
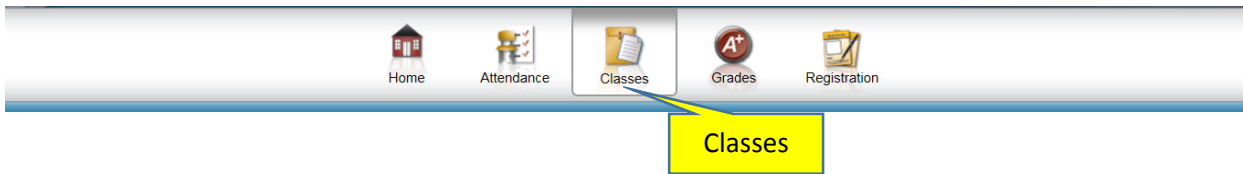
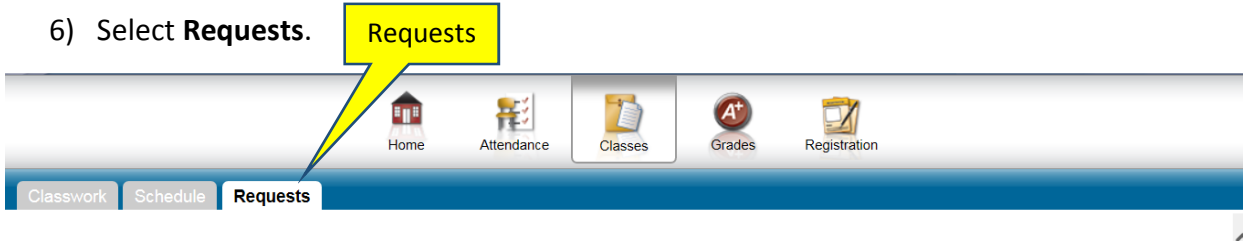


# DIRECTIONS FOR COURSE SELECTION USING HAC


- 1) Use the course selection sheet and the course options sheet in the back of your POS (Program of Studies) booklet as a guide. The POS can be found on the PSH website on the Counseling webpage.
- 2) Access the internet using Internet Explorer - go to the Pennsbury High School webpage. Click on the HAC (Home Access Center) icon  in the top right section of the screen.
- 3) Click on "Click here to Login to HAC." If this does not work then type in this URL- <http://pnbhomeaccess.spihost.com>
- 4) Use your HAC login information to login to HAC (Home Access Center).
- 5) When HAC opens, you will see your Demographic Information. Select the **Classes** icon.



- 6) Select **Requests**.



- 7) Scroll down the list of departments. You will notice that there are already some courses selected for you. Based on the core courses you are schedule in this year (English, Math, Science, Social Studies, World Language) we have already loaded course requests for next year. See the example below, if you will be taking English 11 this year then a course request for English 12 has been loaded for next year. Most of these course requests are locked and can only be changed through a meeting with your guidance counselor.

ENGLISH (EN)		Edit	
	English 12 (ENG12) 	1.0000	
ENGLISH (EN) Total :		1.0000	0.0000

A yellow callout box labeled 'Shows the course is locked.' points to the lock icon next to 'English 12 (ENG12)'.

- 8) Scroll down to the department you want to select. Click the Edit button for that department.

Department	Course	Credits	Alternate Credits
ART (ART)			

A yellow callout box labeled 'Edit' points to the 'Edit' button located at the bottom right of the table row.

- 9) Once you select a department to add a course request another window will open with the available courses. Notice the **Course Status Key**, this section explains the meaning of the icon next to some courses.

**Select A Course** [Save] [Cancel]

Department : FAMILY CONSUMER SCIENCE  
 Requested Credits : 0.0000  
 Alternate Credits : 0.0000

Course Status Key: Required Suggested Locked Incomplete Prerequisite Alternate Request

Request	Description	Course	Credit	Alternate
<input type="checkbox"/>	Advanced Clothing	FCSADVCL	1.0000	--- Make Course an Alternate ---
<input type="checkbox"/>	Advanced Clothing- Ind. Study	FCSINDST	1.0000	--- Make Course an Alternate ---
<input type="checkbox"/>	American Cuisine	FCSAMCUI	0.5000	--- Make Course an Alternate ---
<input type="checkbox"/>	Career Connections	FCSCARCON	0.5000	--- Make Course an Alternate ---

- 10) To select a course, click on the check box under the Request column. Once you have selected all of your regular requests for this department click Save. Do not enter alternate courses at this time. You should enter in all of your regular course requests first. You will enter your alternate selections further in the directions.

**Select A Course** [Save] [Cancel]

Department : BUSINESS  
 Requested Credits : 1.0000  
 Alternate Credits : 0.0000

Course Status Key: Required Suggested Locked Incomplete Prerequisite Alternate Request

Request	Description	Course	Credit	Alternate
<input checked="" type="checkbox"/>	Accounting 1	BUACCT1	1.0000	--- Make Course an Alternate ---
<input type="checkbox"/>	Accounting 2 Honors	BUACCT2H	1.0000	--- Make Course an Alternate ---
<input type="checkbox"/>	Advanced Programing	BUADVPR	1.0000	--- Make Course an Alternate ---

- 11) Repeat steps #9 and #10 to enter all of your regular course requests. Students will not be entering course requests for PE or Health. PE and Health course requests will be added when you meet with your counselor.

- 12) Now you will begin entering your alternate course requests. An alternate course request **must** have the same credit value as the regular course request it is an alternate to, please see the example below from the course selection sheets in the POS.

**Sample:**

**Credits Must Be The Same**

Course #	Description	Credits	OR	Alternate #	Description	Credits
ARART1	Art I	1.0	OR	FCSCULESS	Culinary Essentials	1.0
SSSOC	Sociology	0.5	OR	BUINVMGT	Investment Management	0.5

13) Scroll down to the department you want to select. Click the Edit button for that department. Same as in step #7 above.

14) To select an alternate course, click on the check box under the Request column. Under the "Alternate" column click on the pull down options and select **Alternate to this Course**. Then select the regular course request that you want this course to be an alternate to. The alternate course **CANNOT** be an alternate to a core course. Click "Save" when you are finished entering alternates for this department.

**Select A Course** [Save] [Cancel]

Department : BUSINESS  
 Requested Credits : 0.0000  
 Alternate Credits : 1.0000

Course Status Key: Required Suggested Locked Incomplete Prerequisite Alternate Request

Request	Description	Course	Credit	Alternate
<input checked="" type="checkbox"/>	Accounting 1	BUACCT1	1.0000	Alternate to this Course: [Pre-Engineering (AEPREENG)]
<input type="checkbox"/>	Accounting 2 Honors	BUACCT2H	1.0000	--- Make Course an Alternate ---
<input type="checkbox"/>	Advanced Programing	BUADVPR	1.0000	--- Make Course an Alternate ---
<input type="checkbox"/>	AP Computer Science	BUAPCOMP	1.0000	--- Make Course an Alternate ---
<input type="checkbox"/>	AP Macroeconomics	BUAPMACR	1.0000	--- Make Course an Alternate ---
<input type="checkbox"/>	Business Law	BUBUSLAW	1.0000	--- Make Course an Alternate ---
<input type="checkbox"/>	Business Math	BUBUSMA	1.0000	--- Make Course an Alternate ---
<input type="checkbox"/>	Desktop Pub/ Web Page Design	BUDSKPUB	1.0000	--- Make Course an Alternate ---
<input type="checkbox"/>	Fashion & Hosp. Marketing	BUFASH	1.0000	--- Make Course an Alternate ---
<input type="checkbox"/>	Introduction to Business	BUINTRBUS	1.0000	--- Make Course an Alternate ---
<input type="checkbox"/>	Investment Management	BUINVMGT	0.5000	--- Make Course an Alternate ---
<input type="checkbox"/>	Keyboard & Word Processing	BUKEY	0.5000	--- Make Course an Alternate ---
<input type="checkbox"/>	Microsoft Office Applications	BUMOAPP1	1.0000	--- Make Course an Alternate ---
<input type="checkbox"/>	Programing Using JAVA (Python)	BUJAVA	1.0000	--- Make Course an Alternate ---
<input type="checkbox"/>	Sports & Ent. Marketing	BUSPORT	1.0000	--- Make Course an Alternate ---
<input type="checkbox"/>	Visual Basic	BUVISBAS	0.5000	--- Make Course an Alternate ---
<input type="checkbox"/>	Wealth Mgmt & Fin. Lit.-Honors	BUWMFL	1.0000	--- Make Course an Alternate ---

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

**All alternates must use the "Alternate to this Course" option. Alternate electives can only be selected to other elective courses.** If you use the "Alternate to Any Course" option or if you select an alternate to a core course then your alternate will be deleted. The more correctly selected alternates you have for your electives the more likely you will receive a schedule with electives you selected.

15) Repeat step #13 as needed to add all of your alternate courses.

16) Every student should have 7 regular course requests. The 0.5 credits for PE and Health will be added when you meet with your counselor. You may have as many alternate credits as you chose. The more correctly selected alternates you have for your electives the more likely you will receive a schedule with electives you selected.

No Department [Edit]

Total :	7.0000	5.0000
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Total Credits Must = 7      Alternate Credit Total