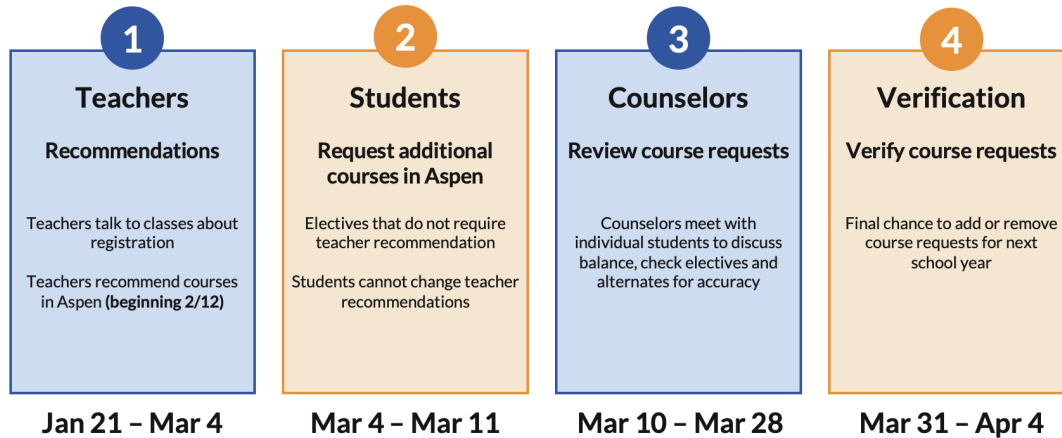


Student Registration Instructions

2024-2025 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 12** 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 4, 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 by a counselor.
- Verify that all of your course choices are accurate during Verification.** 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. You will not be able to make changes after Friday, April 4.