Hunterdon Central Regional High School
Class of 2028
Scheduling Instructions for the 2024-2025 School Year

Our first priority is to assist you in planning an appropriate program of study for your student. Below are some tips and references as you plan for scheduling high school courses.

Next year course requests will be entered into Aspen (our student information system) through a combination of teacher recommendations and student elective choices.

- Confidential student Aspen log-in credentials will be emailed to each family 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 throughout the students Hunterdon Central enrollment for entering course requests, viewing the finalized student schedules, and for future access to grades, attendance and other important student information.**
- Parents/Guardians are also encouraged to create an account to access information for their enrolled students. Information will be disseminated separately on creating a parent account.

Course Entry Timeline: Students currently enrolled in grade 8 sending district schools will enter course requests for the 2024-2025 school year from **February 9 through February 13.** Grade 8 access to the Student Information System (ASPEN) begins at 8:00 a.m. on February 9 and closes at midnight on February 13.

All incoming grade 9 students who enter course requests during their assigned time period will be given equal opportunity to receive the selected courses. Please note that some elective courses may be unavailable if the overall number of course requests exceeds the maximum enrollment capacity. Upperclassmen do receive priority to scheduling courses. If an elective of interest is full please note students will have time during their 4 years of enrollment to schedule desired courses of interest. Accordingly, students do not need to be concerned if some preferred electives cannot be selected in grade 9.

Please be aware when selecting electives that some courses have pre-requisites which must be completed. Course information is available in the Program of Studies on the Hunterdon Central website and can be viewed by subject area. All students should enter alternates for requested electives.

Course Recommendations: Grade 8 teacher recommendations have been uploaded into our student information system. Middle school teachers have selected the high school courses which they feel are most aligned to your child's progress in 8th grade.

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 Counseling Services Specialist, after February 15, 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. HCRHS Supervisors will use a rubric including NJSLA 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 Students" and "Online 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. 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. Technical support is also available by submitting a ticket to HCRHS Parent Help Desk (for parents) and to HCRHS Student Help Desk (for students). Do not wait until the last date of course entry to reach out to our support teams.

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 1, 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. Additionally, balancing academics with extra-curricular or after school commitments should be discussed. 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.

HCRHS Summer Institute:
Hunterdon Central may offer the following grade 9 level courses for credit during the summer of 2024 (pending Board of Education approval):

Geometry
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.

STEPS FOR ENTRY OF COURSE REQUESTS
Step 1: Logging into the Aspen Course Request System

- Access the portal directly by going to the Aspen Logon Page at

https://nj-hcrhs.myfollett.com/aspen/logon.do
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 ONLINE SCHEDULING"

- Enter your assigned username and password into the logon page, these credentials were emailed to all students eligible for grade 9 at HCRHS. A parent/guardian should contact the HCRHS Hub at (908) 284-7300 or submit a ticket to the HCRHS Parent Help Desk if students do not know their passwords or have difficulty logging in.

Step 2: Course Selection Process After logging into Aspen, with the student credentials, select the **My Info** top tab and then the **Requests** side tab.

Students in grade 8 will see the following screen.

Instructions

Welcome to the 2022 - 2023 School Year !!!
Program of Studies and Scheduling Instructions.

Primary requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	SchoolCourse > SE Desc	SecType	Inclusion?	Alternate?	Priority	Alt 1 > CrsNo	Alt 2 > CrsNo
Select...	Athletics									
Select...	Broadcasting Technology									
Select...	Business and Computer Ed									

There are two screens where you can view your request information: Entry Mode and View Mode. You can toggle between them by clicking on the "mode" in the upper left corner of your screen.

0 of 7 selected

Build Year

2022-2023 - Requests: 7 primary, 0 alternate - Scheduled: 0% - Credits: 30.0

☐	SchoolCourse > CrsNo	SchoolCourse > Description	Alt 1 > CrsNo	Alt 1 > Short Description	Alt 2 > CrsNo	Alt 2 > Short Description
☐	011	Honors English 1				
☐	101	United States History 1				
☐	212	Spanish 1				
☐	312	Algebra 1 STEM				
☐	402	Environmental & Earth Science CP				
☐	510	Physical Education 9 & First Aid				
☐	511	Health & PE 9				

In **entry mode**, students will see the screen pre-populated with course recommendations from the middle school teacher. This is also where students will enter elective choices.

To enter selections, students will click the "select" button next to the subject area. Once the 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. To select a course, click the selection box to the left of the course name and hit ok. If you would like to select a course that does not have a checkbox in the **Select** column and feel that you should be able to take the course, please e-mail scheduling@hcrhs.org.

Primary requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alt 1 > CrsNo	Alt 1 > Short Description	Alt 2 > CrsNo	Alt 2 > Short Description	Credit
Select...	Broadcasting Technology							
Select...	Business and Computer Ed							
Select...	English	021	Honors English 2					5.0
		061	Creative Writing					2.5
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	520	Physical Education & CPR/AED Training 10					2.5
		521	Driver Education & PE 10					2.5
Select...	Mathematics	322	Geometry STEM					5.0
Select...	Multi-Disciplinary							
Select...	Polytech Courses							
Select...	Science	423	Honors Biology					5.0
Select...	Social Studies	122	United States History 2					5.0
Select...	Tech, Engineering, Design							
Select...	World Languages	2131	Honors French 3					5.0
Select...	Other							
Select...	Summer Institute							

Alternate requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alt 1 > CrsNo	Alt 1 > Short Description	Alt 2 > CrsNo	Alt 2 > Short Description	Credit
Select...	Alternates							

Students will 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.

2024-2025 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 - No courses have been scheduled in request mode so this percentile can be ignored during this process.**
- The number of credits you have requested (maximum should be 40 credits unless adding Marching Band or a Summer Institute course.

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 Resource: 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 resource 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 resource. If you are not recommended for in-class resource 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 Tech, Engineering, Design subject area (see the 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 7.25 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. **Alternate selections should be different from any primary choice. If a primary choice cannot be scheduled, the student will not receive the same course as an alternate. Please note that some courses with limited enrollment may not be available to select as an alternate.**

Subject area	Business and Computer Ed						
Instructions							

1 of 7 selected

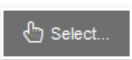| Select	CourseNumber	CourseDescription	Academic level	Credit	Prequisite	Status	Alternate 1	Alternate 2
☑	PF620	Personal Finance	Non-Weight	2.5			604 Computer Applications ▼	609 TT&OS/Frosh Study ▼
☐	604	Computer Applications	Non-Weight	2.5			▼	▼
☐	607	Advanced Computer Applications	Non-Weight	2.5			▼	▼
☐	653	Digital Multimedia Design	Non-Weight	2.5			▼	▼
☐	ET35	Intro to HTML & WebPage Design	Non-Weight	2.5			▼	▼
☐	ET40	Advanced Web Page Design	Non-Weight	2.5			▼	▼
☐	609	Tech Tools & Organizational Skills/Freshman Study	Non-Weight	1.25			▼	▼

☑ OK   ✖ Cancel

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.

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 1 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
Select...	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 not enter queries in this field since counselors have not yet been assigned for incoming grade 9 students. Instead, please e-mail scheduling support, scheduling@hcrhs.org with any questions.

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

Technology Support: If you have any difficulties with the web based scheduling system, submit a ticket to the HCRHS Parent Help Desk (for parents/guardians) or to the HCRHS Student Help Desk (for students) for technical system questions. Please provide a brief description of the problem, or screen shot. Provide your name (or the name of the student if sent from a parent/guardian), current grade level and contact information in any correspondence.

Scheduling Support: Scheduling questions should be directed to scheduling@hcrhs.org. Counseling staff will be available during school hours (Monday-Friday, 7:30am-3:30pm) throughout the scheduling period to respond to questions. Please do not wait until the last day to seek assistance. Please provide a brief description of the problem, or screen shot. Provide your name (or the name of the student if sent from a parent/guardian), current grade level and contact information in any correspondence.