

SCHEDULING PROCEDURES FOR NEXT YEAR (2021-22)

JANUARY 25 - MARCH 17

Counselors will soon send you an email with a link to choose a time to meet with them virtually so that you can select your classes for the 2021-22 school year.

Once the scheduling process is closed, then your ability to change a selection will be based on course availability.

- In Genesis, Once You **Submit** Your Course Requests, You Will Not Be Able To Change Requests In Genesis. **To Make Change(s) After Hitting Submit In Genesis, You Will Have To Make An Appointment!**
- Students That Want To “Move Up” a Level In Any Particular Curriculum Area Must Meet The Prerequisites Outlined In The District’s *Program Of Studies*.
- Review The *Program Of Studies (Course Catalog Tab When You Are In Genesis)*:
 - Visit www.bhprsd.org
 - Click On Timber Creek
 - Click On Parents & Students
 - Click On The Program Of Studies
- Review the *Electives handout* attached. When choosing electives, make sure to have **at least 2 additional choices** in case there are scheduling conflicts.

Important Reminders:

- **You Can Change Elective Choices Up To June 15th** (Changes Subj. To Availability)
- Requests Made After June 15th **Will Not Be Approved**
- **Changes After June 15th Occur For The Following Reasons:**
 - State Assessment Scores
 - Final Report Card Grades That Meet A Prerequisite For A Level Change
 - Successful Credit Completion And/Or Summer School
 - Student Action Plans Written By VP And Counselor

**GENESIS - STEP BY STEP INSTRUCTIONS TO SELECT COURSE REQUESTS
PRIOR TO YOUR SCHEDULING APPOINTMENT**

**GENESIS WILL BE OPEN TO STUDENTS FOR ONLINE SCHEDULING
FROM JAN. 11th - JAN. 29th**

1. LOG Into Your Genesis *Parent Access* Portal
(if you would like to view the online scheduling video again -
link will be available on the *Parent Access* main page)
2. Choose **Scheduling**
3. To The Left, Click On **Requests**
4. Then, You Will See A Variety Of Content Areas Below
 - a. Click **“Request A Course”** In Each Content Area
 - i. Select The Course(S) You Would Like To Take In 2021-22 By Clicking On The **“Request This Course”** (Green Button)
 - ii. When You Schedule Your Electives, Please Select The Dropdown Where It Says **Priority**. Select 1 For Your First Choice, 2 For Second Choice, Etc.
5. Once You Have Made Your Requests For All Content Areas, Click **Submit**. Your School Counselor Will See Your Requests And Will Discuss Them With You At Your Virtual Scheduling Appointment.

NOTE:

- **NOT ALL REQUESTS ARE GUARANTEED COURSES! YOU ARE SIMPLY MAKING REQUESTS! YOUR COUNSELOR WILL DISCUSS ALL COURSES WITH YOU BEFORE FINALIZING YOUR PRELIMINARY SCHEDULE.**
- **THE VIDEO TUTORIAL ON HOW TO CHOOSE COURSES CAN ALSO BE FOUND UNDER THE COUNSELING TAB ON THE TIMBER CREEK WEBSITE. CLICK ON THE SECTION TITLED SCHEDULING.**