OVERVIEW OF REGISTRATION PROCESS

1. TEACHERS
   - RECOMMEND COURSES FOR STUDENTS
   - TEACHERS TALK TO CLASSES ABOUT REGISTRATION
   - TEACHERS RECOMMEND IN ASPEN PER DEPT. GUIDELINES
   - FEBRUARY 3RD - MARCH 4TH

2. STUDENTS
   - REQUEST ELECTIVES & CHANGES IN LEVEL (LOWER) FOR RECOMMENDED COURSES
   - STUDENTS CANNOT CHANGE TEACHER RECOMMENDATIONS
   - ELECTIVES ARE COURSES THAT DO NOT REQUIRE TEACHER RECOMMENDATION
   - MARCH 4TH (5PM) - MARCH 10TH: MIDNIGHT

3. COUNSELORS
   - CHECK COURSE REQUESTS
   - COUNSELORS LOOK FOR GRADUATION REQUIREMENTS AND APPROPRIATE COURSE LOAD
   - WILL CONSULT WITH STUDENTS AND TEACHER OR DEPT HEAD ON CHANGES
   - MARCH 11TH - MARCH 16TH

4. VERIFICATION DAY
   - ALL CLASSES MEET
   - PAPER CARDS FOR TEACHERS AND STUDENTS TO VERIFY COURSE REQUESTS
   - OPPORTUNITY TO ADD ALTERNATES THAT REQUIRE TEACHER RECOMMENDATION
   - FINAL CHANCE TO ADD OR REMOVE COURSE REQUESTS FOR NEXT YEAR
   - MARCH 18TH