Hunterdon Central Regional High School
Scheduling Instructions 2022-2023
Next year grades 10, 11 & 12

Introduction and Timeline:
The following instructions will guide students through the Hunterdon Central Regional High School (HCRHS) online course selection process for the 2022-2023 school year. Please refer to the schedule below for the course entry time line for your **next year grade level**.

To review course programs and descriptions the Program of Studies Course guide is available on the Hunterdon Central website and can be accessed through "Quick Links" or directly at www.hcrhs.org.

Next Year Grade	Course entry dates
Class of 2023 (12)	February 1 through 5
Class of 2024 (11)	February 6 through 10
Class of 2025 (10)	February 11 through 15
Class of 2026 (9)	February 16 through 20

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. **Grade level counselors will meet individually with each student to review submissions once the grade level course entry window is closed.**

Scheduling support will be available if you have questions while you are entering your 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. Technical support is also available by submitting a ticket to HCRHS Parent Help Desk (for parents) and to HCRHS Student Help Desk (for students).

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. 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. In addition to the subject areas identified on the chart below, students 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 algebra1, 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 5credits (#700courses)
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

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.

HCRHS Summer Institute:
Hunterdon Central may offer the following courses for credit during the summer of 2022 (pending Board of Education approval): Some summer courses are a combination of class time and on-line instruction. These classes are referred to as hybrid or blended learning courses.

Geometry (Hybrid/Blended Learning)
Calc A (Hybrid/Blended Learning)
Computer Applications
Personal Finance
College Essay (no credit)
English Credit Recovery
Global Studies (Hybrid/Blended Learning)

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.

<u>Preparing for scheduling:</u>
Currently enrolled grade 9-11 students:
- Will follow their planned course of study as determined in planning meetings with their grade level counselor, and recommendations from HCRHS teaching staff.

- Will find course recommendations, from some subject area teaching staff, already pre-populated in their Aspen course request grid. If you are a current 9th through 11th grader, the first time you login to enter your course request, an entry for the next sequential course may already be listed for you.

  If you see this, it is because your current teacher has recommended that you take this course based on past proficiency assessments, end of semester grades, and academic performance. Students will have the ability to select a course other than the recommended course, and can remove the recommended course if it's not a graduation requirement. However, we encourage all students to discuss changes to a recommended course with their counselor after online scheduling has closed.

For students entering Grade 12: *"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 and block 1, or block 4. There will be an additional approval process prior to each semester.

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.** 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.

> If students don't know their passwords or have difficulty logging in they should contact the HCRHS Hub in the IMC, or submit a ticket to HCRHS Student Help Desk.

Step 2: Course Selection Process
After logging into 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. You can toggle between them by clicking on the "mode" in the upper left corner of your screen.

Students in grades 9-11 will see all the courses that have been recommended by teachers under the heading "Course Request Adjustments". Above that is a listing of your course requests. Recommended courses have been pre-populated as requests.

Physical Education 10 and Drivers Education are required courses and will be prepopulated in the grid for next year grade 10 students. Students should not remove these courses. Students in grades 11 and 12 will be able to select their Health and PE course options.

Pages	My Info	Academics	Quest

Requests

Options ▾   Reports ▾   Help ▾   Search on CrsNo

Entry mode >>

0 of 8 selected   Build Year

2020-2021 - Requests: 8 primary, 0 alternate - Scheduled: 0% - Credits: 32.5

	SchoolCourse > CrsNo	SchoolCourse > Description	Alt 1 > CrsNo	Alt 1 > Short Description	Alt 2 > CrsNo	Alt 2 > Short Description
☐	021	Honors English 2				
☐	061	Creative Writing				
☐	122	United States History 2				
☐	2131	Honors French 3				
☐	322	Geometry STEM				
☐	423	Honors Biology				
☐	520	Physical Education & CPR/AED Training 10				
☐	521	Driver Education & PE 10				

Course Request Adjustments

	School Course > Number	School Course > Description	School Course > Department	School Course > Grade level	School Course > Academic level	Type
☐	021	Honors English 2	English	10	Weighted	Recommended
☐	122	United States History 2	Social Studies	07-12	Non-Weight	Recommended
☐	2131	Honors French 3	World Languages	07-12	Weighted	Recommended
☐	322	Geometry STEM	Mathematics	07-12	Non-Weight	Recommended
☐	423	Honors Biology	Science	07-12	Weighted	Recommended

On the entry mode screen you will see a list of primary and alternate requests broken out by subject area. You can add, remove, or change requests by clicking on the "select" button next to the subject area.

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							

When you select a subject area, a 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.   A check box will not appear next to any course if you have already taken it, or if you have not completed the required prerequisites. The status to the right of the course name will give you information about why a selection is not enabled. Please note that you may need to use the horizontal scroll bar to see all of the rightmost columns in this grid.

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 your counselor or scheduling@hcrhs.org. As you select requests for each subject area, you will build a full table of requests. Most students will select 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.

In-Class Resource: Academic Special Education courses are available in the Special Education subject area on the selection grid. This selection list contains 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.

2022-2023 Requests 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

As you submit and modify your requests, this summary information will change to reflect the current status of your requests

Step 3: Assigning Alternates

It is recommended that you enter an "alternate" choice for any 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 #875 World Foods if #876 Convenience Foods is filled. If #875 World Foods is also filled, the student will be placed in #861 Foods for Fitness.

Primary requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	AltPri	Alt 1 > CrsNo	Alt 1 > Short Description	Alt 2 > CrsNo	Alt 2 > Short Description	Credit
Select...	Broadcasting Technology								
Select...	Business and Computer Ed								
Select...	Design & Applied Tech								

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 1 can be used as an alternate for any subject area elective that does not have a direct alternate entry.

Alternate requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	AltPri	Alt 1 > CrsNo	Alt 1 > Short Description	Alt 2 > CrsNo	Alt 2 > Short Description	Credit
Select...	Alternates	071	Journalism 1	0					2.5

Step 5: Notes for Counselor

Beneath the Alternate requests grid is a space labeled **Notes for Counselor**. Currently enrolled students should use this space to enter any information you wish to communicate to your counselor in regard to your requests.

Your counselor will see this message after scheduling closes. This messaging area is not a request for help. If you need support during the request entry time line please e-mail support at scheduling@hcrhs.org.

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

Scheduling Support: If you have any scheduling questions, 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.

Getting Help

Technology Support: If you have any difficulties with the web based scheduling system, please submit a ticket to the HCRHS Student Help Desk, HCRHS Student Help Desk, 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.

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 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 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 2022-2023 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 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.

"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 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)
● Proceed to the "my family" top tab/requests side tab.