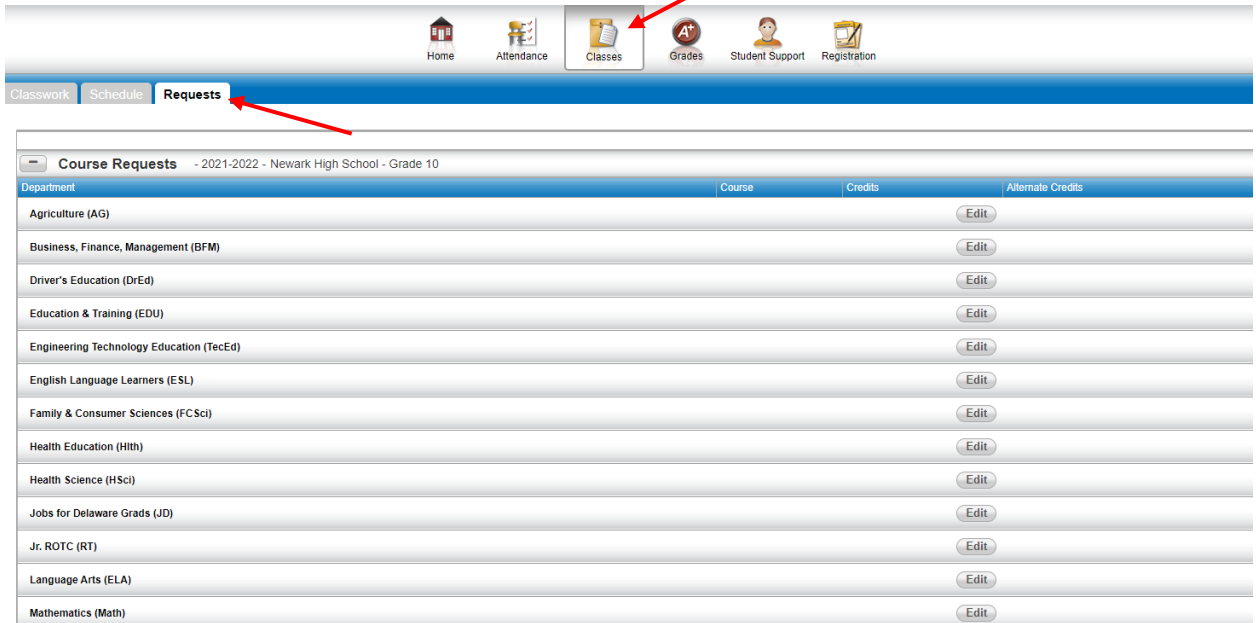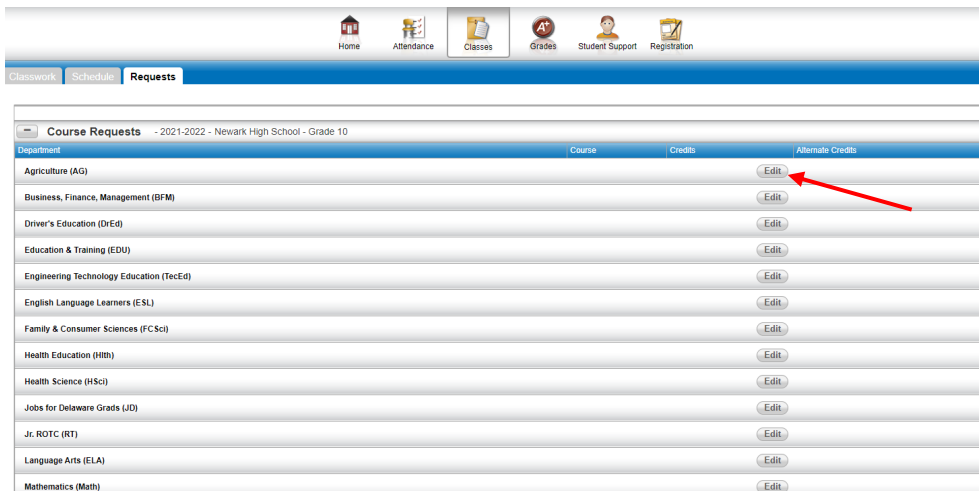Welcome to HAC scheduling!

Starting this year, NHS has decided to open home access for students to make course requests for School Year 2021-2022. Any student who is not graduating this school year (grades 9-11) will be completing these course requests. Please follow the step-by-step process outlined below:

1) Login to HAC and click on the classes tab at the top. Then click on the requests tab below.

2) Click into each department, one at a time, and make your selections by selecting the edit button.

3) Once you click into a department, you will see all of the options you can choose from. Any course that has a red X next to will be greyed out. That means you have not met the prerequisites to take that course.

To select a course, click the request box for that course to the left.

Select A Course (Save) (Cancel)

Department : Social Studies
Requested Credits : 0.0000
Alternate Credits : 0.0000

Course Status Key: ❶ Required ⚪ Suggested 🔒 Locked ⊗ Incomplete Prerequisite ⚪ Alternate Request

Request	Description	Course	Credit	Alternate	
☐	African American Studies	SOC7810	1.0000	--- Make Course an Alternate --- ✓	✓
☐	AP Human Geography	SOC8530	1.0000	--- Make Course an Alternate --- ✓	✓
☐	⊗ AP Psychology	SOC6030	1.0000	--- Make Course an Alternate --- ✓	✓
☐	⊗ AP US History	SOC4030	1.0000	--- Make Course an Alternate --- ✓	✓
☐	⊗ AP World History	SOC8430	1.0000	--- Make Course an Alternate --- ✓	✓
☐	Cambridge History 9-World Civ	SOC2540	1.0000	--- Make Course an Alternate --- ✓	✓
☐	Economics/Government	SOC9813	1.0000	--- Make Course an Alternate --- ✓	✓
☐	Economics/Government -CP	SOC9810	1.0000	--- Make Course an Alternate --- ✓	✓
☐	Economics/Government-Honors	SOC9820	1.0000	--- Make Course an Alternate --- ✓	✓
☐	Human Geography-CP	SOC8510	1.0000	--- Make Course an Alternate --- ✓	✓
☐	Law in American Society	SOC7210	1.0000	--- Make Course an Alternate --- ✓	✓
☐	Psychology	SOC6010	1.0000	--- Make Course an Alternate --- ✓	✓
☐	US History-CP	SOC4010	1.0000	--- Make Course an Alternate --- ✓	✓
☐	⊗ US History-Honors	SOC4020	1.0000	--- Make Course an Alternate --- ✓	✓
☐	World History	SOC8410	1.0000	--- Make Course an Alternate --- ✓	✓

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

4) You can choose more than one course if you would like to identify alternates. To make a course an alternate, after you check the request box on the left, then click on "Make Course an Alternate" to the right. You will be able to choose if you want that course to be just a general alternate or an alternate to a specific course.

Request	Description	Course	Credit	Alternate	
☐	African American Studies	SOC7810	1.0000	--- Make Course an Alternate --- ✓	✓
☐	AP Human Geography	SOC8530	1.0000	--- Make Course an Alternate --- ✓	✓
☐	⊗ AP Psychology	SOC6030	1.0000	--- Make Course an Alternate --- ✓	✓
☐	⊗ AP US History	SOC4030	1.0000	--- Make Course an Alternate --- ✓	✓
☐	⊗ AP World History	SOC8430	1.0000	--- Make Course an Alternate --- ✓	✓
☐	Cambridge History 9-World Civ	SOC2540	1.0000	--- Make Course an Alternate --- ✓	✓
☐	Economics/Government	SOC9813	1.0000	--- Make Course an Alternate --- ✓	✓
☑	Economics/Government -CP	SOC9810	1.0000	--- Make Course an Alternate --- ✓	✓
☐	Economics/Government-Honors	SOC9820	1.0000	--- Make Course an Alternate --- ✓	✓
☐	Human Geography-CP	SOC8510	1.0000	--- Make Course an Alternate --- ✓	✓
☐	Law in American Society	SOC7210	1.0000	--- Make Course an Alternate --- ✓	✓
☐	Psychology	SOC6010	1.0000	--- Make Course an Alternate --- ✓	✓
☐	US History-CP	SOC4010	1.0000	--- Make Course an Alternate --- ✓	✓

For example, suppose you want to take Psychology, but if you don't get into Psychology because it is too full, you want to take Law in American Society as the alternate. So you would check the box for both Psychology and Law and then under the Law class, you would click the dropdown for course alternate and select "Alternate to this course." If you are selecting a course to be an alternate to another specific course, you must make sure you select that course in the additional drop down. See an example of how this should look below:

Request	Description	Course	Credit	Alternate	
☐	African American Studies	SOC7810	1.0000	--- Make Course an Alternate --- ∨	∨
☐	AP Human Geography	SOC8530	1.0000	--- Make Course an Alternate --- ∨	∨
☐	⊗ AP Psychology	SOC6030	1.0000	--- Make Course an Alternate --- ∨	∨
☐	⊗ AP US History	SOC4030	1.0000	--- Make Course an Alternate --- ∨	∨
☐	⊗ AP World History	SOC8430	1.0000	--- Make Course an Alternate --- ∨	∨
☐	Cambridge History 9-World Civ	SOC2540	1.0000	--- Make Course an Alternate --- ∨	∨
☐	Economics/Government	SOC9813	1.0000	--- Make Course an Alternate --- ∨	∨
☐	Economics/Government -CP	SOC9810	1.0000	--- Make Course an Alternate --- ∨	∨
☐	Economics/Government-Honors	SOC9820	1.0000	--- Make Course an Alternate --- ∨	∨
☐	Human Geography-CP	SOC8510	1.0000	--- Make Course an Alternate --- ∨	∨
☐	Human Geography-Honors	SOC8520	1.0000	--- Make Course an Alternate --- ∨	∨
☑	Law in American Society	SOC7210	1.0000	Alternate to this Course: ∨	(SOC6010) ∨
☑	Psychology	SOC6010	1.0000	--- Make Course an Alternate --- ∨	∨
☐	US History-CP	SOC4010	1.0000	--- Make Course an Alternate --- ∨	∨
☐	⊗ US History-Honors	SOC4020	1.0000	--- Make Course an Alternate --- ∨	∨
☐	World History	SOC8410	1.0000	--- Make Course an Alternate --- ∨	∨

Select the course you want this selection to be an alternate for.

5) In each department area, make sure you select "Save" at the top to record your choices before exiting.

Select A Course   Save   Cancel

Department :   Social Studies
Requested Credits :   0.0000
Alternate Credits :   0.0000

Course Status Key: ⓘ Required ◯ Suggested 🔒 Locked ⊗ Incomplete Prerequisite ◯ Alternate Request

Request	Description	Course	Credit	Alternate	
☐	African American Studies	SOC7810	1.0000	--- Make Course an Alternate --- ∨	∨
☐	AP Human Geography	SOC8530	1.0000	--- Make Course an Alternate --- ∨	∨
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☐	⊗ AP US History	SOC4030	1.0000	--- Make Course an Alternate --- ∨	∨
☐	⊗ AP World History	SOC8430	1.0000	--- Make Course an Alternate --- ∨	∨
☐	Cambridge History 9-World Civ	SOC2540	1.0000	--- Make Course an Alternate --- ∨	∨
☐	Economics/Government	SOC9813	1.0000	--- Make Course an Alternate --- ∨	∨
☐	Economics/Government -CP	SOC9810	1.0000	--- Make Course an Alternate --- ∨	∨
☐	Economics/Government-Honors	SOC9820	1.0000	--- Make Course an Alternate --- ∨	∨
☐	Human Geography-CP	SOC8510	1.0000	--- Make Course an Alternate --- ∨	∨
☐	Law in American Society	SOC7210	1.0000	--- Make Course an Alternate --- ∨	∨
☐	Psychology	SOC6010	1.0000	--- Make Course an Alternate --- ∨	∨
☐	US History-CP	SOC4010	1.0000	--- Make Course an Alternate --- ∨	∨
☐	⊗ US History-Honors	SOC4020	1.0000	--- Make Course an Alternate --- ∨	∨
☐	World History	SOC8410	1.0000	--- Make Course an Alternate --- ∨	∨

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

Other important pieces of information:

- The deadline to complete course requests on HAC is April 12.
- Use the grade level course selection worksheets to assist you with identifying appropriate courses for the grade you are going into next year. This is because you will see lower grade level courses on your selection screen if you are a 10th, 11th or 12th grader. To ensure you select the correct courses, cross check the grade level sheet. You can access them HERE.
- Required credits: See below for the <u>minimum</u> number of credits you should be selecting.
  9th grade = 8 credits
  10th grade = 7.75 credits
  11th grade = 7 credits
  12th grade = 6 credits
  Make sure you are choosing enough electives. The appropriate number is outlined on the grade level worksheets.
- If you have any questions as you are working through this, please email or call your counselor with your specific question. The counselor breakdowns are listed below:
  Ann.Flocco@christina.k12.de.us : Reg Ed A – B and Spec Ed A – L
  Shirin.Skovronski@christina.k12.de.us : Reg Ed C – K and EL
  Jill.Henebry@christina.k12.de.us : Reg Ed L – S and CAP
  Katherine.Hunt@christina.k12.de.us : Reg Ed T – Z and Spec Ed M – Z
- Once you complete these requests, your counselor will reach out via phone or email to review your choices.
- Understand that not all requests can be honored so make sure you choose enough alternates. If you select courses that don't match your grade level or are not appropriate for your pathway, these will be changed by your counselor.
- If you need to make a change after you enter your requests and meet with your counselor, you must fill out the course change request form HERE
- The deadline for all changes is June 1. Understand that for all courses you select you will be enrolled in them for the entire 2021-2022 school year.
- AP Environmental Science is listed under AG