

Student Registration

The Registration Process: Written Instructions

Logging In

- ◆ Students will:
 - log onto Aspen to access their online registration platform
 - click on "My Info" at the top menu
 - click on "Request" from the side tab
 - click on "Instructions" and follow the instructions that appear

Core Classes

◆ Core Classes:

- Students will find that their “primary courses” will already be recommended. This includes Math, English, Social Studies and Science.
- They will not be able to “deselect” the recommended course but may select another course (ex: AP Lang instead of English III CP). The student will need to leave a brief but descriptive message in the “Notes for Counselors” to explain why. Otherwise a student will not need to do anything for courses already recommended.
- Students cannot “double-up” on Core classes without counselor approval, which should be noted in “Notes.”

Elective Courses

◆ Elective Choices:

- Students will need to select 4 elective courses.
- If an elective course they chose is not available then the Alternate courses will automatically replace the elective based on how the student prioritized
- If an elective needs teacher recommendation, the student should select another elective & tell the counselors that they want a teacher recommended course in the NOTES.
- If a student has failed a required course, this may impact the number of electives available to them.
- Students need to make selections for electives based on the elective focus in which they are enrolled (ex: all CTE pathways) go to [CTE Pathways page](#) for detailed information on pathways.

Alternate Courses

- ◆ Students will select 3 alternatives
- ◆ Students need to rank alternative choices (1- 3)
- ◆ Alternate course 1 will be the first alternate in the case an elective is not available to student
- ◆ The electives and alternates need to be different classes (4 Elect. 3 Alter.)
- ◆ Students are NOT guaranteed any particular elective

The Registration Process: Video



Helpful Tips

- ◆ Students can “post” and still edit requests and re-post their choices as many times as they want until we close the registration window.
- ◆ If Aspen does not allow you to Post, do not panic; counselors will still be able to see your selections
- ◆ If the students have any outstanding issues or questions, direct them to a grade level guidance counselor.