

## Hunterdon Central Regional High School 2020-2021 Scheduling FAQ's

### **"How do I access Aspen for course entry:**

1. Access the portal directly by going to <https://nj-hcrhs.myfollett.com/aspen/>


OR

Access the portal through the Hunterdon Central website:

- a. Open the Hunterdon Central website at [www.hcrhs.org](http://www.hcrhs.org)
- b. Click on Quicklinks in the upper right
- c. Select Online Scheduling
- d. Help documents and the link to the Aspen portal are located on this page
- e. CLICK TO LOGIN: "ASPEN ONLINE SCHEDULING"

### **"When logging in to enter course requests, which login do I use?"**

Requests can be entered through either the student's or parent's Aspen log-in. Using the student log in go to the "My Info" top tab and "Requests" side tab.

Using the parent log-in credentials go to the "My Family" top tab and "Requests" side tab. If you cannot locate your student then: Click the filter icon  and select All Records. This allows individual families to view records for all siblings (active and pre-registered). Proceed to the "My Family" top tab and "Requests" side tab.

### **"I cannot remember my password".**

Students currently attending a grade 8 sending district school, please check the scheduling mailing or email [helpdesk@hcrhs.org](mailto:helpdesk@hcrhs.org). Please identify that you are a pre-registered student and the sending district school you are currently attending. All currently enrolled students will use their assigned access credentials.

### **"Do I have to register for classes as soon as the window opens?"**

Course requests are entered in a tiered system with students who will be in grade 12 having first priority. Priority then flows down in order of grade levels. In some cases electives with a limited enrollment could be filled by the time the 8th grade students are scheduled to enter requests. This does not affect academic courses, only some of our more popular elective courses, e.g. foods courses and Child Development. Courses that reach maximum enrollment will be marked in the Aspen request screen as "closed".

The number of electives that reach maximum enrollment is small, but this is why we ask students to be prepared with alternates.

### **"I want to take Marching Band or an HCRHS Summer Institute course but I am already scheduled for 40 credits".**

Marching Band is worth 2.5 credits but, since it is offered after the regular school day, it is not calculated as a credit when entering requests. Students participating in Marching Band should select this request with the understanding that they will receive 2.5 credits upon completion of the course.

The same is true for Summer Institute courses. Since they are not part of the regular school day, students can exceed the 40 credit max when selecting a course of interest. Since the decision to run summer courses is dependent upon enrollment, Summer Institute course(s) should also be selected in the student pick list for the school year schedule. If a student successfully completes a summer course, the summer counseling staff will contact the student to make the appropriate adjustment to the school year schedule.

***"I am going to be a Senior and would like to request an early out or late in."***

This option, for "Seniors" only, is available under the "Senior Privilege subject area in Aspen. Students can select this by semester or block 1 or block 4. There will be an additional approval process prior to each semester.

***"My alternates do not show in the Primary Request Screen".***

Please verify that a "Primary" course was requested. Alternates cannot be selected unless a primary course is entered on the same line in the Primary Request grid.

***"I am not sure how to enter requests"***

View the Online 2020-2021 Scheduling Instructions video on the HCRHS website, [www.hcrhs.org](http://www.hcrhs.org), "Quicklinks/Online Scheduling".

***"I am an 8<sup>th</sup> grade student. How many electives can I take as a freshman"?***

Students are directed to select 10 primary elective credits. Most students will schedule a total of 40 credits: 30 academic subject area credits (English, Math, Science, Social Studies, World Language and Physical Education) and up to 10 elective credits. Students should also enter alternate elective choices in case the first choice is unavailable, or conflicts with other courses in the student schedule.

***Should we register for a study hall?***

This depends on overall balance of academics and activities, student's study habits, recommendation from teachers.

***"How is a study hall scheduled"?***

Although credit is not given for all study halls, all study halls do meet for the equivalent of a 2.5 credit block of time. Accordingly, each study hall selected reduces the number of elective credits that can be scheduled by 2.5 credits.

Grade 9 students choosing Course #609 - Tech Tools and Organizational Skills/Freshman Study - 1.25 Credits, will request/earn 38.75 credits.

Students choosing a general non-credit Study Hall #9901 for Fall semester, or #9902 for Spring semester can request of 37.5 credits.

A Study Hall can be selected during on-line scheduling. Study Halls are listed in the request pick list under the "Other" subject area.

***"If my child is in the CP track freshman year can they move up?"***

Teachers recommend courses in ASPEN yearly and if a student does well in CP they can initiate a request with their counselor to move up to Honors. Review will be based on grade and teacher feedback.

***"When can we discuss the schedule with a counselor?"***

Student schedules will be available for viewing in Aspen in July. Counseling Services is minimally staffed during the summer. Please continue to email [scheduling@hcrhs.org](mailto:scheduling@hcrhs.org) and assistance will be provided.

***"Which courses have placement exams and will they be moved automatically?"***

Spanish for Heritage Speakers

Students taking this placement test will be notified of the placement recommendation by the HCRHS subject area supervisor. Counseling Services will be adjusting student schedules based on the recommendations. More instructions will follow after testing has been administered and scored.

***"Aspen says that no schedule is available when I select the "schedule" tab".***

The schedule tab is for students actively enrolled at Hunterdon Central this school year. Grade 8 students are entering requests for the next school year and will not have a "current schedule" in the HCRHS system.

***"How can I select a specific teacher or block of time for my course"?***

Hunterdon Central cannot accept requests for specific staff or block. Students should choose courses based on subject matter, level and interest. Courses will be scheduled based on availability and the overall make-up of the individual requests.

***"How can I make changes to the requests I entered"?***

Students can modify requests throughout their assigned scheduling window. Following this period, students will have a minimal opportunity, later in the current school year, to request modifications. Requests based on level placement changes or other supported rationale will be reviewed by the counseling department.