

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. 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.