

Online Registration Instructions and Tips

From **January 21-February 2, 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. If you have misplaced your Aspen student login information, please retrieve this information from Mrs. Calloway in the library/media center prior to the online registration dates.

You will have an individual meeting with your Counselor to discuss your course selections. If you have questions about registering online, please wait to ask at your individual meeting with your Counselor.

To enter your requests:

1. Log on to the Student view.
2. Click the **My Info** tab.
3. Click the **Requests** side-tab.

The **Requests** page appears:

The screenshot shows the 'Requests' page in the Aspen Student Portal. At the top, there are navigation tabs: 'Pages', 'My Info', 'Academics', 'Calendar', and 'Locker'. Below these is a sidebar with 'Requests' selected. The main content area shows the current session: '2017-2018 - Requests: 2 primary, 0 alternate - Scheduled: 0% - Credits: 2.0'. There is an 'Instructions' box with the following text: 'All students are required to register for 9 classes and 4 alternates. Online Registration closes February 17, 2017 at 3:30 pm. Teachers have already made recommendations for next year's Core Classes (English, Math, Science, and Social Studies). If you are requesting an override of a teacher's recommendation, a 'Level Change Request' must be signed by a parent and returned to the school counseling office. The 'Level Change Request' can be found on the School Counseling website. By posting requests, you are acknowledging that you have discussed your course selections with your parents. By not posting requests by February 17 at 3:30, you understand that your school counselor will select your courses based on what is needed for graduation. Please visit the School Counseling website for Forms and Quick Links to important information.'

4. At the top of the page, in the **Instructions** box, read and follow the instructions for entering your requests. *Note: If any of your courses are required or recommended by your teachers, they might automatically appear as requests when you first view the Requests page.*

5. In the **Primary requests** box, select your requests for the different subject areas. For example, to select your math course, click Select next to Math. The courses you can request will appear.

Use the following tips when selecting a course to request:

- To see all class options, 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.
- Continue to the next page by clicking on the arrow above the *Course Description* box.
- If your teacher recommended a course, a checkmark appears in the *Select* column. That course becomes a course request when you click **OK**. *If you don't see the selection on the first page, you may have to scroll over to the second page to locate it.*
- The *Status* column displays information about the course, such as if this is the course your current teacher recommended for you. Depending on the subject, you can either select any course, or you may be required to accept the courses recommended for you.
- If your teacher entered comments about a recommendation for you, a note appears in the *Status* column. Click the icon to view the comments.

The screenshot shows the course selection interface for English. At the top, there is a 'Subject area' dropdown set to 'English'. Below it are instructions: '1. You must have 4 credits of English to graduate. 2. Check for a Recommendation from your English Teacher. If you do not have an English recommendation, please review the English Sequencing Chart Below and Select a course. 3. If you have failed a course and need to repeat it, please select the course from the pick list.' Below the instructions is a table titled 'English Sequence of Classes (4 credits)' with columns for 9th, 10th, 11th, and 12th grades. Below that is a table of course options with columns: Select, CourseNumber, CourseDescription, Academic level, Credit, Prerequisite, and Status. The table shows 6 courses, with the first one selected. A '0 of 6 selected' indicator is visible at the top right of the table.

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status
<input checked="" type="checkbox"/>	300303000	ENG 3 CP	STD	1.0		
<input type="checkbox"/>	301405000	AP ENG LIT	AP	1.0		Approval require
<input type="checkbox"/>	300302000	ENGLISH 3	STD	1.0		
<input type="checkbox"/>	300203000	ENG 2 CP	STD	1.0		
<input type="checkbox"/>	300103000	ENGLISH 1 CP	STD	1.0		
<input type="checkbox"/>	300102000	ENGLISH 1	STD	1.0		

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- If you are entering alternate requests, you can type a number in the *Alternate Priority* column to prioritize them; 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.
- Click on *Course Description* to sort the classes alphabetically.

Primary requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Short Description	SchoolCourse > Description	Alternate?	Credit
<input type="checkbox"/> Select...	Skinny					
<input type="checkbox"/> Select...	English					
<input type="checkbox"/> Select...	Math	312600000	PRE CALCUL	PRE CALC	N	1.0
<input type="checkbox"/> Select...	Science					
<input type="checkbox"/> Select...	Social Studies	344005000	AP US HIST	AP US HIST	N	1.0
<input type="checkbox"/> Select...	Elective Courses					

Alternate requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Short Description	SchoolCourse > Description	Alternate?	Credit
<input type="checkbox"/> Select...	Alternate Courses					

6. If you applied for an elective class that required an application and are approved, that class will be added at your individual meeting with your Counselor.

7. Select the checkbox in the *Select* column of the course(s) you want to request, and click **OK**. The requests now appear on your Requests page.

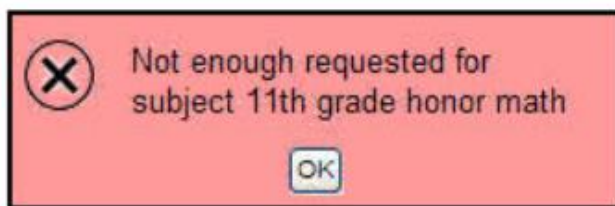
Note: To remove a request from your Requests page, click the Select checkbox again to deselect it.

8. In the **Notes for Counselor** box, type any notes to your Counselor regarding your requests. Your Counselor can view these notes when reviewing your requests. Your requests are automatically saved after you enter them on the Requests page. Your Counselor can view them anytime.

Notes for counselor

Mrs. Overton I want to take Algebra 2 in the fall and Pre Cal in the Spring. Thank you.

9. After you complete entering your requests, click Post at the bottom of the page. This lets your Counselor know that you are finished entering requests. If you have not selected enough courses to satisfy requirements for your academic track, the system will let you know which area you will need to make more requests in.



Note: Once your Counselor approves your requests, you can no longer make changes to your course selections.

*When signing up for the following courses in Aspen, make sure to sign up for **BOTH** courses:

- AP Calculus AB and AP Calculus BC
- Art Honors and AP 2D Art
- Art Honors and AP 3D Art
- Honors Biology 2 and AP Biology
- Honors Chemistry 2 and AP Chemistry
- Choral Ensemble (Fall) and Choral Ensemble (Spring)
- AP Language and AP US History Combo
- Algebra 2A (Yearlong Fall) and Algebra 2B (Yearlong Spring)
- Geometry A (Yearlong Fall) and Geometry B (Yearlong Spring)

*Seniors: You will not be allowed to sign up for EARLY GRADUATION until your parent permission form has been returned to the Counseling Department.