Student Registration Instructions

2023-2024 School Year

April 4 will be very limited.



Counselors Verification **Teachers Students** Recommend courses for Request additional **Review course requests** Online form to verify students courses in Aspen course requests Counselors meet with individual students to discuss Teachers talk to classes about Courses that do not require Opportunity to add alternates balance, check electives and registration teacher recommendation that require teacher alternates for accuracy (January - February) recommendation Students cannot change teacher Will consult with teachers or Teachers recommend courses recommendation Final chance to add or remove dept head on changes if in Aspen, per department course requests for next necessary guidelines school year Mar 12 - Apr 4 Feb 26 - Mar 11 Mar 12 - Mar 20 Apr 4

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. <u>Here is last year's for reference.</u>
Discuss your course recommendation for next year with each of your teachers and type them into
your <u>registration worksheet</u> (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,