

Student Course Requests

During the specified timeframe, students will see a tab for Requests in the Classes page in HAC.

1. On the Requests tab, courses that have been recommended by current year teachers appear as blue hyperlinks below the Department.
2. To remove a recommended course or select additional courses, click the **Edit** button for the Department's courses you want to request.

Course Status Key: ● Required ● Locked ● Incomplete Prerequisite ● Alternate Request

Course Requests

Department	Course	Credits	Alternate Credits
Business (BIS)			Edit
Computer Science (CS)			Edit
Creative and Performing Arts (CP)			Edit
English (E N)	Honors English 11 (1500) (Teacher Recommendation)	1.0000	
		English (E N) Total:	1.0000 0.0000
Family and Consumer Science (FC)			Edit
Foreign Language (FL)			Edit
Health/PE (HP)			Edit
Lakota Butler Tech (BT)			Edit

3. Click the **Request** box for the course(s) you want.
4. Click **Save**.

Select A Course [Save](#) [Cancel](#)

Department : English
Requested Credits : 1.5000
Alternate Credits : 0.0000

Course Status Key: ● Required ● Suggested ● Locked ● Incomplete Prerequisite ● Alternate Request

Request	Description	Course	Credit	Alternate
<input checked="" type="checkbox"/>	Honors English 11	1500	1.0000	-- Make Course an Alternate --
<input type="checkbox"/>	⊗ CP English 10	1410	1.0000	-- Make Course an Alternate --
<input type="checkbox"/>	⊗ CP English 11	1510	1.0000	-- Make Course an Alternate --
<input type="checkbox"/>	CP English 12	1690	1.0000	-- Make Course an Alternate --
<input checked="" type="checkbox"/>	Creative Writing	16403	0.5000	-- Make Course an Alternate --
<input type="checkbox"/>	English 10	991410	1.0000	-- Make Course an Alternate --
<input type="checkbox"/>	English 11	991510	1.0000	-- Make Course an Alternate --
<input type="checkbox"/>	English 12	991690	1.0000	-- Make Course an Alternate --

Requesting an Alternate Course:

1. Click in the **Request** box next to the alternate course.
2. Use the dropdown list in the **Alternate** column to select **Alternate to This Course**.
3. Select the previously requested course to which this course would be an alternate.
4. Click **Save**.

Select A Course Save Cancel

Department : Foreign Language
Requested Credits : 1.0000
Alternate Credits : 1.0000

Course Status Key: ! Required o Suggested x Locked x Incomplete Prerequisite o Alternate Request

Request	Description	Course	Credit	Alternate
<input checked="" type="checkbox"/>	x Spanish III	6720	1.0000	-- Make Course an Alternate --
<input checked="" type="checkbox"/>	o French I	6400	1.0000	Alternate to this Course: Spanish III (6720)
<input type="checkbox"/>	American Sign Language I	6300	1.0000	-- Make Course an Alternate --
<input type="checkbox"/>	x American Sign Language II	6310	1.0000	-- Make Course an Alternate --
<input type="checkbox"/>	x French II	6410	1.0000	-- Make Course an Alternate --
<input type="checkbox"/>	x French III	6420	1.0000	-- Make Course an Alternate --
<input type="checkbox"/>	Latin I	6600	1.0000	-- Make Course an Alternate --
<input type="checkbox"/>	x Latin II	6610	1.0000	-- Make Course an Alternate --
<input type="checkbox"/>	x Latin III	6620	1.0000	-- Make Course an Alternate --
<input type="checkbox"/>	Spanish I	6700	1.0000	-- Make Course an Alternate --
<input type="checkbox"/>	x Spanish II	6710	1.0000	-- Make Course an Alternate --

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

Deleting a Request:

1. Click the **Edit** button for the Department of the course you want to delete.
2. Uncheck the appropriate course (at the top of the list).
3. Click **Save**.

Tracking progress toward graduation:

1. Click the + button for **Graduation Subject Area Requirements** at the bottom of the Requests page.



2. Required, completed, in-progress, and requested credits show.

Graduation Subject Area Requirements		* Scheduled credits may include credit lost due to failing marks			
Subject Area	Required Credits	Completed Credits	Scheduled Credits *	Planned Credits	Needed Credits
English 9 (E1)	1.0000	1.0000	0.0000	0.0000	0.0000
English 10 (E2)	1.0000	0.0000	1.0000	0.0000	0.0000
English 11 (E3)	1.0000	0.0000	0.0000	0.0000	1.0000
English Elective (EE)	1.0000	0.0000	0.0000	0.0000	1.0000
Biological Science (SB)	1.0000	0.0000	1.0000	0.0000	0.0000
Physical Science (SP)	1.0000	1.0000	0.0000	0.0000	0.0000
Science Elective (SE)	1.0000	0.0000	0.0000	0.0000	1.0000
Algebra II (M2)	1.0000	0.0000	1.0000	0.0000	0.0000
Mathematics (MT)	3.0000	1.0000	1.0000	0.0000	1.0000
World Studies 9 (SS1)	1.0000	1.0000	0.0000	0.0000	0.0000
US History 10 (SS2)	1.0000	0.0000	1.0000	0.0000	0.0000
Government (GV)	0.5000	0.0000	0.0000	0.0000	0.5000
Economics (EC)	0.5000	0.0000	0.0000	0.0000	0.5000
Health (HT)	0.5000	0.5000	0.0000	0.0000	0.0000
Phys Ed 1 (P1)	0.2500	0.2500	0.0000	0.0000	0.0000
Phys Ed 2 (P2)	0.2500	0.0000	0.0000	0.0000	0.2500
Creative Performing Art (CP)	1.0000	1.0000	0.0000	0.0000	0.0000
Elective (EL)	4.0000	1.0000	1.0000	0.0000	2.0000
Total	20.0000	6.7500	6.0000	0.0000	7.2500

