

# Entering Student Requests

Aspen: Student Overview



*Use your [registration worksheet](#) as a guide as you complete your course requests in [Aspen](#).  
(note: the link above will make a copy of the worksheet)*

**These steps must be completed between 3/4/25 – 3/11/25.**

## Overview: Adding Course Requests

1. Login to the [Aspen](#) Student Portal and go to the course request area.
2. Review the courses that were recommended for you. If any changes need to be made, please speak with your teacher or counselor. Counselors will be meeting with individual students throughout the month of March.
3. Go into **Entry Mode** in order to make your requests:
  - Add your elective courses under **Primary Requests** by choosing the subject and selecting the course.
  - Add a **priority** number to your course request:
    - **Seniors:** English must be priority 1.
    - **All other electives** must be numbered 2 and below.
    - **Lower numbers = higher priorities**
    - **Any course incorrectly prioritized at 1 will have its priority removed.**
  - Add two direct alternates to your course request.
  - Add general alternates under **Alternate requests** and assign priorities to them.
  - Add a note for your counselor if needed
  - Click **Post**.
4. Exit Entry Mode and **review all of your course selections** (including recommended courses and those you have just selected).

### Need Help?

- Be sure to discuss your course selections with your parents/guardians, teachers, and counselors
- More detailed instructions for each step above are in the following pages of this document

# Details: Adding Course Requests in Aspen

## 1. Navigating to the Course Request Area

- Log onto the Aspen Family/Student Portal by clicking on the Aspen Logo on the school or district website. Use your NPS login information to log on.
- Click on **My Info** in the top tabs, and then click on **Requests** on the side tab.

The screenshot shows the Aspen Family/Student Portal interface. At the top, there is a navigation bar with tabs: Pages, My Info, Academics, Groups, Calendar, and Locker. The 'My Info' tab is highlighted. Below the navigation bar, the 'Requests' page is displayed. On the left side, there is a sidebar with various links: My Details, Transcript, Current Schedule, Contacts, Attendance, Conduct, Assessments, Membership, Notifications, Requests, Requests Details, and Graduation Progress. The 'Requests' link is highlighted. The main content area shows a table of course requests for the 2018-2019 school year. The table has columns for School Course > CrsNo, School Course > Description, School Course > Department, School Course > Grade level, School Course > Academic level, Type, and C. The table lists four courses: AP English 12, AP French, Law and Society ACP, and AP Calculus 4 AB. Below the table, there is a section for 'Course Request Adjustments' with a similar table structure.

## 2. Reviewing Recommended Courses

You will see course requests on the **Requests** page (see above). You may need to click << **Exit entry mode**.

- **Upper Table - Requests (what you will be scheduled for)**
  - This includes the courses that were recommended for you. These cannot be changed online. **If you need to change a course that requires a recommendation, you need to speak to your teacher and counselor.**
  - When you add course requests in the next step, those courses will appear in this area.
- **Lower Table - Course Request Adjustments**
  - These are the courses that have been recommended for you.

## 3. Entry Mode

- To make any course requests, you must enter entry mode by clicking on the **Entry mode >>** link on the top left side of the page.
- You can exit Entry Mode later by clicking << **Exit entry mode** in the same place.

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## 4. Adding Elective Courses

Once you are in Entry Mode, you will see the **Instructions** for registration (please read carefully), as well as subject groups that you can use to make your elective requests under **Primary requests**.

### Instructions

#### Welcome to Course Requests for Grade 12 at NNHS!

A few reminders:

- You must request a minimum of one course in PEHW (Physical Education, Health and Wellness).
- To submit your course requests, you must request a minimum of 24 blocks (or 29.5 credits.)
  - If you qualify to take 22 blocks, please request course #69011 (fall) and/or course #69021 (spring)
  - If you plan to apply to be a Peer Tutor and/or a Classroom Aide, please request course #69311 (fall) and/or course #69321 (spring.)
    - If you are not accepted into these programs in the fall, you may need to select a replacement elective.
- Recommended courses will automatically become requests as soon as you enter "Entry Mode." If you need to delete a recommended course, you must see your **counselor**.
- Don't forget to choose alternates. Some areas allow for direct alternates (e.g. in PEHW) and/or you can select general alternates in the "alternates" track.
- Your requests must be completed by 8am on Monday March 12.

### Primary requests

|  | Subject area | SchoolCourse > CrsNo | SchoolCourse > Description | Alternate? | Credit |
|--|--------------|----------------------|----------------------------|------------|--------|
|  | All School   |                      |                            |            |        |
|  | Business     |                      |                            |            |        |
|  | CTE          |                      |                            |            |        |
|  | Engineering  |                      |                            |            |        |

To request a course:

- Click **Select...** next to the subject area for the course that you would like to request.
- Find the course that you would like to request. If courses are listed over several pages, use the left and right arrows above the table to move from page to page.
- Click the select box next to the course you are requesting and then click **OK**.

Subject area: Fine and Performing Arts

Instructions

0 of 22 selected

< 1:10 | 7151 >

| Select                              | Course number | Course Description       | Number | Description              | Academic level | Credit | Academic Hours | Prerequisite | Status | Priority |
|-------------------------------------|---------------|--------------------------|--------|--------------------------|----------------|--------|----------------|--------------|--------|----------|
| <input type="checkbox"/>            | 7151          | Photography Minor 1      | 7151   | Photography Minor 1      | N              | 1.25   | 1.0            |              |        | 0        |
| <input type="checkbox"/>            | 7011          | Art Minor 1              | 7011   | Art Minor 1              | N              | 2.5    | 2.0            |              |        | 0        |
| <input type="checkbox"/>            | 7051          | Ceramics Minor 1         | 7051   | Ceramics Minor 1         | N              | 2.5    | 2.0            |              |        | 0        |
| <input type="checkbox"/>            | 7311          | Sculpture                | 7311   | Sculpture                | N              | 2.5    | 2.0            |              |        | 0        |
| <input type="checkbox"/>            | 7081          | Art Major 1 ACP          | 7081   | Art Major 1 ACP          | ACP            | 5.0    | 4.0            |              |        | 0        |
| <input checked="" type="checkbox"/> | 7121          | History of Art ACP       | 7121   | History of Art ACP       | ACP            | 5.0    | 4.0            |              |        | 0        |
| <input type="checkbox"/>            | 8161          | History of Rock Music    | 8161   | History of Rock Music    | N              | 1.25   | 1.0            |              |        | 0        |
| <input type="checkbox"/>            | 8191          | Music of the Beatles     | 8191   | Music of the Beatles     | N              | 1.25   | 1.0            |              |        | 0        |
| <input type="checkbox"/>            | 83821         | American Musical Theatre | 83821  | American Musical Theatre | N              | 1.25   | 1.0            |              |        | 0        |
| <input type="checkbox"/>            | 8001          | Concert Choir ACP        | 8001   | Concert Choir ACP        | ACP            | 2.5    | 2.0            |              |        | 0        |

OK  Cancel

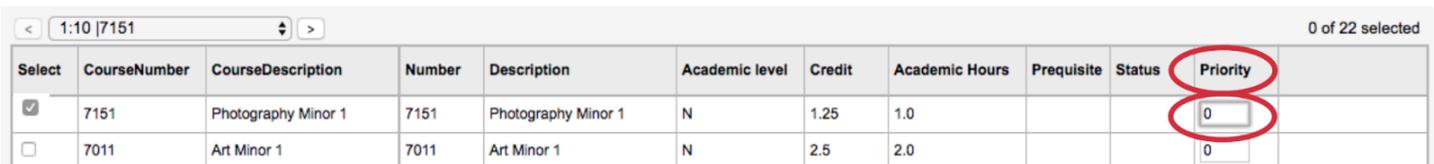
**Remember that only courses that DO NOT require a recommendation from a teacher are available to be selected online. If you would like to request such a course, you must speak with your teacher and/or add it to your registration form, with your teacher's signature on Verification Day.**

## 5. Adding Priorities

As you add elective courses, you can add a priority number to indicate the course's importance to you. This allows schedulers to know which class to schedule you for in case of a conflict.

### To add a priority:

- Find the **Priority** column to the far right of the course you are selecting.
- Click and type in a number to indicate your priority.
  - Lower numbers = higher priorities
  - Seniors must use Priority 1 for their English course.
  - Use priority 2 or lower for all other courses.
  - **Any course incorrectly prioritized at 1 will have its priority removed.**
- Click **OK** to save.
- Repeat for each course request you make, but do not use the same priority number twice.



The screenshot shows a table with columns: Select, CourseNumber, CourseDescription, Number, Description, Academic level, Credit, Academic Hours, Prerequisite, Status, and Priority. The Priority column is circled in red. The first row is selected (checkbox checked) and has a priority of 0. The second row has a priority of 0.

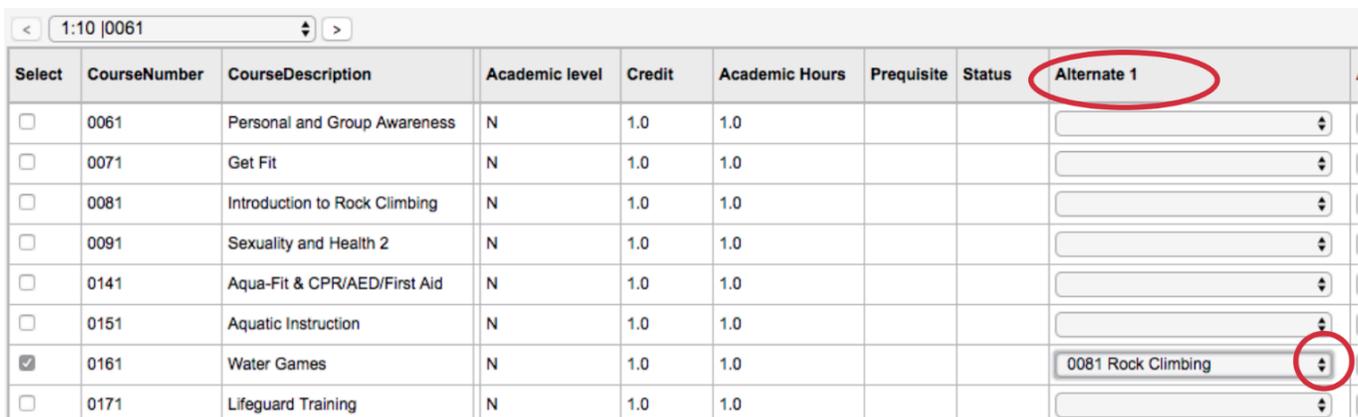
| Select                              | CourseNumber | CourseDescription   | Number | Description         | Academic level | Credit | Academic Hours | Prerequisite | Status | Priority |
|-------------------------------------|--------------|---------------------|--------|---------------------|----------------|--------|----------------|--------------|--------|----------|
| <input checked="" type="checkbox"/> | 7151         | Photography Minor 1 | 7151   | Photography Minor 1 | N              | 1.25   | 1.0            |              |        | 0        |
| <input type="checkbox"/>            | 7011         | Art Minor 1         | 7011   | Art Minor 1         | N              | 2.5    | 2.0            |              |        | 0        |

## 6. Adding Direct Alternates

*You must have two direct alternates for every course you select.*

A direct alternate is a course that can be used as a substitute in your schedule if the original class that you have linked it to is not available.

You will be able to add a direct alternate for a class if you see a column labeled **Alternate 1** next to the course you requested in the previous step.



The screenshot shows a table with columns: Select, CourseNumber, CourseDescription, Academic level, Credit, Academic Hours, Prerequisite, Status, and Alternate 1. The Alternate 1 column is circled in red. The first row is selected (checkbox checked) and has '0081 Rock Climbing' in the Alternate 1 column. The other rows have empty Alternate 1 columns.

| Select                              | CourseNumber | CourseDescription             | Academic level | Credit | Academic Hours | Prerequisite | Status | Alternate 1        |
|-------------------------------------|--------------|-------------------------------|----------------|--------|----------------|--------------|--------|--------------------|
| <input type="checkbox"/>            | 0061         | Personal and Group Awareness  | N              | 1.0    | 1.0            |              |        |                    |
| <input type="checkbox"/>            | 0071         | Get Fit                       | N              | 1.0    | 1.0            |              |        |                    |
| <input type="checkbox"/>            | 0081         | Introduction to Rock Climbing | N              | 1.0    | 1.0            |              |        |                    |
| <input type="checkbox"/>            | 0091         | Sexuality and Health 2        | N              | 1.0    | 1.0            |              |        |                    |
| <input type="checkbox"/>            | 0141         | Aqua-Fit & CPR/AED/First Aid  | N              | 1.0    | 1.0            |              |        |                    |
| <input type="checkbox"/>            | 0151         | Aquatic Instruction           | N              | 1.0    | 1.0            |              |        |                    |
| <input checked="" type="checkbox"/> | 0161         | Water Games                   | N              | 1.0    | 1.0            |              |        | 0081 Rock Climbing |
| <input type="checkbox"/>            | 0171         | Lifeguard Training            | N              | 1.0    | 1.0            |              |        |                    |

### To add a direct alternate:

- Next to the course that you are requesting, click the arrows to view drop down menu of courses in the **Alternate 1** column.
- Choose the class that you would like as an alternate for your original course request.
- You may choose to add a 2nd and 3rd direct alternate for your original course request.
- Click **OK** to save your choices.

## 7. Adding General Alternates

A general alternate class can be used as a substitute to any of your original class requests if needed.

To add a general alternate:

- Look for the table labeled **Alternate requests**
- Click on **Select...**

| Alternate requests  |              |                      |                            |         |            |          |               |               |        |
|---|--------------|----------------------|----------------------------|---------|------------|----------|---------------|---------------|--------|
|   | Subject area | SchoolCourse > CrsNo | SchoolCourse > Description | SecType | Alternate? | Priority | Alt 1 > CrsNo | Alt 2 > CrsNo | Credit |
|  | Alternates   |                      |                            |         |            |          |               |               |        |

- Choose the course(s) that you would like as general alternates by checking the check box. Remember that you can navigate to other pages by using the right and left arrows.
- Prioritize your general alternates. These priorities are different from the priorities that you assigned to your course requests. Put a 1 in the **Priority** column next to the alternate that you would prefer, 2 next to your second choice and 3 next to your third choice.

| Select                              | Course Number | Course Description              | Number | Description                     | Academic level | Credit | Academic Hours | Prerequisite | Status | Alternate priority |
|-------------------------------------|---------------|---------------------------------|--------|---------------------------------|----------------|--------|----------------|--------------|--------|--------------------|
| <input type="checkbox"/>            | 90211         | Exploratory Culinary Arts 11,12 | 90211  | Exploratory Culinary Arts 11,12 | N              | 2.5    | 2.0            |              |        | 0                  |
| <input type="checkbox"/>            | 91111         | Exploratory Draft Arch 11,12    | 91111  | Exploratory Draft Arch 11,12    | N              | 2.5    | 2.0            |              |        | 0                  |
| <input type="checkbox"/>            | 93211         | Exploratory Graphic Comm 11,12  | 93211  | Exploratory Graphic Comm 11,12  | N              | 2.5    | 2.0            |              |        | 0                  |
| <input checked="" type="checkbox"/> | 9591          | Engineering 1 ACP               | 9591   | Engineering 1 ACP               | ACP            | 2.5    | 2.0            |              |        | 2                  |
| <input type="checkbox"/>            | 9601          | Engineering 2 ACP               | 9601   | Engineering 2 ACP               | ACP            | 2.5    | 2.0            |              |        | 0                  |
| <input type="checkbox"/>            | 9631          | Exploring Technology 1          | 9631   | Exploring Technology 1          | N              | 1.25   | 1.0            |              |        | 0                  |
| <input type="checkbox"/>            | 9641          | Exploring Technology 2          | 9641   | Exploring Technology 2          | N              | 1.25   | 1.0            |              |        | 0                  |
| <input checked="" type="checkbox"/> | 9651          | Robotics 1                      | 9651   | Robotics 1                      | N              | 1.25   | 1.0            |              |        | 1                  |
| <input type="checkbox"/>            | 9671          | Robotics 2                      | 9671   | Robotics 2                      | N              | 1.25   | 1.0            |              |        | 0                  |
| <input type="checkbox"/>            | 9721          | Computer Repair ACP             | 9721   | Computer Repair ACP             | ACP            | 5.0    | 4.0            |              |        | 0                  |

## 8. Notes for Counselors

At the bottom of the page there is a box where you can leave a note for your counselor about your course selections. Example: You can indicate here any errors or changes in a teacher's recommendation.

**Notes for counselor**

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 Last posted time:    Approved time:

## 9. Posting

Click the **Post** button when you have finished your course selections. Your counselor will be notified.

## 10. Reviewing Your Requests

- Click **<<Exit entry mode** on the top left side of the page.
- Review your course selections, in the upper table. (see step 1)
- If you need to make any adjustments, return to **Entry** mode, make your changes according to these instructions, and re-post.