

**Hunterdon Central Regional High School**  
**General FAQ's 2024-2025**  
**Next year grades 10, 11 & 12**

**General FAQ's**

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

Current grade 9 through grade 11 students should use the same username and password that has been used throughout the school year to login to Aspen and view grades and graduation requirements. Login credentials were emailed to students currently enrolled in an HCRHS sending district middle school. Parents can submit a ticket to the [HCRHS Parent Help Desk](#) if login assistance is needed.

***"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.

***"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 2024-2025 Scheduling Instructions video on the HCRHS website, "Quicklinks/Online Scheduling".

***"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.

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

***"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 to request modifications. Requests based on level placement changes or other supported rationale will be reviewed by the counseling department. Requests for change, after the scheduling window closes, should be emailed to either [scheduling@hcrhs.org](mailto:scheduling@hcrhs.org) or your grade level counselor.

***"Can I change the level of a course that I was recommended for?"***

Teachers familiar with the student's skill level, work ethic and study habits make recommendations for core courses. If students feel they are able to perform at a level higher than the recommended level we encourage you to speak with the teacher who made the recommendation.

If after a conversation, the student still wants to request a higher course level during online scheduling, they will "uncheck" the course that is pre-populated in Aspen, and "check" the course they want scheduled.

***"I am logging in with my parent credentials and do not have the "requests" sub-side tab to see my students selections.***

1. When using parent credentials:
2. Click the filter icon  and select All Records. This also allows individual families to view records for all siblings (active and pre-registered)
  - a. Proceed to the "my family" top tab/requests side tab.