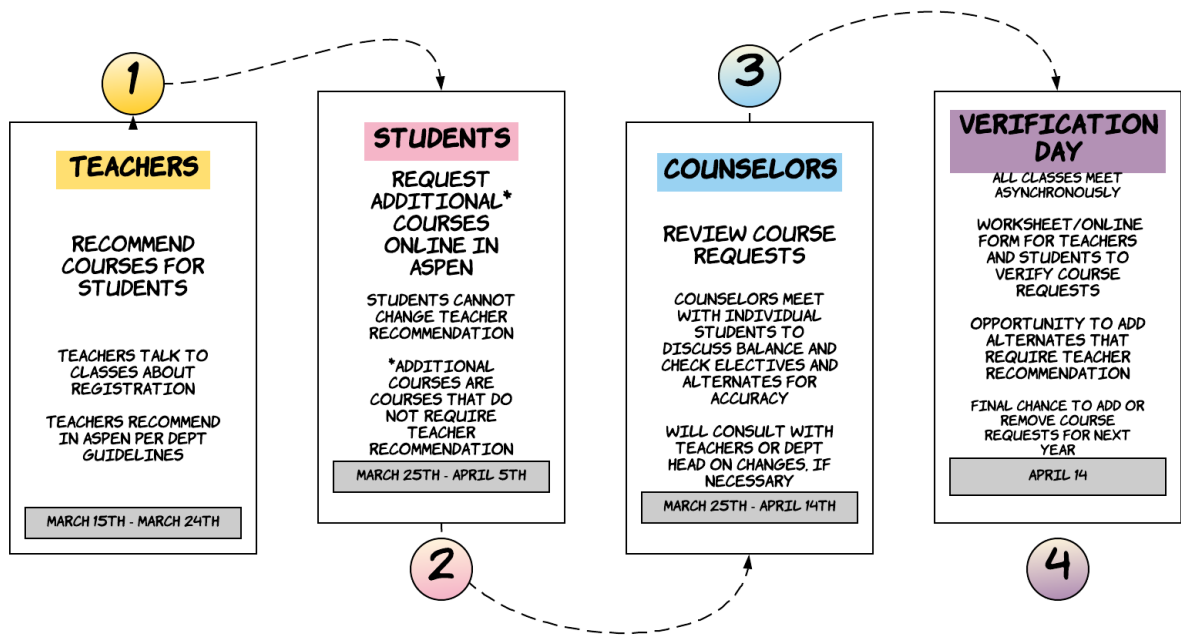


STUDENT INSTRUCTIONS FOR REGISTRATION

OVERVIEW OF REGISTRATION PROCESS



WHAT DO YOU NEED TO DO?

(check off the steps below as you complete them)

- Make sure you can log on to the Aspen Student Access** portal with your own student account.
- Review the **Program of Studies Book** available on the school website (available beginning 3/23)
- Discuss your course recommendation** for next year with each of your teachers and write them on your registration worksheet.
- Talk to your teachers, parents/guardians, and counselors** about your course selection for next year. Careful consideration should be given to the balance between your overall course load and your extracurricular activities.
- Beginning on March 25th, request additional courses online** through the Aspen Student Access portal. Instructions for how to do so are available on the school website.
 - Choose your **electives** by entering them into Aspen
 - Choose alternates** for each elective or specialized courses in case of scheduling conflicts or a course is oversubscribed or canceled.
 - Select **Direct Alternates** that would replace a specific course if it cannot be scheduled
 - Choose **General Alternates** that would replace any course if it cannot be scheduled
 - Any **courses that require a teacher recommendation cannot be entered online** and will need to be added on the Verification Day form that will be shared on April 14th.
- Verify that all of your course choices are accurate on Verification Day on April 14th.** Please keep in mind that the choices that students make at this stage impact the number of staff we hire each year and how we structure the school's schedule. It is important that course choices be considered very carefully because the ability to make changes after April 14th will be very limited.