

Hunterdon Central Regional High School
Class of 2023
Scheduling Instructions for the 2019-2020 School Year

Our first priority is to assist you in planning an appropriate program of study for your son/daughter. Below are some tips and references as you plan for scheduling high school courses. If they haven't already, your student will receive a Class of 2023 Course Selection/Recommendation form from their sending district middle school counselor. Student Aspen log-in credentials will be mailed prior to the grade level course entry time line identified below.

Upon receipt, please keep the Aspen log-in credentials in a secure place. This information will be used for entering course requests, for viewing the finalized student schedules this summer, and for future access to grades and other important student information throughout their high school enrollment.

Course Entry Timeline: Students currently enrolled in grade 8 sending district schools will enter course requests for the 2019-2020 school year from **February 22 through February 26**. Grade 8 access to the Student Information System (ASPEN) begins at 8:00 a.m. on February 22 and closes at midnight on February 26.

All students who enter course requests during their assigned time will be given equal opportunity to receive the selected courses. Please note that some elective courses may be removed from the selection list if the overall course requests exceed the maximum enrollment capacity. Because of this, students who delay in entering requests, or who fail to input courses within the designated timeframe, may not be able to schedule elective courses they planned on taking. All students should enter alternates for requested electives.

Course Recommendation Form: Each 8th grade sending district student will receive a Class of 2023 Course Recommendation Selection Form from their middle school guidance counselor. Please contact your child's middle school counselor if the student did not receive this course recommendation form. Middle school teachers have selected the high school courses which they feel are most aligned to your child's progress in 8th grade. The Course Recommendation Selection Form should be used as a reference for your student when entering course requests for their 2019-2020 school year schedule.

Please note: If your student does not currently attend a Hunterdon Central sending district school (Delaware, East Amwell, JP Case or Readington) please contact our Registrar, after February 1, at 908/284-7227 to make a registration and scheduling appointment.

Honors Level Courses: Students who have been recommended for, or who wish to schedule, Honors level courses should select the course in Aspen. A pre-requisite Honors placement test is no longer required. HCRHS Supervisors will use a rubric including PARCC results and teacher recommendations to confirm placement levels. Spanish for Heritage Speakers will still require a placement interview.

Resources: Along with your middle school counselor and the Hunterdon Central Subject Area Supervisors, there are additional online resources to help with your planning.

- “New student” and “Scheduling” reference materials can be accessed through “Quick Links” on the Hunterdon Central website at www.hcrhs.org.
- Program of Studies: A resource of all courses available at Hunterdon Central, including course descriptions and flow charts. The Program of Studies can be accessed under “Quick Links” on the HCRHS website. Additional videos and PowerPoint resources are also available on the website.
- Email Support: Scheduling support is available if you have questions while you are entering course requests. Please email scheduling@hcrhs.org if you require assistance. Please provide your name, current grade level and contact information in any correspondence. Do not wait until the last date of course entry to contact support.

Scheduling - A Four Year Journey: When choosing your courses, it is helpful to “plan backwards”. Scheduling is a four-year journey, and students should think about their eventual destination. Students should leave options open, so they can enroll in desired courses Junior and Senior years.

It is imperative that students select courses that fulfill New Jersey and Hunterdon Central graduation requirements. To earn an HCRHS diploma, students will need to complete the subject area requirements identified on the chart below, and will be required to take and pass required State-mandated testing.

HCRHS Graduation Requirements Chart

English (Language Arts Literacy)	At least 20 credits
Science	At least 15 credits including lab biology; a choice among chemistry, physics or environmental science; and a third inquiry-based lab or technical science.
Mathematics	At least 15 credits including algebra I, geometry; and a third year of math that builds upon these two courses
Social Studies United States History World History/Global Studies	At least 10 credits At least 5 credits
Health/Physical Education***	5 credits for each year of enrollment (must include Health component).
World Languages****	At least 10 credits of the same language or student demonstration of proficiency
Visual, Performing Arts	At least 5 credits (#700 courses)
21st Century Life and Careers or Career Technical Education	At least 5 credits (#600, #800 and #900 courses)
Financial Literacy*****	2.5 credits
Electives	At least 12.5 credits
Total Minimum Credits Required	120

Remember, the best preparation for college work—and college admission—is a challenging curriculum that includes five or more “academic units” or “core courses” per year. Core courses are the basics: Math, Science, English, Social Studies and World Language.

When planning course level placement, consider taking the most challenging course load that can be handled without creating an undue burden. It may be best for students to

experience success in an appropriate placement, rather than to experience extreme difficulty in an inappropriate placement. It is particularly important to review the prerequisite/co-requisite requirements identified in the Program of Studies. **Prerequisite requirements are prior courses which must be taken before a particular course may be scheduled. Co-requisite courses may be taken simultaneously.** Please make sure that all prerequisites/co-requisites are met before scheduling the course.

Sports & Athletic Opportunities:

The Athletic Department at Hunterdon Central strives to provide our student-athletes with a comprehensive, well-planned and balanced program of 33 interscholastic sports. Grade 8 students can identify sports programs of interest during online scheduling. Lists of students showing an interest in each area will be generated and provided to HCRHS coaches.

Within the course selection subject area grid there is an "Athletics" subject area. The pick list within this subject area includes a listing of all HCRHS sports. During online scheduling, please check off any sports that you may be interested in learning more about. Please note that this indicates an interest - it does not enroll a student in a sport program.

The screenshot shows a web interface for course selection. On the left, there are navigation tabs for 'My Info', 'Academics', and 'Grades'. Below these are buttons for 'Options' and 'Reports', and a link to '<< Exit entry mode'. The main content area is titled 'Athletics' and contains a table of available sports courses. The table has columns for 'Select', 'CourseNumber', 'CourseDescription', 'Academic level', and 'Credit'. The courses listed are:

Select	CourseNumber	CourseDescription	Academic level	Credit
<input type="checkbox"/>	ZATH-0010	(ATH) Cheerleading Girls		0.0
<input type="checkbox"/>	ZATH-0020	(ATH) Cross Country Boys		0.0
<input type="checkbox"/>	ZATH-0080	(ATH) Cross Country Girls		0.0
<input type="checkbox"/>	ZATH-0031	(ATH) Field Hockey Girls		0.0
<input type="checkbox"/>	ZATH-0041	(ATH) Football Boys		0.0
<input type="checkbox"/>	ZATH-0053	(ATH) Gymnastics Girls		0.0
<input type="checkbox"/>	ZATH-0061	(ATH) Soccer Boys		0.0

HCRHS Summer Institute:

Hunterdon Central may offer the following grade 9 level courses for credit during the summer of 2019 (pending Board of Education approval):

- Geometry
- Computer Applications
- Personal Finance

Students can pre-select summer courses when they do online registration. These courses are located under the subject area, "Summer Institute". Students interested in this option should click on the summer course they are interested in taking. Please note that this indicates an interest - it does not enroll a student in a course. Students will be contacted later in the school year to register for summer courses. This course should also be included in the school year schedule as the decision to run summer courses is dependent upon enrollment. 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.

SCHEDULING

Step 1: Logging into the Aspen Course Request System

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
- 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 LOGIN"

2. **Enter your assigned username and password into the logon page.**

If students don't know their passwords or have difficulty logging in they should contact the HCRHS Hub at 908/284-4444 or email: helpdesk@hcrhs.org.

Step 2: Course Selection Process

After logging in to Aspen, select the **MY Info** top tab and then the **Requests** side tab. There are two screens where you can view your request information; Entry Mode and View Mode.

The screenshot shows the top navigation bar of the Aspen Course Request System. The 'Entry mode >>' button is circled in red, and a red arrow points to it from the right. Below the navigation bar, the text '0 of 7 selected' is visible. The main content area displays a table with the following data:

2018-2019 - Requests: 7 primary, 0 alternate - Scheduled: 0% - Credits: 30.0										
<input type="checkbox"/>	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Alt 1 > CrsNo	Alt 2 > CrsNo	SchoolCourse > Credit	Waived in	TPYView	Periods per cycle	Include schedu
<input type="checkbox"/>	011	Honors English 1	N			5.0	N		0	N
<input type="checkbox"/>	101	United States History 1	N			5.0	N		0	N
<input type="checkbox"/>	222	Spanish 2	N			5.0	N		0	N
<input type="checkbox"/>	3137	Algebra 1 CP	N			5.0	N		0	N
<input type="checkbox"/>	402	CP Environmental & Earth Science	N			5.0	N		0	N
<input type="checkbox"/>	510	Physical Education 9 & First Aid	N			2.5	N		0	N
<input type="checkbox"/>	511	Health & PE 9	N			2.5	N		0	N

You can toggle between them by clicking on the "mode" in the upper left corner of your screen.

In entry mode, students will see the screen pre-populated with course recommendations from the Class of 2023 Recommendation/Selection form. This is also where students will enter elective choices. When a subject area is selected, a pick list of courses will appear. This list includes courses that are available for your next year grade level. Some subject area lists are more than one page. You can page through the list of available courses using the arrow at the top of the course selection list. You can also type **ctrl-f** and enter a course code to move directly to the course of interest. Students will then select the course they

Primary requests

	Subject area	School/Course - CrsNo	School/Course - Description	Alternate?	Alt 1 - CrsNo	Alt 2 - CrsNo	School/Course - Credit	Waived in	Credit
Select...	Athletics								
Select...	Broadcasting Technology								
Select...	Business and Computer Ed								
Select...	Design & Applied Tech								
Select...	English	011	Honors English 1	N			5.0	N	5.0
Select...	English as a 2nd Language								
Select...	Family & Consumer Sci								
Select...	Fine Arts - Art Courses								
Select...	Fine Arts - Drama & Film								
Select...	Fine Arts - Music Courses								
Select...	Health & Phys Ed	510	Physical Education 9 & First Aid	N			2.5	N	2.5
Select...		511	Health & PE 9	N			2.5	N	2.5
Select...	Mathematics	3137	Algebra 1 CP	N			5.0	N	5.0
Select...	Polytech Courses								
Select...	Science	402	CP Environmental & Earth Science	N			5.0	N	5.0
Select...	Social Studies	101	United States History 1	N			5.0	N	5.0
Select...	World Languages	222	Spanish 2	N			5.0	N	5.0
Select...	Other								
Select...	Summer Institute								

Alternate requests

	Subject area	School/Course - CrsNo	School/Course - Description	Alternate?	Alt 1 - CrsNo	Alt 2 - CrsNo	School/Course - Credit	Waived in	Credit
Select...	Alternates								

Students will also follow this process for selecting elective courses. Students can add, remove, or change requests by clicking on the "select" button next to the subject area.

As you select requests for each subject area, you will build a full table of requests, typically a total of 40 credits; students with Marching Band or Summer Institute choices may exceed 40 credits. The header above the "**Primary Requests**" entry grid will calculate the credit/number of course entries selected.

Requested courses will appear on the entry mode screen to the right of their subject area, along with the course number of any alternate courses you have selected for this request.

2019-2020 Request Summary: this is located near the top of the screen and gives you the following summary information in regard to the requests that you have selected:

- The number of primary requests you have made
- The number of alternate requests you have made
- **The percent of your requests that have been scheduled - this will be 0% because you are only entering requests. No courses have been scheduled in request mode.**
- The number of credits you have requested

As you submit and modify your requests, this summary information will change to reflect the current status of your requests. You can modify requests throughout the on-line scheduling window assigned to your grade level.

In-Class Support: Special Education students will select from the Special Education subject area on their selection grid. These selection lists contain course numbers followed by an "A" which are in-class support classes. Please select the course followed with the "A" only if you have been specifically instructed by your counselor or case manager to select in-class support. If you are not recommended for in-class support please select the "non - A" section of the course.

Step 3: Choosing Electives

Students are directed to select 10 primary elective credits. Students will also select alternates for each of the primary elective choices. Most students will select a total of 40 credits. Thirty (30) credits are in academic subject areas (English, Math, History, Science, Physical Education/Health and World Language). The remaining 10 credits are elective credits. Elective credits can meet graduation requirements and can also be chosen to pursue an area of interest or passion.

Elective courses are located in the pick list under the corresponding subject area department. For example, course #805 Materials & Processes is located in the Design & Applied Technology subject area (see the attached HCRHS Freshmen Electives listing for department information).

Students may also select a grade 9 "Study Hall" elective option: **Course #609 - Tech Tools and Organizational Skills/Freshman Study – 1.25 Credits**. This course will help students develop an understanding of their personal learning styles and explore study skills and work habits that work with their learning style. Students will explore various technology tools that can be used to help organize tasks and manage their workload. Personal organization skills are essential for success in high school, college and careers. In addition to skills development, students will have the opportunity to complete assignments for current courses in a supervised environment. Students earn 1.25 credits, but the course does fill a 2.5 credit block of time in the student schedule. Students selecting this course will choose 7.50 total primary elective credits.

Step 4: Assigning Alternates for Primary Elective Choices

Due to seat limits in elective courses students should enter an "alternate" choice for any primary elective course chosen. You may select "direct" alternates in the **Primary requests** grid (Alternate 1, Alternate 2). Direct Alternates are courses from the same subject area as the selected primary course. The Alternate 1 and Alternate 2 columns contain drop down lists that you use to select your alternates. In the example below, the student will be placed in #604 Computer Applications or #609 Tech Tools & Organizational Skills if #PF620 Personal Finance is filled.

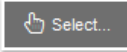
Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status	Alternate 1	Alternate 2
<input checked="" type="checkbox"/>	PF620	Personal Finance	Non-Weight	2.5			604 Computer Applications	609 TT&OS/Frosh Study
<input type="checkbox"/>	604	Computer Applications	Non-Weight	2.5				
<input type="checkbox"/>	607	Advanced Computer Applications	Non-Weight	2.5				
<input type="checkbox"/>	653	Digital Multimedia Design	Non-Weight	2.5				
<input type="checkbox"/>	ET35	Intro to HTML & WebPage Design	Non-Weight	2.5				
<input type="checkbox"/>	ET40	Advanced Web Page Design	Non-Weight	2.5				
<input type="checkbox"/>	609	Tech Tools & Organizational Skills/Freshman Study	Non-Weight	1.25				

1 of 7 selected

OK Cancel

You may also select "global" alternates in the **Alternate requests** grid which is located below the Primary request grid. Global alternates can be used to replace any course, from

any subject area, in the event of a scheduling conflict. Click the select button in the first column to begin selecting alternates. The window that appears is similar to the window used to select primary requests but instead of Alternate 1 and Alternate 2 columns, it has an Alternate priority column. This column is used to give your alternate selections a priority number with priority 1 being the alternate that is selected first. The alternates in the Alternate request grid are used when a primary request course is filled and no direct alternate is specified for that course. In the example below #071 Journalism or #710 The Art of Digital Photography can be used as an alternate for any subject area elective that does not have a direct alternate entry. Journalism would be the first global alternate attempted as it has a priority of 1.

Alternate requests				
	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	AltPri
	Alternates	071	Journalism 1	1
		710	The Art of Digital Photography 1	2

Step 5: Notes for Counselor

Beneath the Alternate requests grid is a space labeled Notes for Counselor. **Students in Grade 8** should e-mail scheduling support, scheduling@hcrhs.org, since high school counselors are not yet assigned.

Step 6: Post

After requests are entered, click **Post** at the bottom of the page. This lets the HCRHS staff know that requests are finalized. Clicking **Post** does not save or submit your requests; they have already been saved and submitted when you selected OK. Posting also provides a time stamp showing when your requests were ready for review. Students can log in to modify requests throughout the established grade level scheduling window.

Step 7: Congratulations

As you complete your selections your table will be full of requests (maximum 40 credits); students with Marching Band or Summer Institute choices may exceed 40 credits. Viewing these selections in the Entry Mode or View Mode will be evidence that course requests have been successfully entered. To print a list of your requests you can go to the **Reports** (top tab) Student Requests, Run; this process will take a moment to generate. Once the report is visible select the printer icon to print.

Getting Help

Support: If you have any difficulties with the web based scheduling system, please email scheduling@hcrhs.org with a brief description of the problem. Provide your name, current grade level and contact information in any correspondence. Technicians and counseling staff will be available throughout the scheduling period to respond to questions. Please do not wait until the last day to seek assistance.

General FAQ's

"I cannot remember my password".

Students currently attending a grade 8 sending district school, please check the scheduling mailing or email helpdesk@hcrhs.org. Please identify that you are a pre-registered student and the sending district school you are currently attending.

"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 2019-2020 Scheduling Instructions video on the HCRHS website, "Quicklinks/Online Scheduling".

"I am an 8th 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.

"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.

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

The Current 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 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 scheduling@hcrhs.org.

"I am logging in with my parent credentials and do not have the "requests" sub-side tab and/or I can only see the records for my currently enrolled high school student".

Grade 8 students are "pre-registered" students. The filter in Aspen is set to default to "Active Students" which means those students who currently attend Hunterdon Central. If you log back in to view the entries using your "family" log-in credentials, please follow the step below.

- Click the filter icon  and select All Records. This also allows individual families to view records for all siblings (active and pre-registered)

HCRHS FRESHMAN ELECTIVES

BROADCAST TECHNOLOGY

#855	Television 1	5.0 Credits
#851	Radio Broadcasting 1	5.0 Credits

BUSINESS & COMPUTER EDUCATION

#604	Computer Applications	2.5 Credits
*#607	Adv Computer Applications	2.5 Credits
#609	Tech Tools & Org Skills/Study	1.25 Credit
#636	Computer Sci Discoveries	5.0 Credits
#PF620	Personal Finance	2.5 Credits
#653	Digital Multimedia Design	2.5 Credits
#ET35	Intro to HTML & Web Page	2.5 Credits
*#ET40	Advanced Web Page Design	2.5 Credits

DESIGN & APPLIED TECHNOLOGY

#805	Materials & Processes	2.5 Credits
#806	Intro to Tech, Eng & Design)	2.5 Credits
*#815	Intro to Robotics	2.5 Credits
*#830	Residential Design	2.5 Credits

ENGLISH

#061	Creative Writing	2.5 Credits
#071	Journalism	2.5 Credits

ESL – English as a Second Language (for ELL students)

# 850E	Intro to Radio Broadcasting	2.5 Credits
#618E	Personal Finance	5.0 Credits
#604E	Computer Applications	5.0 Credits

FAMILY & CONSUMER SCIENCE

#872	Real World	2.5 Credits
#864	Interior Design	2.5 Credits
#862	Sewing Concepts	2.5 Credits
#868	Fashion & Creative Design	2.5 Credits

FINE ARTS

#700	Craft and Design	2.5 Credits
#710	Art of Digital Photography	2.5 Credits
#711	Art 1	2.5 Credits
*#719	Drawing & Composition	2.5 Credits
*#731	Honors G&T Art 1	5.0 Credits
#722	Introduction to Film Studies	2.5 Credits
*#729	Honors Film Studies	2.5 Credits
#706	Exploring Theater	5.0 Credits
#707	Theater Studies	5.0 Credits
#751	Freshman Concert Band	5.0 Credits
#752	Freshmen Percussion Ens	5.0 Credits
#778	Exploring Music 1	2.5 Credits
*#779	The Evolution of Rock & Roll	2.5 Credits
#750	Marching Band	2.5 Credits
#741	Freshmen String Orchestra	5.0 Credits
#762	Freshmen Mixed Choir 1	5.0 Credits
#771	Music Theory & Composition	5.0 Credits
#775	Piano Keyboard 1	2.5 Credits

*#776	Piano Keyboard 2	2.5 Credits
-------	------------------	-------------

MATH

*#366	AP Computer Science Principles	5.0 Credits
-------	--------------------------------	-------------

SOCIAL STUDIES

#110	Introduction to Geography	2.5 Credits
#132	Economics	2.5 Credits
#133	The Classical World	2.5 Credits
#134	Anthropology	2.5 Credits
#135	The Medieval World	2.5 Credits
#136	Intro to Psychology	2.5 Credits
#137	Intro to Sociology	2.5 Credits
#138	Human Rights & Genocide after WWII	2.5 Credits
#148	Holocaust & Human Behavior	2.5 Credits
#152	AP Human Geography	5.0 Credits
#156	Political Science & Citizenship	5.0 Credits
#165	AP Government & Politics	5.0 Credits
#170	Gender Studies	2.5 Credits