

# Freshman Online Registration Instructions and Tips

From **March 10-March 15, 2020**, you will be able to view and enter your requests for next year's courses in the Aspen Student Portal. During this date range, you can enter and make changes at any time.

In order to enter course requests online during the window, students will need their Aspen student login information. The ASPEN parent login information will not work.

**Freshmen are limited to the classes that are offered in the online registration platform.**

**To enter your requests:**

1. Log on to the Student view in ASPEN.
2. Click the **My Info** tab.
3. Click the **Requests** side-tab.
4. Read the **Instructions** box.

**Instructions**

**Once complete, all students will be registered for 9 credits. You will also select 4 alternate electives.**

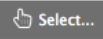


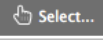
The following resources are available to you to assist with this process:

- [Gibbs' 2020-2021 Registration Materials](#)
- [ASPEN online video](#) (Requesting and Viewing Next Year's Courses)

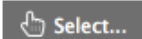
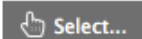
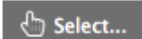
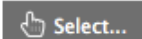
You will begin the online registration process by selecting your courses below. You will need to select each subject area (English, Math, Science, Social Studies, Enrichment (3rd period) and Alternates (3rd period), Block Electives and Block Alternates) in order to view your options. Most students will see a recommendation from a teacher. If a teacher has recommended you for a course, you will see "recommended" in the status column. You cannot change this recommendation.

5. In the **Primary requests** box, you should see core class recommendations that were made by your current teachers. If you don't see them, click on the **Select** button beside the English subject area and then click OK to display your recommended English course. Proceed to do the same for Math, Science, and Social Studies. The following are examples.

**Primary requests**

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description
	English	300103000	ENGLISH 1 CP
	Math	310200000	ALGEBRA 1
	Science	320204000	HON PHYSICAL SCIENCE
	Social Studies	341503000	WORLD HIST AND GEO

6. Continue clicking the **Select** button beside each Subject area in the **Primary requests** box until you have selected choices for each of the following sections. Read the **Instructions** at the top of each **Section area** before making your selections. Select only classes that you are willing to take, because your schedule will not be changed once schedules are finalized this summer.

	Wellness			
	Enrichment			
	Elective Courses			
	Fine Arts			

**Tips for selecting a course and additional instructions are on the backside of this sheet.**

**(OVER)**

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Use the following tips when selecting a course request:

- To alphabetize the courses, click on  in each section.
- To see all of the courses in the **Elective Courses** section shown on the previous page or the **Alternate Courses** section below, you will have to click on the arrow  above the **Course Description** box AND you may have to use the horizontal and vertical scroll bars. *If you don't see a course on the first page, continue to the next page by clicking on the arrow above the **Course Description** box and utilizing the scroll bars on each page until you are able to locate it.*
- To remove a request that you chose, click the Select checkbox to uncheck it and deselect it.

7. Continue clicking the **Select** button beside each Subject area in the **Alternate requests** box until you have selected choices for the two sections shown below. Read the Instructions in each Section area before making your selections. Select only classes that you are willing to take if you do not receive your Primary requests, because your schedule will not be changed once schedules are finalized this summer. Number your alternate requests in the order that you would like to take them by typing a number in the **Alternate Priority** column; type 1 next to the alternate you want to try to be scheduled in first, type 2 in the next alternate you would want on your schedule, and so on.

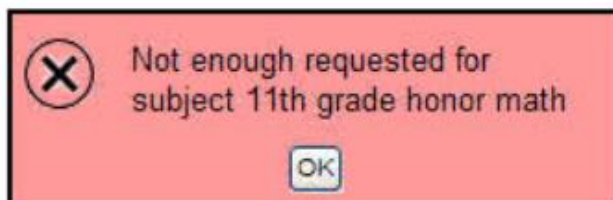
## Alternate requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description
<input type="button" value="Select..."/>	Fine Arts Alternate		
<input type="button" value="Select..."/>	Alternate Courses		

8. In the **Notes for Counselor** box, type any notes to your Counselor regarding your requests. Teacher requests are not honored at Gibbs High School.

## Notes for counselor

9. Your requests are automatically saved if you click OK within the sections. **After you complete the entire process of entering your requests, click Post at the bottom of the page** to check for errors. If you have not completed each section, the system will give you an error message to show which area you still need to make more requests (see example below). Attempt to determine what you still need to select, but only select classes that you are interested in taking. Schedules will not be changed once schedules are finalized this summer. **DO NOT select random courses in order to Post error free.** Any course that you select could become a part of your schedule next year. As long as you attempt to post, your counselor can see the requests that you have chosen.



**Note:** Once the online registration window closes at midnight on Sunday, March 15, 2020, you can no longer make changes to your course selections.