HVA Online Schedule Requests

In the Student portal

View and enter your requests for next year's courses. HVA will determine the date range when you can select courses. During this date range, you can come here to enter and make changes at any time. When you finish, click Post to notify your counselor that you are done. **If you receive an error message when you click on POST, do not worry. Your selections will be saved.**

To enter your requests:
1. Log on to the **Student** view.
2. Click the **My Info** tab.
3. Click the **Requests** side-tab.

The Requests page appears:

4. At the top of the page, in the **Instructions** box, read and follow the instructions for entering your requests. *Note: If any of your courses are required or recommended by your teachers, they might automatically appear as requests when you first view the* ***Requests*** *page.*

5. In the **Primary requests** box, select your requests for the different subject areas. For example, to select your request for a math course, click **Select** next to Math. The courses you can request appear:

Subject area	Science
Instructions	

Select	CourseNumber	CourseDescription	Academic level	Credit	Prequisite	Status
	320	Chemistry H & Lab	CP	1.0	320	Prerequisite
	321	Chemistry C & Lab	CP	1.0	321	Prerequisite
✓	323	Action Chemistry	Std	1.0		Recommen

OK   Cancel

Use the following tips when selecting a course to request:
- If your teacher recommended a course, a checkmark appears in the **Select** column. That course becomes a course request when you click **OK**.
- When you enter alternate requests, you can type a number in the **Priority** column to prioritize them; type 1 next to the alternate you want to try to be scheduled in first, type 2 in the next alternate you would want on your schedule, and so on:

Primary requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Select...	English	094	ENGLISH III	N	5.0
		021	AMERICAN LIT	N	5.0
Select...	Math	202	ALGEBRA I LV 2	N	5.0
Select...	Science				
Select...	Social Studies	111	MOD WORLD HIST	N	5.0
Select...	Foreign Language				
Select...	Health/PE	967	PHYS ED 1	N	2.5
		982	HEALTH NS	N	1.0
Select...	General Elective	057	COMM SERVICE	N	5.0

Alternate requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Select...	All subjects	056	COLL PREP ENG	Y	2.5

Notes for counselor

Mrs. Smith, can we talk about my English course selection ?

Post   Last posted time: Approved time:

6. Select the checkbox in the **Select** column of the course(s) you want to request, and click **OK**. The requests now appear on your **Requests** page.

*Note: To remove a request from your **Requests** page, click the **Select** checkbox again to deselect it.*

7. In the **Notes for counselor** box, type any notes to your counselor regarding your requests. Your counselor can view these notes when reviewing your requests.

Alternate requests

|	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Select...	Special Education	969	Academic Support 11-12	Y	1.0

Notes for counselor

Mrs. Smith, I don't have the prerequisite so I can't request it, but Mrs. Hope recommended Honors Trig. What should I do?

Your requests are automatically saved after you enter them on the Requests page. Your counselor can view them anytime.

8. After you complete entering your requests, click **Post** at the bottom of the page. This lets your counselor know that you are finished entering requests.

AGAIN – When you attempt to post your requests, do not worry if you receive an error message similar to the one shown below. Your selections are saved regardless of whether or not you can complete the post process.

Not enough requested for subject 11th grade honor math

OK
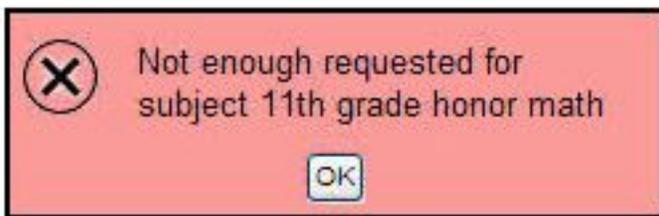
Note: Once your counselor approves your requests, you can no longer make changes to your course selections.