

## Submitting Course Requests through Home Access Center

In preparation for the 2020-2021 school year, Derry Township School District students currently in grades 8 through 11 will submit their course requests through the Home Access Center (HAC). Teachers will make course recommendations for your child on their course selection form. Teachers will also load and lock their recommendations into the system. Between February 19 and February 23, students will submit their course requests electronically through HAC. Students will not be able to submit course requests online after February 23. All requests made during the enrollment period will be given equal consideration. The directions to submit course requests online are listed below and posted under the Quick Links on the HHS website.

### Special Notes:

- *Parents are encouraged to review student selections in HAC prior to the February 23 deadline.*
- *After students have made their course requests through HAC, they must hand in their course selection form to their homeroom teacher by February 24.*
- *Students can only request courses that have been signed off as recommended by their teachers if the course requires a teacher recommendation or prerequisite.*

### Steps to Submit Course Requests through HAC:

1. Access HAC (<http://www.hershey.k12.pa.us/HAC>).
2. Enter your User Name and Password.
3. Click on the **Classes** link at the top of the screen and click on the **Requests** tab located on the upper-left side.
4. To add a course, complete the following steps:
  - a. Click on the **Edit** button in the respective **Subject Area** of the course you need to add.
  - b. Find the course you wish to add by scrolling down through the list.
  - c. Click on the Request box to choose the course.
  - d. Click on the **Save** button at the top of the Select a Course window.
5. If you chose the wrong course and need to delete it and replace it with another course, complete the following steps:
  - a. Click on the **Edit** button in the respective **Subject Area** of the course you need to delete.
  - b. Find the course you wish to delete. It will be near the top of the list.
  - c. Click on the Request box to erase the check mark in the box for that course.
  - d. Click on the **Save** button at the bottom of the Select a Course window.
  - e. Follow the steps under #4 above to add the course you want to add to your requests.
6. You may request an alternative course for particular courses should the originally requested course not fit into your schedule. To select an alternative course for a particular course, complete the following steps:
  - a. Click on the **Edit** button in the respective Subject Area of the course you need to add.
  - b. Find the course you wish to add as an alternate request to a specific course by scrolling down through the list.
  - c. Click on the Request box to choose the course.
  - d. Click on the --- **Make Course an Alternate** --- drop down option on the right side of the screen.
  - e. Select the option **Alternate to this Course:**
  - f. Select the course that you would like this course to be the alternate for from the drop down list of courses that have already been requested on the right.
  - g. Click on the **Save** button at the bottom of the Select a Course window.
7. Verify you have requested the correct number of credits.
  - a. You need to request between 7 (6.83 for 10<sup>th</sup> grade) and 8 credits.
  - b. Your total credits requested will be listed under the Credits column.
  - c. If you have not requested enough credits, a **Credit Limit** reminder (in red) will be displayed above the column titles.
  - d. If you requested too many credits, a **Credit Range** warning will pop up to prevent you from requesting more than 8 credits.
  - e. Note: Alternative course requests are not counted in the total number of course requests credits.