

Hunterdon Central Regional High School

Scheduling Instructions for the 2015-2016 School Year

Introduction

The following instructions will guide students through the Hunterdon Central Regional High School (HCRHS) online course selection process for the 2015-2016 school year. Please refer to the schedule below for the course entry time line for your grade level. 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	Date	Request entry assistance – room 621 During unit lunch and tutorial
12	Friday, January 30 – Wednesday, February 4	February 3 rd and 4 th
11	Thursday, February 5 – Tuesday, February 10	February 9 th and 10 th
10	Wednesday, February 11 – Monday, February 16	February 12 th and 13 th
9	Tuesday, February 17 – Sunday, February 22	See Sending district counselor or e-mail scheduling help at scheduling@hcrhs.org

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.

Students enrolling in Hunterdon Central from non-sending district schools, please contact our Registrar at 908/284-7227 to make a registration and scheduling appointment.

Aspen 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.

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 their remaining graduation requirements (these are posted on Hunterdon Central's website, in the Student Handbook and the Program of Studies.) 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.

Step 1: Preparing for Course Entry

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.

Additionally, Hunterdon Central offers a number of summer courses that students can take for credit. Starting this year, 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 and submit payment for summer courses.

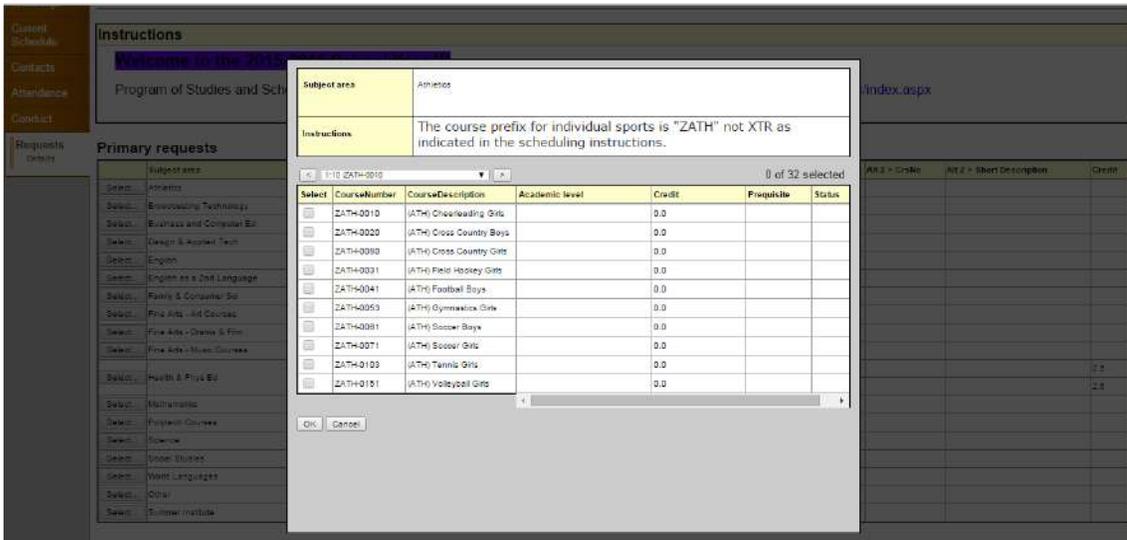
Currently enrolled grade 9-11 students:

- Will follow their planned course of study as determined in planning meetings with their grade level counselor, the recommended sequence from the department flow charts in the Program of Studies and recommendations from HCRHS teaching staff.
- Will notice a new feature in Aspen the first time they login to enter course requests. This year, Hunterdon Central teachers will make recommendations for some courses that will automatically be placed in a student's ASPEN account. If you are a current 9th through 11th grader, the first time you login to enter your courses a request for the next sequential course may already be listed for you. If you see this, it's because your teacher has recommended that you take this course based on past proficiency assessments, end of semester grades, and past 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. Please note that all students will meet individually with their assigned counselors once the online scheduling time frame ends. At that meeting, counselors will review course selections with students.

Currently enrolled grade 8 students:

- Will use the Class of 2019 Recommendation/Selection form to identify courses that should be entered into the system. Grade 8 students will not have a "current schedule" in the HCRHS system.

- **Honors Level Courses:** Students who have been recommended for, or who wish to schedule Honors level courses should select the course in Aspen. This selection will generate a list of students who will be required to take the mandatory HCRHS placement test in these subject areas. The placement test serves as an additional measure of the students' skill level to ensure appropriate placement. Students selecting the honors level will be contacted by the subject area supervisor.
- **Hunterdon Central Sports:"ZATH" Courses -** For current 8th grade students only: At the top of the subject area listings with a title of Athletics, please find a list of Hunterdon Central sports identified with the prefix "ZATH". Please check off any sports that you may be interested in participating in. This indication of interest will be provided to 2015-2016 coaches. Selecting a sport will not automatically enroll you.



Step 2: 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.k12.nj.us
- 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 the link in the sentence "**Click to access and login to the Aspen Student Information System**"

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

This information, along with instructions, will be mailed to the homes of all current 8th graders.

Current 9th to 11th grade 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 email: helpdesk@hcrhs.org.

Step 3: Course Selection Process

After logging in to Aspen, select the **MY Info** top tab the **Requests** side tab. There are two screens where you can view your request information; Entry Mode and Exit Entry Mode. You can toggle between them by clicking on the "mode" in the upper left corner of your screen.

Students in grade 8 will see the screens shown below, but only PE/Health 9 will be prepopulated. In entry mode, students will enter recommendations and electives from the Class of 2019 Recommendation/Selection form.

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.

Requests
Entry mode

0 of 8 selected

2015-2016 - Requests: 7 primary, 1 alternate - Scheduled: 0% - Credits: 30.0

School Course #	School Course Description	AP/IB	All 1 - Credits	All 1 - Short Description	All 2 - Credits	All 2 - Short Description
921	Honors English 2	0				
921	Creative Writing	0				
122	United States History 2	0				
2131	Honors French 3	0				
922	Geometry STEI	0				
933	Honors Chemistry 1	0				
922	Physical Education 10	0				
921	Driver Education & PE 10	0				

Course Request Adjustments

School Course # Number	School Course # Description	School Course # Department	School Course # Grade level	School Course # Academic level	Type	Comment	User # Name
921	Honors English 2	English	07-12	Weighted	Recommended		Maria, Jennifer
122	United States History 2	Social Studies	07-12	Non-Weighted	Recommended		Maria, Jennifer
2131	Honors French 3	World Languages	07-12	Weighted	Recommended		Fraser, Brigitte
922	Geometry STEI	Mathematics	07-12	Non-Weighted	Recommended		Singh, Vidya
933	Honors Chemistry 1	Science	07-12	Weighted	Recommended		Dayton, Danielle

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.

Students: 09 - Granger, Hermione

2015-2016 - Requests: 7 primary, 0 alternate - Scheduled: 0% - Credits: 30.0

Instructions
Welcome to the 2015-2016 School Year!!!
Program of Studies and Scheduling Instructions: <http://www.hcchs.k12.nj.us/academics/program-of-studies/table-of-contents/index.aspx>

Primary requests

Subject Area	School Course #	School Course # Description	ReqType	Alternate?	AP/IB	All 1 - Credits	All 1 - Short Description	All 2 - Credits	All 2 - Short Description	Credit
Language Arts	921	Honors English 2				0				0.0
Language Arts	921	Creative Writing				0				0.0
Language Arts	122	United States History 2				0				0.0
Language Arts	2131	Honors French 3				0				0.0
Language Arts	922	Geometry STEI				0				0.0
Physical Education	922	Physical Education 10				0				2.0
Physical Education	921	Driver Education & PE 10				0				2.0
Mathematics	922	Geometry STEI				0				3.0
Science	933	Honors Chemistry 1				0				2.0
Science	122	United States History 2				0				2.0
Science	2131	Honors French 3				0				3.0
Science	921	Creative Writing				0				0.0

Alternate requests

Subject Area	School Course #	School Course # Description	ReqType	Alternate?	AP/IB	All 1 - Credits	All 1 - Short Description	All 2 - Credits	All 2 - Short Description	Credit
Language Arts	921	Honors English 2				0				0.0

Notes for counselor

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 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 Support

Course numbers followed by an "A" 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.

2015-2016 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 - 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

Step 4: 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). The alternate course options in this Primary Requests field will only be from the primary subject area to which it is attached. 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.

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

2015-2016 - Requests: 8 primary, 1 alternate - Scheduled: 0% - Credits: 32.5									
Instructions									
Welcome to the 2015-2016 School Year !!!									
Program of Studies and Scheduling Instructions: http://www.hcrhs.k12.nj.us/academics/program-of-studies/table-of-contents/index.aspx									
Primary requests									
Subject Area	School Course - CrsNo	School Course - Description	AP/IB	Alt 1 - CrsNo	Alt 1 - Short Description	Alt 2 - CrsNo	Alt 2 - Short Description	Credits	
Select...									
Select...									
Select...									
Select...	001	History English 2	0					0.5	
Select...									
Select...									
Select...	070	Culinary/ICE Foods	0	070	World Foods	081	Food For Fitness	2.0	
Select...									
Select...									
Select...									
Select...	020	Physical Education 10	0					2.0	
Select...	021	Senior Education & PE 10	0					2.0	
Select...	022	Secondary STEM	0					0.5	
Select...									
Select...	400	History Chemistry 1	0					0.5	
Select...	100	United States History 2	0					0.5	
Select...	0101	History French 3	0					0.5	
Select...									
Select...									
Alternate requests									
Subject Area	School Course - CrsNo	School Course - Description	AP/IB	Alt 1 - CrsNo	Alt 1 - Short Description	Alt 2 - CrsNo	Alt 2 - Short Description	Credits	
Select...	001	Creative Writing	0					2.0	

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. **Students in Grade 8** should e-mail support since high school counselors are not yet assigned.

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.

Step 7: Congratulations

As you complete your selections your table will be full of requests (maximum 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) 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 from January 30th through February 22nd to respond to questions. Please do not wait until the last day to seek assistance.

FAQ's

"I cannot remember my password".

- **Students currently attending HCRHS** should first check their Central e-mail - they should have an e-mail that contains their initial login information. The hub can help them if they don't have their e-mail password, and would also be the next step if they changed their Aspen password and the initial one no longer works.
- **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, 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.

"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.