



**Course Request
Home Access Center
Student Instruction Sheet**

Students have the opportunity to make course requests in Home Access Center (HAC) for the upcoming school year according to the course request window determined by the high school administration. Teacher-recommended courses will be uploaded and viewable by students, but they will not be editable.

The following instructions will help students navigate the course selection process in Home Access Center.

1. Using the link provided at <http://www.sdst.org/students>, log on to Home Access Center (HAC). Your username and password have already been provided to you, but if you need a reminder, please see Mrs. Nelson or Mrs. Kane.
2. Click on the “Classes” tab at the top of the page.
3. Click on the new “Requests” tab. There, you will see a list of departments at the high school and a list of recommended/required courses. At the bottom of the page, you will see the total credits recommended to date.
4. To request a course:
 - Click the “Edit” button to the right of the department name. You will see a list of courses offered by that department. The courses for which you have met the prerequisite will have a check box next to them and are available for selection. Courses not available to you will have red circle with an “X” inside.
 - Simply click the checkbox next to the course you would like to request; you may select multiple courses within a department before saving.
 - When you have finished your selections in each department, click “Save” in the upper right.
 - Repeat this process for all departments until you have reached your minimum of 8 credits. Remember, you will see your credit total at the bottom of the “Requests” page.
5. It is important to keep in mind that, due to teacher and course availability, not every course you request will fit into your schedule. Therefore, you should select alternate courses by following the process below. You are allowed to select as many alternate courses as you like; this gives you more control over your own schedule.
 - Select the alternate course by clicking the checkbox to the left of the course.
 - Once you have checked the box, you will have the option to make the course an alternate by choosing from the two options on the drop-down menu on the right-hand side. These options are as follows:

- “Alternate to Any Course” – This means that the course you selected will replace any elective that is not able to be scheduled due to course conflicts.
- “Alternate to This Course:” – This means that you want to use the alternate to replace a specific course. If you choose this option you will also need to choose which course you would like to replace in the next drop down menu. **You may only select alternate courses to replace electives – not graduation requirements!**

Some Things to Keep in Mind

- See Mrs. Nelson or Mrs. Kane if you don’t know your HAC password.
- If you would like to sit with someone who can help you through this, or if you have questions about the process, please make an appointment with your guidance counselor.
- The computer will try to schedule the 8 non-alternate credits first – that means you need to make sure that the first 8 credits you choose are the ones you really want.
- The computer will then move to alternate options for possible scheduling – that means that the more alternates you choose, the more chance you have of getting what you ask for.
- Courses that meet before or after the regular school day do not count toward your 8 credit requirement.
- Between the starting and end dates in March, you can visit HAC and make changes as many times as you want remembering to save each time. However, at midnight on the final day the system will close; additional changes will need to wait until your schedule comes out in May/June.
- If you disagree with your teacher’s recommendation you won’t be able to change it without doing two things: talking to the teacher about why the recommendation was made, and talking to your counselor about a request for a course level change.

Facts About Scheduling

- Unlike many schools, STHS builds its schedule from scratch every year to meet the needs of our students. We do not recycle any part of the previous year’s schedule unless it remains the best fit.
- The more students who request a class, the more likely the class is to run. That means that if you want to take a course that is not popular, you should get as many of your friends as you can to request that course. If only you and your best friend request a course, it is not likely to run.
- 9th and 10th graders will not be permitted to have study hall in their schedules. 11th and 12th graders may have study hall and must meet the revised requirements for late arrival and early release. Because of this, you should choose lots of alternate courses.

For a complete list of course offerings at STHS, worksheets to help you plan course selection, and more information about the course selection process, visit the current Course Selection Guide at

[Current Course Selection Guide](#)