

Parent/Student Guide for Requesting Next Year Courses in Genesis

This document is your guide on how to enter requests for next year electives in Genesis.

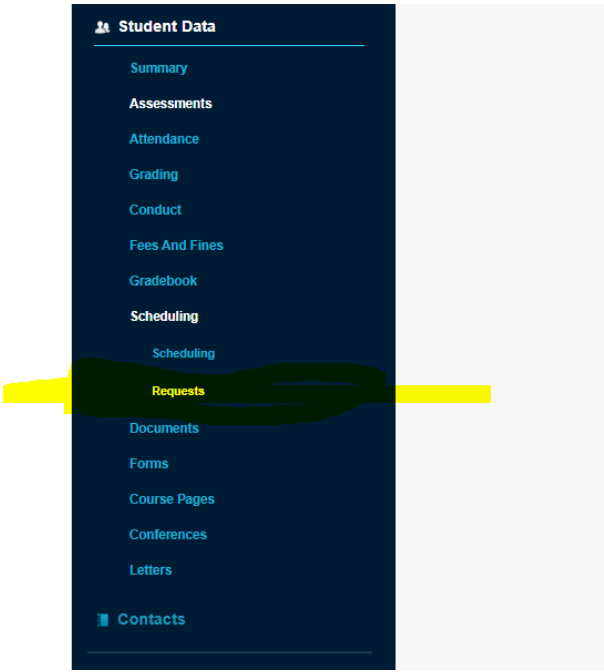
The accompanying Program of Studies outlines the Metuchen High School curriculum, has detailed course descriptions, graduation requirements, and grade-level specific information. Please refer to the POS as you sit down to select your electives.

Every effort is made to grant priority requests but many factors come into play as schedules are finalized. We cannot guarantee that your schedule will result in requests granted.

1. If you have more than one student in Genesis, be sure that your MHS student is selected. Select your student by clicking on the

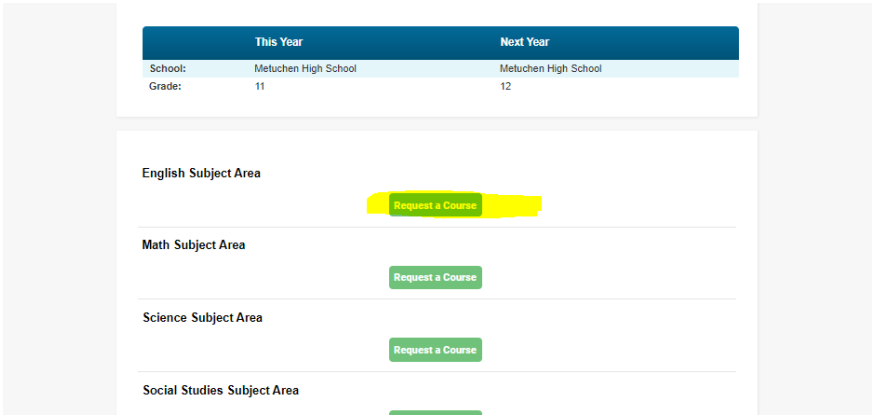


2. Navigate to the Scheduling > Requests tab in Genesis.

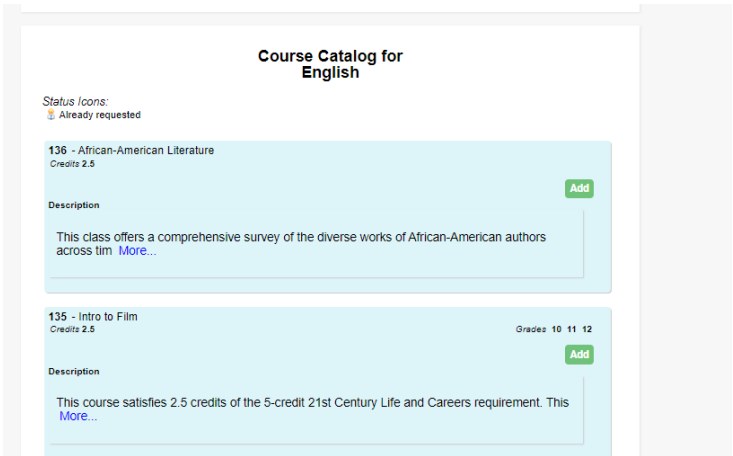



3. You will first see the departments listed. There are electives under each department that you can access by selecting the Request a Course button. Take note of the *Earned to Date* and *Total Needed for Graduation* columns. Here, you will see how many credits your student has already earned in this area of study vs what is needed for graduation.

NOTE: CLASSES STUDENTS ARE ENROLLED IN THIS YEAR ARE NOT REFLECTED HERE as credits are not earned until a final grade is posted.



3. Upon clicking the *Request a Course* button, you will see that you are now in the Course Catalog screen. All electives in the department you’ve selected are listed.



- **More...** will give you a course description and will let you know of any pre or co-requisites.
- By clicking **ADD**, your request will be entered.
- You can go into a department multiple times if you request more than one course in that department. You can delete a course from your requests if you’ve made an error or changed your mind.
- Courses that have already been requested will be noted with an icon:
Status Icons:
 **Already requested**
- Courses with prerequisites not yet met will not appear.
- You are able to add/delete requests before the last available date but this system will close on the date announced as the close date for the next school year.