *Important dates*, *General Information* regarding course selection, and *Directions for Course Selection using HAC*.

Important Dates for Course Selection

- HAC is now open for course selection.
- Course selection will run through January 31.
- Course selection on HAC will close February 1. Students must enter course requests in HAC prior to this date.

General Information Regarding Course Selection

- The Course Selection Guide is available on-line at the UDHS website. Click on "**Counseling**" and you'll find the link under "**Documents**" or on the left under "**Course Selection.**"
- Many courses will be pre-loaded into your course selection page later in this process, these are the core courses in the sequence based on current data and teacher recommendation. For example, all students will need to take an English 9 course next year.
- Certain AP courses are NOT available through HAC but can only be added after a discussion with your counselor: ***AP Computer Science Principles** (AP Computer Science Principles is available to students who have completed the Algebra 1b course. Students who complete Algebra I in 8th grade will have a conference with their counselor to*

discuss possible enrollment in this course.)

- If you wish to take one of these courses, your counselor will make the change at your course selection meeting and will remove the pre-loaded course.
- **Course selection changes:** Course verification sheets will be sent home with student report cards on April 9, 2019. Any changes to your Course Selection must be made by informing the middle school counselor. Middle School counselor will send all changes to high school by May 1st.

Directions for Course Selection using HAC

1) Click on "Click here to Login to HAC." If this does not work then type in this URL-

   https://bit.ly/2C26De4

2) Use your HAC login information to login to HAC (Home Access Center).

Username: firstinitial.lastname (J.Smith) *if you have a common last name, your last name may have a number after it (for example, J.Smith2)

Password: Your network password (what you use to log into the computers at school)

5) When HAC opens, you will see your Demographic Information. Select the Classes icon.

6) Select Requests.

8) Scroll down to the department you want to select. Click the Edit button for that department.

9) Once you select a department to add a course request another window will open with the available courses. Notice the Course Status Key, this section explains the meaning of the icon next to some courses.

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10) To select a course, click on the check box under the Request column. Once you have selected all of your regular requests for this department click Save. Do not enter alternate courses at this time. You should enter in all of your regular course requests first. You will enter your alternate selections further in the directions.

Select A Course

| | Save | Cancel |

Department : BUSINESS
Requested Credits : 1.0000
Alternate Credits : 0.0000

Save

Course Status Key: ❶ Required ⬤ Suggested 🔒 Locked ⊗ Incomplete Prerequisite ⬤ Alternate Request

Request	Description	Course	Credit	Alternate	
☑	Accounting 1	BUACCT1	1.0000	--- Make Course an Alternate --- ∨	∨
☐	⊗ Accounting 2 Honors	BUACCT2H	1.0000	--- Make Course an Alternate --- ∨	∨
☐	Advanced Programing	BUADVPR	1.0000	--- Make Course an Alternate --- ∨	∨

11) Repeat steps #9 and #10 to enter all of your regular course requests.

12) Now you will begin entering your alternate course requests. An alternate course request must have the same credit value as the regular course request it is an alternate to, please see the example below from the course selection sheets in the POS.

			Credits must be the same		
Course #	**Description**	**Credits**	**Alternate #**	**Description**	**Credits**
ARART1	Art I	1.0	OR FCSCULESS	Culinary Essentials	1.0
SSSOC	Sociology	0.5	OR BUINVMGT	Investment Management	0.5

13) Scroll down to the department you want to select. Click the Edit button for that department. Same as in step #7 above.

14) To select an alternate course, click on the check box under the Request column. Under the

"Alternate" column click on the pull down options and select Alternate to this Course. Then select the regular course request that you want this course to be an alternate to. The alternate course CANNOT be an alternate to a core course. Click "Save" when you are finished entering alternates for this department.

All alternates must use the "Alternate to this Course" option. Alternate electives can only be

selected to other elective courses. If you use the "Alternate to Any Course" option or if you select an alternate to a core course then your alternate will be deleted. The more correctly selected alternates you have for your electives the more likely you will receive a schedule with electives you selected.

15) Repeat step #13 as needed to add all of your alternate courses.

16) Every student should have 3 regular course requests. You should have 2 alternate credits for each primary.