Select Courses Through ASPEN

- 1. Log on to your ASPEN account.
- 2. Select My Info (top tab) and then Requests (side tab)

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3. You will see the list of courses that your teachers have recommended for you.

4. Your academic courses have been selected but you still need to select your electives. You should only click on the Electives Select button to open the pick list.

5. Use the arrow button to move through the pages of Electives. Select the box next to the course you would like to take.

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6. Next, you need to account for your alternates. These courses will let us know what to schedule in case we are not able to fit your first choice. Look to the right of your first choice. There is a box that says <u>"Alternate 1"</u>. Please put your alternate choice there, using the drop down box.

7. Next to that box, there is a box that says <u>"Alternate 2"</u> Put your second alternate choice in this box. You should have two alternates for each elective.

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8. Once you have entered choices select Ok and then Post.

9. Remember that students need to take at least six courses plus PE each semester, unless you will be a senior taking at least three 400 level courses.

10. Students need to meet with their counselor after they select their courses. The timeframe to do this is 2/26/18-3/20/18. The order that your counselor sees their students will have no bearing on the ability to create your schedule, as long as you see them by 3/20. We appreciate your patience if your counselor's schedule may be difficult to initially make an appointment.