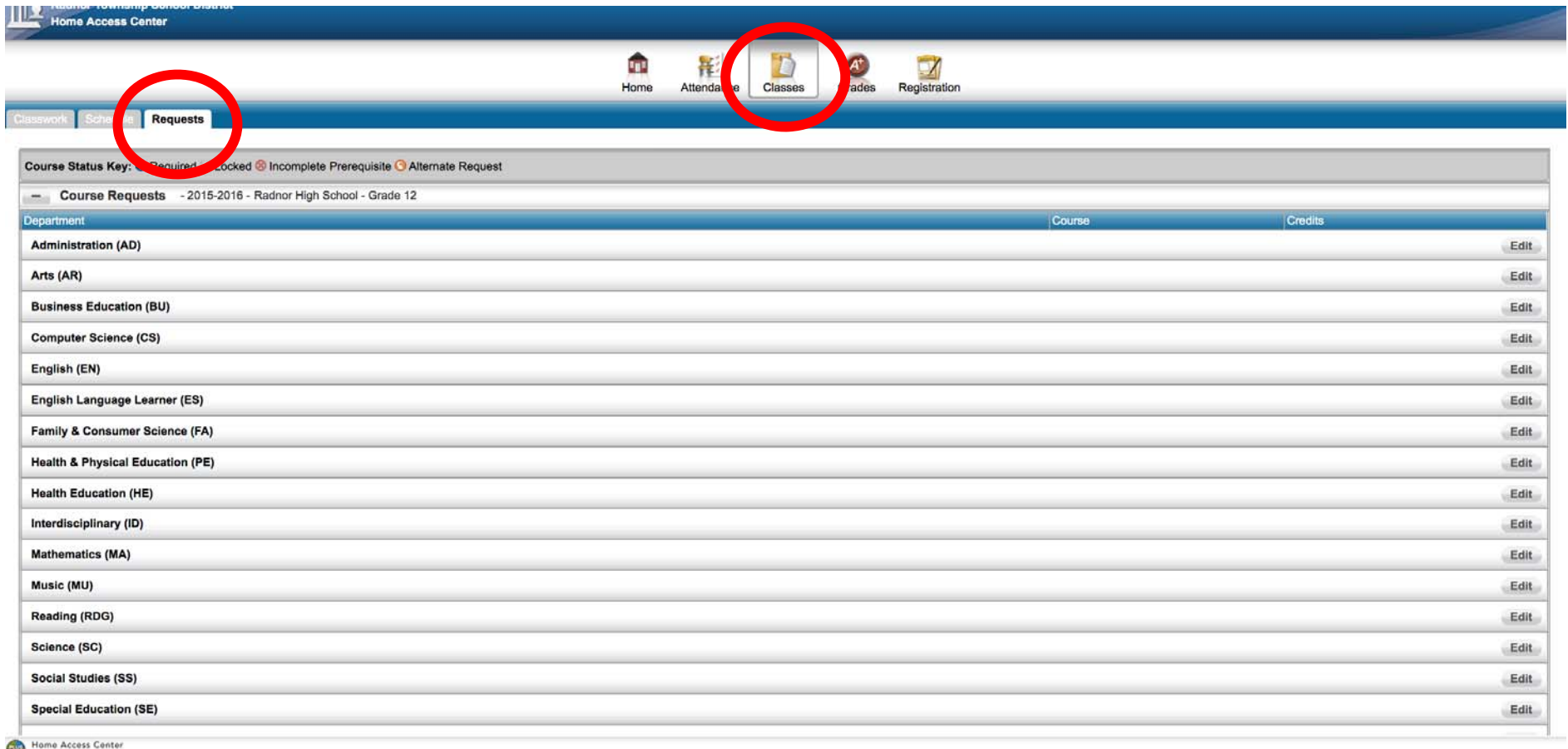


On-line Student Course Selection Guide

- 1) Log into HAC using your student HAC passwords. Once logged in, click on the “Classes” icon and then the “Request” tab.



The screenshot displays the Home Access Center (HAC) interface. At the top, the navigation bar includes icons for Home, Attendance, Classes, Grades, and Registration. The 'Classes' icon is circled in red. Below the navigation bar, the 'Requests' tab is also circled in red. The main content area shows a list of course requests for the 2015-2016 school year at Radnor High School, Grade 12. The list is organized by department, with each department name and an 'Edit' button in a table format.

Department	Course	Credits
Administration (AD)		Edit
Arts (AR)		Edit
Business Education (BU)		Edit
Computer Science (CS)		Edit
English (EN)		Edit
English Language Learner (ES)		Edit
Family & Consumer Science (FA)		Edit
Health & Physical Education (PE)		Edit
Health Education (HE)		Edit
Interdisciplinary (ID)		Edit
Mathematics (MA)		Edit
Music (MU)		Edit
Reading (RDG)		Edit
Science (SC)		Edit
Social Studies (SS)		Edit
Special Education (SE)		Edit

2) On the “Request” screen please click on the edit link that corresponds to the department for your elective. This will provide you with elective offerings. **You are unable to select core courses.** If you are unhappy with any of your recommended core courses, please see your teacher or guidance counselor.

The screenshot displays the 'Requests' section of a student portal. At the top, there are navigation icons for Home, Attendance, Classes, Grades, and Registration. Below these is a blue header with tabs for 'Classwork', 'Schedule', and 'Requests'. The main content area shows a 'Course Status Key' and a title 'Course Requests - 2015-2016 - Radnor High School - Grade 12'. A table lists various departments, each with an 'Edit' button. The 'Arts (AR)' department and its 'Edit' button are highlighted with red circles.

Department	Course	Credits
Administration (AD)		Edit
Arts (AR)		Edit
Business Education (BU)		
Computer Science (CS)		Edit
English (EN)		Edit
English Language Learner (ES)		Edit
Family & Consumer Science (FA)		Edit
Health & Physical Education (PE)		Edit
Health Education (HE)		Edit
Interdisciplinary (ID)		Edit
Mathematics (MA)		Edit
Music (MU)		Edit
Reading (RDG)		Edit
Science (SC)		Edit
Social Studies (SS)		Edit
Special Education (SE)		Edit

3) Once you click the “Edit” icon, it will allow you to select elective courses in a specific department.

Select A Course

Save Cancel

Department : Arts
Requested Credits : 0.0000
Alternate Credits : 0.5000

Course Status Key: Required Suggested Locked Incomplete Prerequisite Alternate Request

Request	Description	Course	Credit	Alternate
<input checked="" type="checkbox"/>	Art Studio I	05070721	0.5000	Alternate to Any Course
<input type="checkbox"/>	Art Studio II	05070722	1.0000	--- Make Course an Alternate ---
<input type="checkbox"/>	Commercial Art	05070708	0.5000	--- Make Course an Alternate ---
<input type="checkbox"/>	Metals & Jewelry	05070710	0.5000	--- Make Course an Alternate ---
<input type="checkbox"/>	Silkscreen & Printmaking	05070709	0.5000	--- Make Course an Alternate ---
<input type="checkbox"/>	Watercolor	05070707	0.5000	--- Make Course an Alternate ---

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

4) Choose your top choice electives **and your alternates** to those electives. You must have a total of five course selections.

Select A Course

Save Cancel

Department : Arts
Requested Credits : 0.5000
Alternate Credits : 0.0000

Course Status Key: Required Suggested Locked Incomplete Prerequisite Alternate Request

Request	Description	Course	Credit	Alternate
<input checked="" type="checkbox"/>	Art Studio I	05070721	0.5000	<input checked="" type="checkbox"/> --- Make Course an Alternate --- Alternate to Any Course Alternate to this Course:
<input type="checkbox"/>	Art Studio II	05070722	1.000	<input type="checkbox"/> --- Make Course an Alternate ---
<input type="checkbox"/>	Commercial Art	05070708	0.5000	<input type="checkbox"/> --- Make Course an Alternate ---
<input type="checkbox"/>	Metals & Jewelry	05070710	0.5000	<input type="checkbox"/> --- Make Course an Alternate ---
<input type="checkbox"/>	Silkscreen & Printmaking	05070709	0.5000	<input type="checkbox"/> --- Make Course an Alternate ---
<input type="checkbox"/>	Watercolor	05070707	0.5000	<input type="checkbox"/> --- Make Course an Alternate ---

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

After you choose your first choice electives, please select an alternate.

5) Choose all five of your elective choices

- a. First, select which courses you would like as alternates. Next select “Make Course An Alternate” for each of them.
- b. Next, select “Alternate to this Course” next to your 1st choice elective.
- c. Finally, choose the course you would like it to replace if your first choice is not available.

Select A Course Save Cancel


Department : Arts
Requested Credits : 0.5000
Alternate Credits : 0.5000

Course Status Key: ! Required o Suggested 🔒 Locked ✖ Incomplete Prerequisite 🔔 Alternate Request


Request	Description	Course	Credit	Alternate
<input checked="" type="checkbox"/>	Art Studio I	05070721	0.5000	Alternate to this Course: <input type="text" value="Metals & Jewelry (05070710)"/>
<input type="checkbox"/>	Art Studio II	05070722	1.0000	Make Course an Alternate ---
<input type="checkbox"/>	Commercial Art	05070708	0.5000	Make Course an Alternate ---
<input checked="" type="checkbox"/>	Metals & Jewelry	05070710	0.5000	--- Make Course an Alternate ---
<input type="checkbox"/>	Silkscreen & Printmaking	05070709	0.5000	--- Make Course an Alternate ---
<input type="checkbox"/>	Watercolor	05070707	0.5000	--- Make Course an Alternate ---


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





The course you choose as your 1st choice elective will appear as below.

Course Description		Close
Course :	05081080	
Status :	 This course has been planned.	
Description :	Business Law and Marketing	




The courses you choose as “alternates” will will appear as below.

Course Description		Close
Course :	05010175	
Status :	 This course has been requested as an alternate to another course.	
Description :	Battle of the Books - Young Adult literature elective	

6) Finally when you go back out to the “Course Requests” screen make sure your courses appear correct. Note that any courses marked as alternates will have  next to them.

Course Status Key:  Required  Locked  Incomplete Prerequisite  Alternate Request

Course Requests - 2015-2016 - Radnor High School - Grade 12

Department	Course	Credits	Alternate Credits
Administration (AD) Edit			
Arts (AR) Edit			
	Art Studio I (05070021) 		0.5000
		Arts (AR) Total :	0.5000
Business Education (BU) Edit			
	Business Law & Marketing (05081080)	1.0000	
		Business Education (BU) Total :	1.0000
Computer Science (CS) Edit			
English (EN) Edit			
	Battle of the Books (05010005) 		0.5000
		English (EN) Total :	0.5000
English Language Learner (ES) Edit			
Family & Consumer Science (FA) Edit			
	Child Develop Pract 1 (05110021) 		1.0000
		Family & Consumer Science (FA) Total :	1.0000
Health & Physical Education (PE) Edit			

Home Access Center
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