

Hunterdon Central Regional High School Scheduling Instructions 2025-2026

Introduction and Timeline:

The following instructions will guide students through the Hunterdon Central Regional High School (HCRHS) online course selection process for the 2025-2026 school year. Please refer to the schedule below for the course entry timeline 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. The Program of Studies is located under the Academics tab on our webpage. Scheduling will open up at **8am** on the start date and close at **midnight** on the last day of the window.

Next Year Grade	Course entry dates
Class of 2026 (12)	January 24 through 28
Class of 2027 (11)	January 29 through February 2
Class of 2028 (10)	February 3 through 7
Class of 2029 (9)	February 8 through 13

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 (or the name of the student if sent from a parent/guardian), 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 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

Balancing academics with extra-curricular or after school commitments should also 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.

HCRHS Summer Institute:

Hunterdon Central may offer the following courses for credit during the summer of 2025 (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.

- Personal Finance (Hybrid/Blended Learning) - Grades: 9, 10, 11, 12
- Geometry (Hybrid/Blended Learning) - Grades: 10, 11, 12
- Calc A (Hybrid/Blended Learning) - Grades: 11, 12
- College Essay (In-person; no credit) - Grades: 11, 12
- Global Studies (Fully Virtual) - Grades: 11, 12

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. Summer Institute registration information will be posted on our website in April 2025.

Preparing for scheduling:

For students entering Grade 9:

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

- Confidential student Genesis 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 Genesis 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.

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 Genesis 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 through a conversation with their school counselor. The school counselor can adjust the student's course requests after a discussion has occurred. This conversation should include the recommending teacher, student, and parent/guardian.

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 Genesis. Students can select this by semester and block 1 or block 4. There will be an additional approval process prior to each semester.

STEPS FOR ENTRY OF COURSE REQUESTS

Step 1: Logging into the Genesis Course Request System

Access the portal directly by going to the Genesis logon page at <https://students.c3.genesisedu.net/hcrhs/sis/view?gohome=true>

OR

Access the portal through the Hunterdon Central website:

- a. Open the Hunterdon Central website at www.hcrhs.org
- b. Hover over Genesis in the upper right
- c. Select the correct Genesis portal

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 Genesis and view grades and graduation requirements.

Students entering grade 9 were emailed their username and password on January 16. Please check your spam folder. Your 8th grade counselor can also assist with you obtaining your Genesis log-on credentials.

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 (Please follow the [Parent/Student Guide for Requesting Next Year Courses in Genesis](#).)

All 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.

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.

Can't Select a Course? If you are unable to select a course, please verify you have met the prerequisite. Many courses have a prerequisite that you may not have met yet, and this may explain why you are unable to select it. Please discuss this course with your counselor during your scheduling meeting.

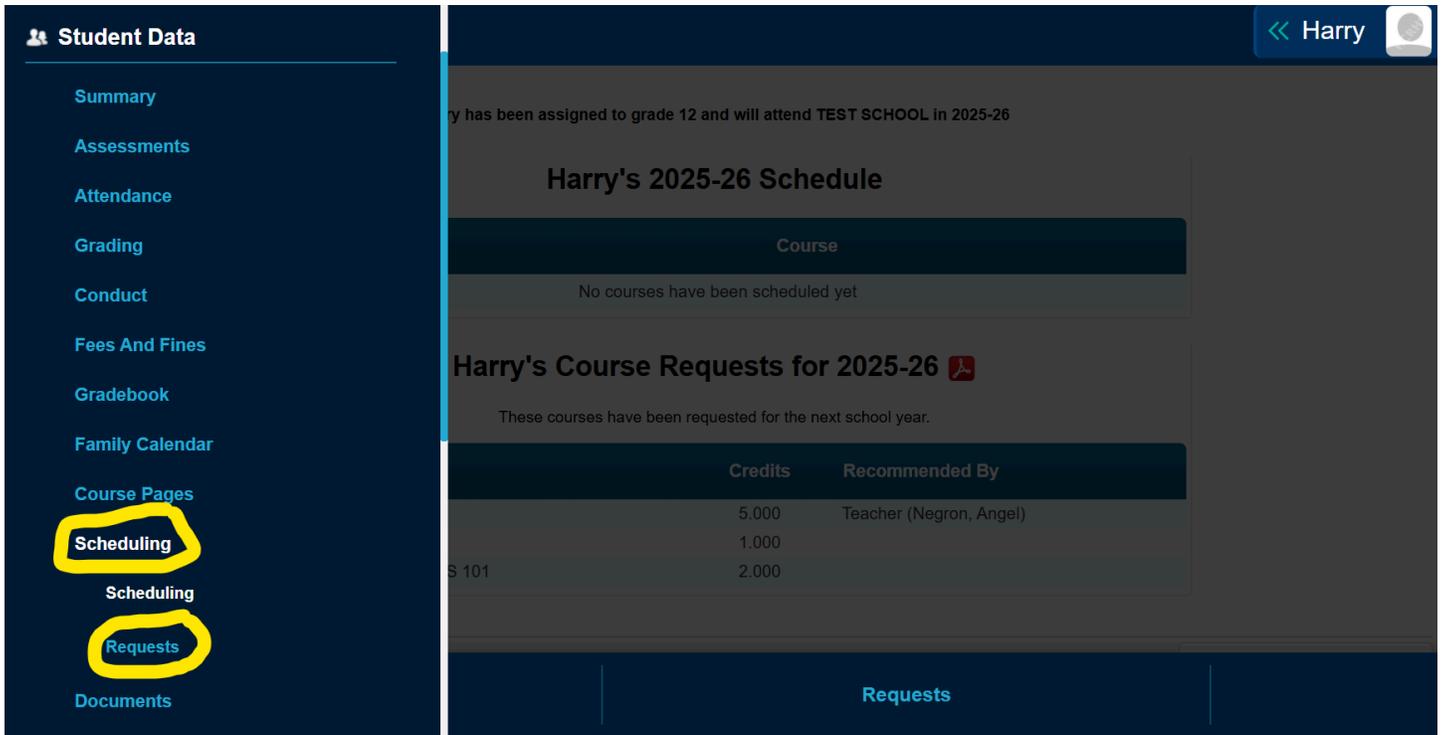
Course Recommendations: Teacher recommendations have been uploaded into our student information system. These courses have been selected by your current teachers in a thoughtful manner to match what they feel is most aligned to your child's academic progress. **Students** will see all the courses that have been recommended by teachers prepopulated under the subject area.

Making Changes to a Course Recommendation: Changing a course recommendation can only occur through a conversation between a student, teacher, and counselor. As students will be unable to change a teacher recommended course, students who are interested in taking a different level or course can select that course in the request menu and **must** leave a note for their counselor. For example, if you are recommended for English 1 and, after a conversation with your current teacher and counselor, feel confident in your ability to take Honors English 1, you would select Honors English 1 as an additional request and leave a note for your counselor. This will be considered a formal request to change your course level. Both courses will remain in your requests until approved and finalized by your grade level counselor.

Advanced Level Courses: Students who have been recommended for, or who wish to schedule, advanced level courses should select the course in Genesis. 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.

Physical Education courses will be prepopulated as a request for next year grade 9 and 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.

After logging into Genesis, select the **Scheduling** from the left side menu and then the **Requests**.



Students will then see the following screen:

	This Year	Next Year
School:	TEST SCHOOL	TEST SCHOOL
Grade:	11	12

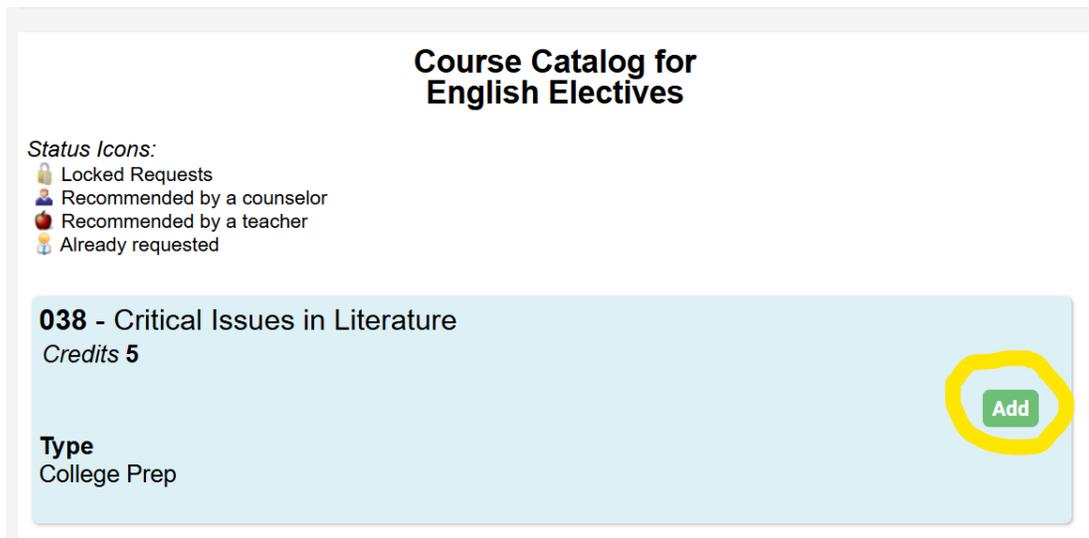
English / Language Arts Literacy Subject Area	
Credits	
Earned	Required
0	20
BAND - Band class <i>Teacher comment</i> TESTING	
Request a Course	

Mathematics Subject Area	
Credits	
Earned	Required
0	15

On the requests screen you will see a list of course requests broken out by subject area. You cannot add, remove, or change requests without first speaking with your counselor. Only counselors have the ability to modify a recommendation after it has been posted by your teacher.

When you select "**Request a Course**", a list of courses will appear. This list includes courses that are available for your next year grade level. Please scroll down to see all electives.

To select a course, click the **add** button to the right of the course name.



As you select requests for each subject area, you will build a full table of requests. Most students will select 40 credits.

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.

Step 3: Choosing Electives

Elective courses will be listed under their corresponding subject area as an elective. For example, #462 Meteorology is listed under "Science Electives".

Broadcast Technologies, Business Education, and Tech, Engineering, and Design courses will be located under the "21st Century Life and Careers/Career Tech" subject area. These courses satisfy this graduation requirement. For example, course #805 Materials & Processes is located in the Tech, Engineering, Design Elective subject area (see the Electives and Scheduling information for each grade level).

Due to seat limits in elective courses students should select more than 10 credits worth of electives.

Students can identify their elective preference choice by assigning a priority number. Students can select numbers 1 through 5 to indicate their preference for the elective. An elective assigned a priority number of "1" will demonstrate that this is the first elective choice. (edit alternates). This alternate will be used when a primary request course is filled. Students can also add a note to their counselor to identify the course as an alternate by writing under "Note".

The screenshot shows a web interface titled "Course Catalog for English Electives". On the left, there is a list of status icons: a lock for "Locked Requests", a person for "Recommended by a counselor", a red apple for "Recommended by a teacher", and a blue checkmark for "Already requested". Below this, a course entry for "038 - Critical Issues in Literature" is visible, with "Credits 5" and "Type College Prep". A modal window titled "Add Course Request for 038" is open, containing the text "Add request for Critical Issues in Literature", a "Priority:" dropdown menu, a "Note:" text area, and two buttons at the bottom: "Add Request" and "Cancel". A green "Add" button is also visible on the right side of the course entry.

Students entering 9th grade 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: Notes for Counselor

Beneath the Alternate requests grid is a space labeled **Notes**. 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 timeline please email support at scheduling@hcrhs.org.

Students entering 9th grade will have their schedules reviewed by a Hunterdon Central counselor. As counselors have not yet been assigned, please email scheduling support, scheduling@hcrhs.org, with any questions.

Step 5: Congratulations

As you complete your selections your table will be full of requests; students with Marching Band, Summer Institute or additional alternate elective choices may exceed 40 credits. You can print this page for your records.

After you meet with your counselor, your requested courses will be added to your proposed schedule for next year. You can find this finalized requested schedule under the "Scheduling" tab in Genesis. Please remember that your counselor will meet with you no later than mid-March to finalize your requests.

██████████ Course Requests for 2025-26 

These courses have been requested for the next school year.

Course	Credits	Recommended By
052 - Literature and Sports	2.500	Parent Request
054 - Crime, Mystery, and Media Literature	2.500	Parent Request
149 - AP Psychology	5.000	Parent Request
2152 - Honors Spanish 5	5.000	Teacher (Aron, Raymond)
363 - Pre-Calculus CP	5.000	Teacher (Collins, Kimberly)
452 - AP Biology	10.000	
541 - Health 12 & Consumer Fitness	2.500	Parent Request
554 - Proj Adventure & Group Dynamics	2.500	Parent Request
775 - Piano Keyboard 1	2.500	Parent Request
862 - Sewing Concepts	2.500	Parent Request
XS1B4 - Out Sem 1 B4 (NI)		Parent Request
XS2B1 - Out Sem 2 B1 (NI)		Parent Request

Getting Help

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.

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.

Additional Resources:

[Genesis Parent Portal User Manual](#)