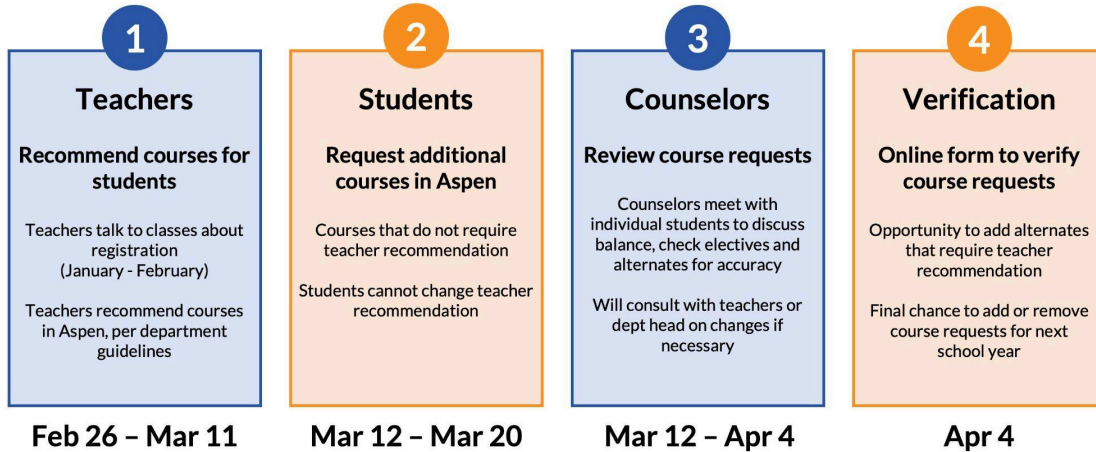


# Student Registration Instructions

2023-2024 School Year



## What do you need to do?

Check off the steps below as you complete them. Use the graphic above for timelines and deadlines.

- Make sure you can log on to [Aspen](#) with your own student account.
- Review the **Program of Studies** – this will be available on the school website around **Mon, Feb 26** and hard copies will soon be available in the library and your house office. [Here is last year's for reference.](#)
- Discuss your course recommendation** for next year with each of your teachers and type them into your [registration worksheet](#) (this link will make a copy).
- Talk to your teachers, parents/guardians, and counselor** about your course selections for next year. Give careful consideration to the balance between your overall course load and your extracurricular activities.
- Beginning on March 12, request additional courses online** through Aspen [using these instructions](#).
  - Choose your **electives** by entering them into Aspen.
  - Choose alternates** for each elective or specialized courses in case of scheduling conflicts or if a course is oversubscribed or canceled. **Alternates are important to ensure we can schedule you into enough credits if your first choice is not available.**
    - General alternates** replace any course that cannot be scheduled.
    - Direct Alternates** are a one-to-one replacement for a specific course that cannot be scheduled.
  - Any courses that require a teacher recommendation cannot be entered online and will need to be added to your form on Verification Day.
- Verify that all of your course choices are accurate on Verification Day.** Please keep in mind that choices students make at this stage impact staffing and how we structure the school's schedule.  
**It is important to consider course choices very carefully; the ability to make changes after Monday, April 4 will be very limited.**