High School

Steps to Register for Classes via Genesis Parent Access for 2021-22

Course Registration will be open February 5TH– 12TH 2021

- Log onto the Parsippany-Troy Hills Parent Access website☐ https://parents.pthsd.k12.nj.us

- Click the **Scheduling** tab in the top Blue Bar.

- Click the **Request** 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 2021-2022*** can be found on the District's Web page ☐ Academics ☐ Secondary Scheduling. http://www.pthsd.k12.nj.us/academics/secondary_scheduling

- If you would like to follow the appeal process regarding one of the teacher recommendations, click **Request a Course** and select the course you would like. Please see your counselor to determine if a **Course Appeal 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

The **Scheduling** screen shows you your student's course requests for the *next* school year (e.), 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's name 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. 10th 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:

CODE	NAME	CREDITS	TYPE	GRADES	STATUS	PRIORITY	ADDITIONAL INFORMATION	
10175	*ENGLISH 1 HON	5	Honors			▾		**Request This Course**
10275	*ENGLISH 2 HON	5	Honors					Does not meet course pre requisites
10375	*ENGLISH 3 HON	5	Honors					Does not meet course pre requisites
10495	*ENGLISH 4 AP	5			🔴			Does not meet course pre requisites
6LA	6th Grade Language arts	0		09 10 11 12		▾		**Request This Course**
10510	ADV COMPOSITION	2.5				▾		**Request This Course**
10549	BRITISH LITERATURE	2.5				▾		**Request This Course**
10509	COMPOSITION	2.5			⚓			Already Requested
10569	CONTEMP LIT	2.5				▾		**Request This Course**

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

The page at 192.168.1.229:8081 says:

Request 10569?
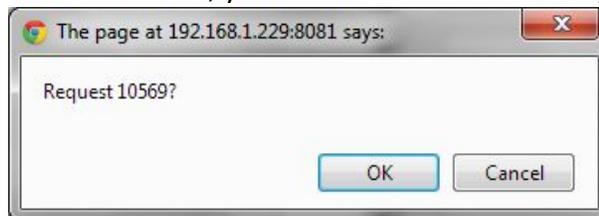
[OK] [Cancel]

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:

🔴 *Recommended by teacher*   ⚓ *Requested by parent*   🗑 *Remove my request*

COURSE	REQUESTED BY	COURSE CREDITS	EARNED TO DATE	TOTAL NEEDED FOR GRADUATION	PRIORITY	ADDITIONAL INFORMATION	
				English Subject Area			
10495 *ENGLISH 4 AP	🔴 Autry, Al	5					
10509 COMPOSITION	⚓ Demo, Genesis	2.5					🗑
			10	20			Request a course

Prioritizing your Choices
The Course Catalog screen contains a **Priority** drop down for each course and an **Additional Information** field.

CODE	NAME	CREDITS	TYPE	GRADES	STATUS	PRIORITY	ADDITIONAL INFORMATION	
10175	*ENGLISH 1 HON	5	Honors			▾		Request This Course

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.

6LA	6th Grade Language arts	0	09 10 11 12		▾		**Request This Course**
10510	ADV COMPOSITION	2.5			1 (Highest)		**Request This Course**
10549	BRITISH LITERATURE	2.5			2 / 3 / 4		**Request This Course**
10509	COMPOSITION	2.5		⚓	5 (Lowest)		Already Requested

You can also put a short note in the Additional Information field. Your child's school 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.