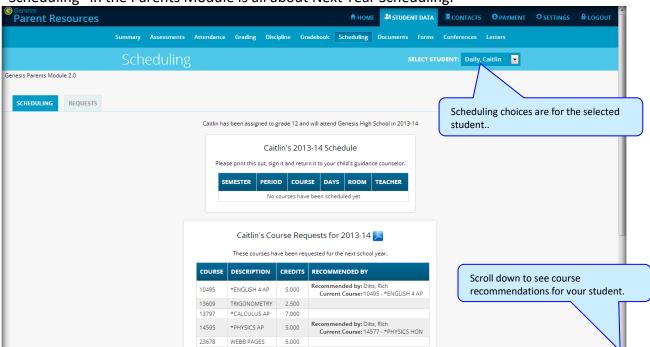
# High School

## Steps to Register for Classes via Genesis Parent Access 2018-2019

### COURSE REGISTRATION WILL BE OPEN FEBRUARY 9<sup>TH</sup> - 16<sup>TH</sup> 2018

- ❖ Log onto the Parsippany-Troy Hills Parent Access website → <a href="https://parents.pthsd.k12.nj.us">https://parents.pthsd.k12.nj.us</a>
- Click the <u>Scheduling</u> tab in the top Blue Bar.
- Click the <u>Request</u> tab to select course requests.
- Review the recommendations that your child's teacher has made. The *Course Selection Bulletin* is available to examine graduation requirements, course descriptions, prerequisites, and course sequencing before selecting courses.
- ❖ The Course Selection Book 2018-2019 can be found on the District's Web page → Academics → Secondary Scheduling. <a href="http://www.pthsd.k12.nj.us/academics/secondary scheduling">http://www.pthsd.k12.nj.us/academics/secondary scheduling</a>
- ❖ If you disagree with one of the teacher recommendations, click <u>Request a Course</u> and select the course you would like. Please see your counselor to determine if a **Course Waiver Form** is needed.
- ❖ If you agree with the recommended course, you do not need to do anything.
- Students need to enter five electives in order of preference using the **Priority** box.
- ❖ You are encouraged to add **notes** in the **Additional Information box**. Your guidance counselor will be able to view these notes when reviewing your request.
- ❖ All Students/Parents MUST complete this Course Registration Process by clicking the "Submit" button on the scheduling request tab. After you click the "Submit" button, you must type the word ACCEPT in all capitals and click ok. This is your electronic signature.
- ❖ A **School Messenger alert** will announce when final schedules are available.
- ❖ If you have any questions or concerns, please contact your school counselor

# **Scheduling**



"Scheduling" in the Parents Module is all about Next Year Scheduling.

### Viewing Next Year Requests, Recommendations and Schedule

PE 4/SCI

The Scheduling screen shows you your student's course requests for the *next* school year (e.g. 2018-19 if this year is 2017-18), teacher recommendations, if there are any, as well as their "next year" schedule once one has been created.

There are three things listed on this screen:

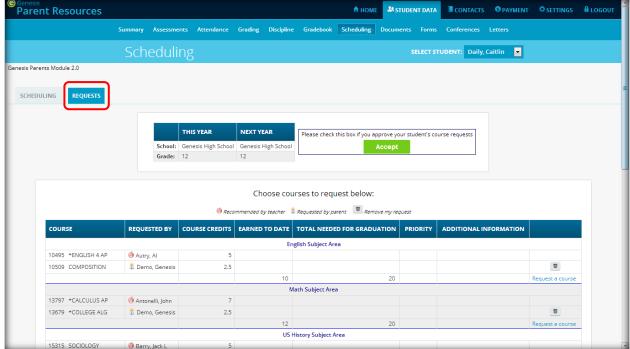
- 1. Your student's list of course requests for next year. These can be printed out.
- 2. **The teacher a course was recommended by** if there was a teacher recommendation. Teacher Recommendations will appear at the very bottom of the screen.
- 3. **Your student's actual schedule for next year**. Once the student's actual schedule for next year is ready, it will be displayed on this screen as well. This may not happen during the current school year. When the next year schedule is ready, you will be able to print it out as well.

#### **Courses Recommended but Not Requested**

The very bottom of the Scheduling screen may contain a list of courses that teachers recommended for your student but which they decided not to request and not to take. Scroll down to see this list. This list will only appear if a teacher recommends a course for your student and your student decides not to take the course. The course is then "not requested" so that it will not be scheduled for your student.

### **Making Next Year Course Requests**

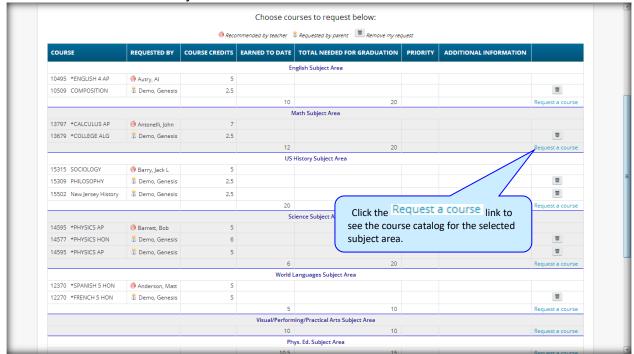
You may make course requests from the "Requests" screen:

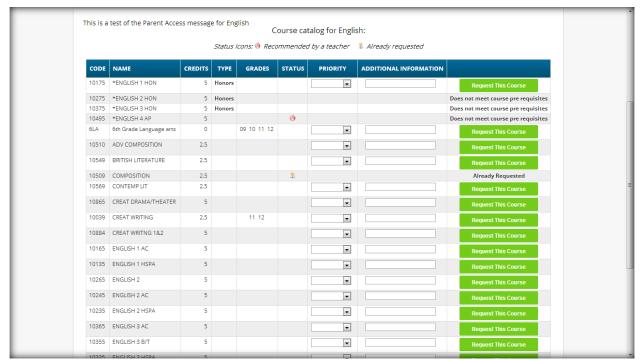


The Requests screen lets you choose courses to request for the next school year.

#### **Making Course Requests**

To view the available courses for a subject – to see the course catalog – click on the "Request a Course" button for that subject:

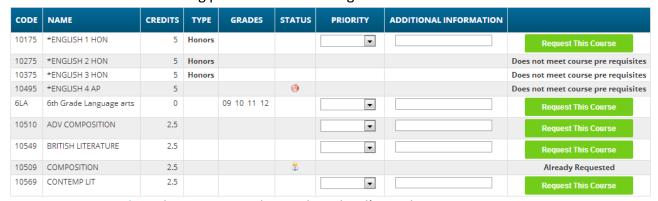




The Course Catalog screen lists all the available courses in the subject area - English for example.

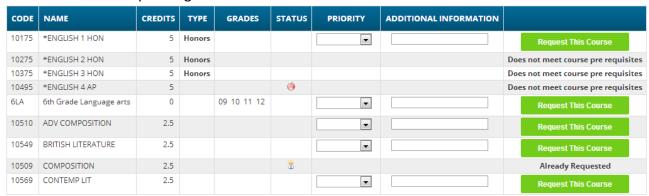
### **Deciphering the Course Catalog**

Each line in the course catalog provides the following information:

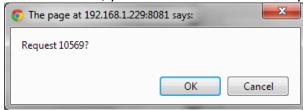


- Course Code The course number in the school's catalog.
- Course Name or description The name of the course.
- Credits How many credits is it worth?
- Type or level of course (e.g. Honors or AP)
- Grades Which grade levels (e.g. 10<sup>th</sup> grade) is the course aimed at?
- **Status** Has this course been recommended for your student? Have they already requested it?
- **Priority** A drop down that allows you to select your priority for the course.
- Additional Information A place where you can enter a short note about your choice.
- Selector or Message This either provides you with a "Request this Course" button or the
  reason why the student cannot request it. For example, because it is already one of their
  requests, or they do not have the prerequisites for the course.

If a course can be requested, the "Request this Course" button will be available. Click this button to choose the corresponding course:

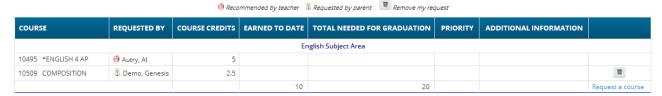


When you click on a Request This Course button, you will be asked to confirm your choice:



Click "OK" to add the course request or "Cancel" to cancel it.

Once you have made a request, the "Requests" screen is updated with your choice:



#### **Prioritizing your Choices**

The Course Catalog screen contains a "Priority" drop down for each course and an "Additional Information" field.



You can prioritize your choice by selecting a priority. The "Priority" checkbox lets you pick a number between 1 – the highest – and 5 – the lowest – to indicate the order of your choices.



You can also put a short note in the Additional Information field. Your child's guidance counselor will be able to see both the priority and the short note.

### Acknowledge you are finished

When finished with your selection and review, all Students/Parents **MUST** complete this Course Registration Process by clicking the "**Submit**" button on the scheduling request tab. After you click the "**Submit**" button, you must type the word ACCEPT in all capitals and click ok. This is your electronic signature.

Please click the "Submit" Button to indicate you are finished with the Request step.

