

Adding Course Requests in Aspen Overview for Students

Use your [registration worksheet](#) as a guide as you complete your course requests in Aspen.
(note: the link above will make a copy of the worksheet)

**Course requests must be completed in Aspen by each student between
March 14, 2022 – March 21, 2022**


Follow these steps:

1. Log on to the Aspen Family/Student Portal and go to the course request area.
2. Review the courses that were recommended for you. If changes need to be made to these, speak with your teacher or counselor. Counselors will be meeting with individual students between March 14 and April 1.
3. Go into **Entry Mode** in order to make your requests:
 4. **Add your elective courses** under "Primary Requests" by choosing the subject and then selecting the course.
 5. Add a **priority** number to your course request. Use **1** for the course that is most important to you, **2** for the next most important and so on.
 6. Add up to two direct alternates to your course request.
 7. Add **general alternates** under "Alternate requests" and add priorities for them.
 8. Add a **note for your counselor** if needed. Examples include requesting 66 credits with Dean approval (rising Junior/Senior only), wanting to have no or one free block, etc.
 9. Click the "**Post**" button.
10. Exit Entry Mode and **review all of your course selections** (including recommended courses and those you have just selected)

Need Help?

- Be sure to discuss your course selections with your parents/guardians, teachers, and counselors
- More detailed instructions for each step above are in the following pages of this document

UPDATED FOR THIS YEAR – ADD TO THIS DOCUMENT AND CREATE ONE FULL PDF

 Students Adding Course Requests in Aspen (PDF Instructions).pdf