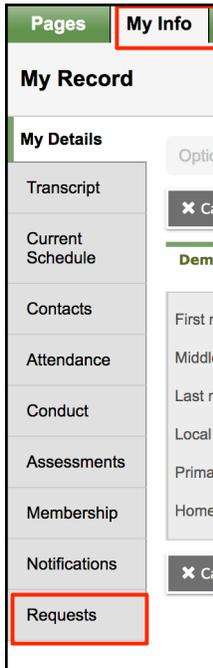# Completing Student Course Requests

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. ➡

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 changed your recommendation please pick up a change of placement waiver inthe counselinf office and return by					

1

Select All   1 of 4 selected

Select	CourseNumber	CourseDescription	Academic level	Credit	Prequisite	Status	
☑	300503000	ENG 4 CP	STD	1.0		Recommended	
☐	301405000	AP Lit	AP	1.0			
☐	4039ENGDE	DE ENGLISH COMPOSITION I	DE	1.0			
	300303000	ENG 3 CP	STD	1.0		Course completed	

2

☑ 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 couses! • Alternate courses must be different.						

3

<   1:10 |304100000 ▼   >   Select All   3 of 48 selected

Select	CourseNumber	CourseDescription	Academic level	Credit	Prequisite	Status	Alternate priority	
☐	304100000	FRENCH 1	STD	1.0			0	
☐	304200000	FRENCH 2	STD	1.0			0	
☐	304300000	FRENCH 3	STD	1.0			0	
	302100000	SPANISH 1	STD	1.0		Course completed	0	
	302200000	SPANISH 2	STD	1.0		Course in progress	0	
☐	302300000	SPANISH 3	STD	1.0			0	
	350100000	ART 1	STD	1.0		Course completed	0	
☑	350200800	ADV ART PHOTO	STD	1.0			0	
☐	350200	ADV ART DRAWING	STD	1.0			0	
☐	350200900	Adv Ceramics/Sculpture	STD	1.0			0	

5

4

☑ 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 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 ti...   ...pproved time:

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

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