

Students Entering Course Requests in HAC

- Log in to Home Access Center (**STUDENT LOGIN ONLY**)
- Click on the **CLASSES** icon at the top of the screen, then click on the **REQUESTS** tab
- To the right of each department, click the **EDIT** button to access the courses

The screenshot shows the HAC interface. At the top, there are navigation icons for Home, Attendance, **Classes** (circled), Grades, and Registration. Below this is a 'Requests' tab (circled). The main content area is titled 'Course Requests' for the 2015-2016 School Year at St. Charles North High School, Grade 12. It lists various departments with an 'Edit' button next to each. The 'Art (ART)' department's 'Edit' button is circled.

Department	Course	Credits
Art (ART)		
Business (BUS)		
Elgin Community College (ECC)		
English (ENG)		
Family & Consumer Science (FACS)		
Foreign Language (FL)		
Fox Valley Career Center (FVCC)		
Lunch/Study/Unscheduled (LUNCH)		
Mathematics (MATH)		
Music (MUSIC)		

- A pop-up will appear (as shown below) and you will check the request box for each course you would like to add, and then click **SAVE** when you are done with this subject area

The screenshot shows the 'Select A Course' pop-up window. It displays the selected department as 'Art' and 'Requested Credits' as '0.0000'. The 'Save' button is circled. Below this is a table of available courses with checkboxes in the 'Request' column. The checkbox for '3D Media I' is checked and circled.

Request	DESCRIPTION	COURSE	CREDITS
<input type="checkbox"/>	2D Media I	HA8123	0.5000
<input type="checkbox"/>	⊗ 2D Media II	HA8223	0.5000
<input type="checkbox"/>	⊗ 2D Media III	HA8323	0.5000
<input checked="" type="checkbox"/>	3D Media I	HA1323	0.5000
<input type="checkbox"/>	⊗ 3D Media II	HA1423	0.5000
<input type="checkbox"/>	⊗ 3D Media III	HA1523	0.5000
<input type="checkbox"/>	⊗ Adv 3D Media Studio	HA1623	0.5000
<input type="checkbox"/>	⊗ Adv Digital Media Studio	HA2623	0.5000
<input type="checkbox"/>	⊗ Advanced 2D Media Studio	HA8423	0.5000
<input type="checkbox"/>	⊗ Advanced Photo Studio	HA5423	0.5000
<input type="checkbox"/>	AP Art History Block	HA0957	1.0000

- After you click **SAVE**, the courses you selected will appear below the department

- At any time, you can click on the EDIT button if you would like to add another course in that subject area or to remove a course that you had previously selected

Course Status Key: <input type="checkbox"/> Requested <input type="checkbox"/> Locked <input type="checkbox"/> Incomplete <input type="checkbox"/> Priority <input type="checkbox"/> Alternate Request		
Course Requests - 2015-2016 School Year - St Charles North High School - Grade 12		
Art (ART)	Art (ART) Total: 8.000	<input type="button" value="Edit"/>
Business (BUS)		<input type="button" value="Edit"/>
High Community College (HCC)		<input type="button" value="Edit"/>
English (ENG)		<input type="button" value="Edit"/>
Family & Consumer Science (FACS)		<input type="button" value="Edit"/>
Foreign Language (FL)		<input type="button" value="Edit"/>
Fox Valley Career Center (FYCC)		<input type="button" value="Edit"/>

- The registration portal will open January 18 for current freshmen, sophomores and juniors and close January 29.
- You need to enter enough course requests to have a full seven period school day.
- Counselor appointments to review your requests will begin January 25th and end February 19th. Changes or corrections can be made at that time.
- When choosing semester only courses, select courses in the opposite semester. Courses ending in 1 are first semester courses and courses ending in 2 are second semester courses.
- Email your counselor if you need help.