

STEP 1: CONSIDER YOUR CAREER INTERESTS AND CAREER PATHWAYS. REVIEWING YOUR NAVIANCE INFORMATION MAY BE HELPFUL.

STEP 2: REVIEW YOUR GRADUATION PROGRESS REPORT TO DETERMINE CLASSES THAT WILL MEET YOUR GRADUATION REQUIREMENTS AND ALIGN WITH YOUR CAREER INTERESTS.

STEP 3: COMPLETE YOUR FOUR YEAR PLAN WITH THE COURSE NAMES AND COURSE CODES.

STEP 4: LOG IN TO HOME ACCESS CENTER WITH YOUR STUDENT CREDENTIALS AND SELECT YOUR COURSES. HAC WILL BE OPEN FOR SCHEDULING FEBRUARY 10TH - 15TH.

BEFORE YOU BEGIN: HELPFUL HINTS

- Review the Course of Studies and scheduling resources found on the CHS website.
- Only STUDENT accounts can be used to request courses. PARENT accounts can **NOT** be used to complete the process.
- Some courses may have been recommended for you by your current teacher(s). Please speak with your teacher to make an informed decision if you are wanting to change a teacher recommendation.
- It is recommended that you schedule for a full school day:
6 class periods + lunch = 7 periods
- Your guidance counselor will schedule Advisory and lunch periods.
- If you want a study hall, simply leave room in your schedule. Remember: one semester opening = one study hall, or two semester openings = two study halls. **Remember, you can only have one study hall per semester.** Faculty Assisting and Office Assisting are considered study halls. If you wish to have one of these positions, leave the opening in your schedule. We will assign the actual faculty/office assistant position when school starts.
- Course requests are only selecting courses, **NOT** specific periods or teachers.
- If you plan to take a course during summer school, do **NOT** request the same course during this process.
- If you need additional information, have questions, or experience difficulties with this course request process, please see your unit guidance counselor.
- You will receive a course verification sheet on **February 28th** in advisory. This sheet will list the courses you selected. Please review this sheet carefully and make the appropriate corrections. **This will be your LAST opportunity to change your requested course until school starts!**

SUBMITTING COURSE REQUESTS VIA HAC

HAC.CENTERVILLE.K12.OH.US

CHS students in grades 9-11 will submit their course requests through the Home Access Center (HAC).

Students must submit their course requests electronically through HAC, beginning February 10, 2023 at 8 am. Students will not be able to submit course requests online after February 15, 2023 at 3 pm. Upperclassmen will continue to receive priority when scheduling classes.

Let's Get Started:

1. Access HAC at <http://hac.centerville.k12.oh.us/homeaccess>
2. Enter your **User Name** (*Student ID*) and **Password** (*CHS computer password*)
Note: Students must use their own login information to request classes. Parent logins will not work for course requests!
3. Click on the **Classes** button at the top of the screen and click on the **Requests** tab located underneath the main row of buttons:



To Add A Course:

1. Click on the **Edit** button for the **Subject Area** of the course you need to add:



2. Find the course you wish to add by scrolling down through the list.

- Place a check mark in the Request box to choose the course:

Select A Course

Department : Mathematics
 Requested Credits : 1.0000
 Alternate Credits : 0.0000

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

Request	Description	Course	Credit	Alternate
<input type="checkbox"/>	Algebra I	1109	1.0000	-- Make Course an Alternate --
<input type="checkbox"/>	Algebra I Concepts & App	1103	2.0000	-- Make Course an Alternate --
<input type="checkbox"/>	Algebra I Enriched	1112	1.0000	-- Make Course an Alternate --
<input type="checkbox"/>	Algebra II	1121	1.0000	-- Make Course an Alternate --
<input checked="" type="checkbox"/>	Algebra II Concepts and Apps.	1119	1.0000	-- Make Course an Alternate --

- Click on the **Save** button in the top right-hand corner.

To Delete a Course:

- Click on the **Edit** button for the **Subject Area** of the course you need to delete
- Click on the check mark in the Request box to **remove** the check mark for the course you want to delete.
- Click on the **Save** button in the top right-hand corner.

To Request an Alternate Course: *ONLY TO BE USED FOR ELECTIVES!*

- Click on the **Edit** button in the Subject Area of the course you need to add.
- Find the course you wish to add as an alternate to a specific course by scrolling down through the list.
- Place a check mark in the Request box to choose the course.
- Click on **Make Course an Alternate** drop down option on the right side of the screen.
- Select the option **Alternate to this Course**.
- Select the course that you would like this course to be the alternate for from the drop down list of courses:

<input checked="" type="checkbox"/>	Art 1 (Sem)			-- Make Course an Alternate --
<input type="checkbox"/>	⊗ Art 2 (Sem)	1806	0.5000	-- Make Course an Alternate --
<input type="checkbox"/>	⊗ Art 3 (Sem)	1809	0.5000	-- Make Course an Alternate --
<input type="checkbox"/>	Basic Music Theory			-- Make Course an Alternate --
<input checked="" type="checkbox"/>	Ceramics 1 (Sem)	1812	0.5000	Alternate to this Course: Art 1 (Sem) (1803)
<input type="checkbox"/>	⊗ Ceramics 2 (Sem)	1815	0.5000	-- Make Course an Alternate --

- Click on the **Save** button in the top right-hand corner.