

HCRHS SCHEDULING FREQUENTLY ASKED QUESTIONS

Support: If you have any difficulties with the web based scheduling system, please email scheduling@hcrhs.org for scheduling questions, or 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, 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.


"I cannot remember my password".

Students currently attending a grade 8 sending district school, please check the scheduling mailing or ask your parent/guardian to submit a ticket to [HCRHS Parent Help Desk](#). Please identify that your child is a pre-registered student and the sending district school your child is currently attending.

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 mailed to students currently enrolled in an HCRHS sending district middle school. Parents can submit a ticket to the HCRHS Parent Help Desk if log in assistance is needed.

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

When using parent credentials:

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

"I am not sure how to enter requests"

View the Online 2022-2023 Scheduling Instructions video on the HCRHS website, "Quicklinks/Online Scheduling".

"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.

"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 of 37.5 credits.

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

"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.

"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 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 on line scheduling, they will "uncheck" the course that is pre-populated in Aspen, and the "check" the course they want scheduled.

"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.

"I am an 8th grade student who was recommended by my middle school teacher for AP US History. I do not see this choice under the Social Studies subject area."

AP US History is a 10-credit course for students in grade 10. The course covers the requirements of US History 1 and US History 2. **Students interested in taking AP US History in grade 10 will not schedule history for grade 9 and will have 5 additional credits to fill with elective choices.** We encourage students to select electives from the Social Studies department in order to develop their reading and writing skills for the future AP level courses.