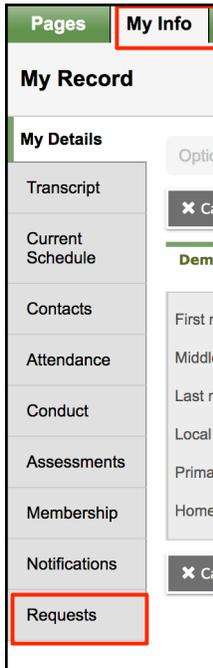


# Completing Student Course Requests



Requests can only be completed in the **STUDENT** view.

The student must also be logged in on the Aspen Full Site. Mobile view does not have the functionality to make course requests.

**My Info** top tab, **Requests** side tab

\*\* Parents/Guardians and students are encouraged to review course requests together prior to the entry deadline. Parents/Guardians can always view requests in the **Family Portal** by clicking on the **Family** top tab, **Schedule** side tab, **Requests** sub side tab

Entry Mode

General Directions

Primary Requests:  
Click **Select** to make selections from each track.

Alternate Requests:  
Click **Select** to make selections from each track.

2020-2021 - Requests: 9 primary, 4 alternate - Scheduled: 0% - Credits: 8.25

**Instructions**  
All students are required to register for 9 classes and 4 alternates. Online Registration closes **February 14, 2020 at 3:50 pm.**  
Teachers have already made recommendations for next year's Core Classes (English, Math, Science, and Social Studies).

**Primary requests**

Subject area	SchoolCourse > Crklo	SchoolCourse > Short Description	SchoolCourse > Description	Alternate?	Credit
Skippy	<input type="button" value="Select"/>			N	0.25
Elective Courses	<input type="button" value="Select"/>			N	1.0
English	<input type="button" value="Select"/>			N	1.0
Math	<input type="button" value="Select"/>			N	1.0
Science	<input type="button" value="Select"/>			N	1.0
Social Studies	<input type="button" value="Select"/>			N	1.0

**Alternate requests**

Subject area	SchoolCourse > Crklo	SchoolCourse > Short Description	SchoolCourse > Description	Alternate?	Credit
Skippy Alternate	<input type="button" value="Select"/>			Y	1.0
Alternate Courses	<input type="button" value="Select"/>			Y	1.0

# Completing Student Course Requests

Subject area: English

Instructions:

- In order to graduate you must successfully complete four (4) English courses. (English 1, English 2, English 3, and English 4 or equivalent)
- Your recommendation has already been selected for you based on your previous English course.
- If you would like to change your recommendation please pick up a change of placement waiver in the counseling office and return by

Select All 1 of 4 selected

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status
<input checked="" type="checkbox"/>	300503000	ENG 4 CP	STD	1.0		Recommended
<input type="checkbox"/>	301405000	AP Lit	AP	1.0		
<input type="checkbox"/>	4039ENGDE	DE ENGLISH COMPOSITION I	DE	1.0		
<input type="checkbox"/>	300303000	ENG 3 CP	STD	1.0		Course completed

OK Cancel

1. There are directions at the top that are specific to the track selected. In this example, the directions for selecting an English class are provided.
2. Often the core subjects will be grayed out and a student will be unable to make changes because the teacher recommended course is the default.

Subject area: Alternate Courses

Instructions:

- You must select 4 alternate elective courses.
- Please make sure you are selecting courses that will fulfill your elective focus. (3 courses in the same focus area)
- These are courses you are willing to take, if one or more of your elective choices are not available.
- Do not submit courses that you have already requested as core or electives as alternate courses!
- Alternate courses must be different.

1:10 | 304100000 Select All 3 of 48 selected

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status	Alternate priority
<input type="checkbox"/>	304100000	FRENCH 1	STD	1.0			0
<input type="checkbox"/>	304200000	FRENCH 2	STD	1.0			0
<input type="checkbox"/>	304300000	FRENCH 3	STD	1.0			0
<input type="checkbox"/>	302100000	SPANISH 1	STD	1.0		Course completed	0
<input type="checkbox"/>	302200000	SPANISH 2	STD	1.0		Course in progress	0
<input type="checkbox"/>	302300000	SPANISH 3	STD	1.0			0
<input type="checkbox"/>	350100000	ART 1	STD	1.0		Course completed	0
<input checked="" type="checkbox"/>	350200800	ADV ART PHOTO	STD	1.0			0
<input type="checkbox"/>	350200900	ADV ART DRAWING	STD	1.0			0
<input type="checkbox"/>	350200900	Adv Ceramics/Sculpture	STD	1.0			0

OK Cancel

3. If there are many courses offered in the track, use the navigation to find the correct course. The grid only shows 10 at a time.... Use the arrows or pop-up to navigate through the choices. Check the boxes to the left of the course(s) to select.
4. When choosing Alternates, DO NOT choose the same class more than once! Adding the course multiple times does not increase your chances of being placed in a class that is already full, it only increases the chance that you will have an incomplete schedule in July.
5. If the option is given, please indicate a priority for course selection.

## Completing Student Course Requests

Notes for counselor

**6**

Post Last posted in Approved time:

A screenshot of a web form titled "Notes for counselor". The form is a large, empty rectangular box. A large, bold red number "6" is overlaid on the left side of the box. Below the box, there is a "Post" button and some text that is partially obscured: "Last posted in" and "Approved time:".

**6.** Please leave any additional information needed for scheduling in the Notes for Counselor.

Click the **Post** button to complete the process.