

1. Log in to Student's Home Access Center (HAC) account (parent password will not work)
2. Click on **Classes**



3. Click the **Requests** tab



4. Click **EDIT** to select a course in that subject area. Some classes such as math and Gifted and Talented (if applicable) were pre-loaded already.

Course Requests - 2017-2018 - Grade 07

Department	Course	Credits	Edit
IB			Edit
Career Tech (CT)			Edit
Elective (EL)			Edit
English Language Arts (ELA)			Edit
Fine Arts (FA)			Edit
Foreign Language (LOTE)			Edit
Local Credit (LC)			Edit
Math (MA)			Edit
PE (PE)			Edit
Science (SC)			Edit

5. Check the course(s) you want to take. Click **SAVE** in the upper right hand corner.

Select A Course Save Cancel

Department : Elective  
Requested Credits : 0.0000

Course Status Key: Required Suggested Locked Incomplete Prerequisite Alternate Request

Request	Description	Course	Credit
<input type="checkbox"/>	AVID 7th	78303	0.0000
<input type="checkbox"/>	Consumer SC/Skills for Living	883123	0.0000
<input type="checkbox"/>	Journalism/Media/Newspaper	88311	0.0000
<input type="checkbox"/>	Teen Leadership 7 & 8	88302	0.0000

Click on a column heading to sort by that column. Note that requested courses will always list first.

6. Repeat steps 4 & 5 to select more classes.