

Dear Hornet families,

It is time to begin planning for the 2017-2018 school year! **Bryant High School students will request courses online through [Home Access Center \(HAC\)](#).** The process will be:

1. Students and families will review course options through [online Course Catalog](#) or [Naviance](#).
2. Teachers have entered recommendations. Students have the option to change these recommendations if they choose.
3. Starting on January 30th, counselors will be visiting 4th period classrooms to explain graduation requirements and walk students through choosing courses for next year in HAC. Here is a link to the [powerpoint](#) and [checklist worksheet](#).
4. **Students and families can visit Home Access Center during January 30th- March 13th to complete and update Course Requests.** (Instructions attached)
5. A paper copy of requested courses will be sent home with your student for a parent/guardian to sign off on to verify requested courses. These papers **must** be returned to his/her 4th period teacher the following day.
6. Counselors will be available at Parent/Teacher Conferences on March 16th to discuss any scheduling questions.
7. **Concurrent Credit** registration can be completed online or we will have a computer lab open on March 16th during Parent Teacher Conferences for questions, to complete paperwork or submit paperwork. Signed paperwork must be turned into the Counseling Office by May 1st, 2016.
8. Schedules will be available in August 2017.

Please email or call your child's counselor with any questions.

A-D	Rachel Stafford	rstafford@bryantschools.org	501-653-5305
E-K	Jenny Watkins	jwatkins@bryantschools.org	501-653-5313
L-Rh	Brenda Rodgers	brodgers@bryantschools.org	501-653-5407
Ri-Z	Ryan Jones	rjones@bryantschools.org	501-653-5315
Concurrent/Virtual	Amy Oury	aoury@bryantschools.org	501-653-5314

**If your child is served on an Individual Education Plan, please contact their special education teacher.*

Thank you for your partnership,

BHS Counselors

Instructions for requesting courses for 17-18 school year

1. Log into **Home Access Center**

- go to Bryant High School website- bhs.bryantschools.org
- click on parents OR students
- click on Home Access Center (HAC) under Resources
- Enter login ID and password (parent login or student login will work)

2. From the menu on the top select '**Classes**' then '**Requests**'

3. Screen displays 'Departments' and courses are listed that teachers have recommended for the student.

4. Click on the **Edit** button in the credits column to view courses within each department.

5. Place a checkmark in the '**Request**' **checkbox** to the left of the course to request –defaults as a regular course request.

6. **SAVE**

7. **Request 7 Credits for scheduling and 4 Alternate Credits.**

- The 7 classes a student wants in their 7 period school day will be in the "Credits" column.
- The 4 alternate classes are classes the student is willing to take if one of their top choices do not fit. Alternate credits should show up in the "Alternate Credits" column.

8. **To pick out 4 Alternate Credits**, click on the drop down arrow next to "**--Make Course an Alternative--**" and choose one of the following options:

- **Alternate to Any course** – by selecting this option the Student Scheduler will not try to schedule this course unless any one of the Regular Course requests cannot be scheduled.
- **Alternate to this Course** – by selecting this option the Student Scheduler will try to schedule this course ONLY if the selected primary course cannot be scheduled.

9. **A student has completed the course selection process when the blue total line at the bottom of the screen shows 7 credits and 4 alternate credits.**

10. To remove a selection – simply remove the checkmark from the Request checkbox and save.

Students and families can visit [Home Access Center](#) during January 30th- March 13th to complete and update Course Requests.