

# Reviewing Course Requests

## Aspen: Family Overview



The course registration process for students happens in multiple phases:

1. **Teachers** make recommendations for students, discuss them with the students, and enter them into Aspen.
2. **Students** go into Aspen and select their electives and alternates (see below for dates).
3. **Counselors** review the student's course selections to ensure a full course load and that the student will be meeting graduation requirements.
4. **Verification** allows students to make final edits to course selection and to add any electives or alternates that require teacher recommendation.

## Course requests must be completed in Aspen by each student between 3/3/26 - 3/10/26

Families cannot make changes, but can view their student's course requests in Aspen.

### 1. Navigating to the Course Request Area

- Log onto the [Aspen Family/Student Portal](#).
  - If you have trouble logging in, [please visit this page](#) and scroll down to the **Frequently Asked Questions** section for troubleshooting information.
- Click on the **Family** top tab and then select your child's name.
- Next, on the side tab, click **Schedule** and then **Requests**.
- On the page that appears, you can view the student's course requests and recommendations.

Brady, Carol

member Candidate Off

Pages **Family** Academics Groups Calendar

Students

Details Options Reports Help Search on Name 0 of 2 selected Active Students

Name	DOB	Grade	School > Name
<input type="checkbox"/> Brady, Greg	2/4/2001	11	Newton North High School
<input type="checkbox"/> Brady, Marcia	1/1/2002	10	Newton South High School

Schedule

Schedule

Requests

## 2. Reviewing Requested and Recommended Courses

**NOTE: You may need to "Exit Entry Mode" to see course requests.**

Options ▾ Reports ▾ Help ▾ Search on CrsNo 🔍 📄 📊 📑 📄

Entry mode >>

0 of 4 selected

Build Year

2018-2019 - Requests: 4 primary, 0 alternate - Scheduled: 40% - Credits: 20.0

SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?
<input type="checkbox"/> 1301	AP English 12	N
<input type="checkbox"/> 2051	AP French	N
<input type="checkbox"/> 4601	Law and Society ACP	N
<input type="checkbox"/> 5081	AP Calculus 4 AB	N

Course Request Adjustments

School Course > Number	School Course > Description	School Course > Department	School Course > Grade level	School Course > Academic level	Type
<input type="checkbox"/> 1301	AP English 12	ELA-ELA	12	H	Recommended
<input type="checkbox"/> 2051	AP French	WL-World Language	11-12	H	Recommended
<input type="checkbox"/> 4601	Law and Society ACP	HS-History & Social Science	12	ACP	Recommended
<input type="checkbox"/> 5081	AP Calculus 4 AB	MAT-Mathematics	12	H	Recommended

On this page you can review your child's course selections:

- **Upper Table - Requests (what your child will be scheduled for)**
  - This includes the courses that were recommended for your child, as well as courses that the student has selected through the Aspen portal.
- **Lower Table - Course Request Adjustments**
  - These are the courses that have been recommended for your child.

## 3. Entry Mode

- Click on the **Entry mode >>** link to view your child's course selections.
- While students can make course requests in Entry mode, family accounts are **not allowed to make any changes**.
- You can exit Entry mode by clicking **<<Exit entry mode** in the same location.

**Requests**

My Details Options ▾ Reports ▾ Hel

Transcript **Entry mode >>**

Current Schedule

Contacts  SchoolCourse > CrsNo

In Entry mode you can view:

- **Instructions** for students for making requests. Make sure that your child has followed these instructions and made the appropriate requests.
- The elective courses that your child has requested under **Primary Requests**. To view details of the request, click on **Select...** next to the subject area.

**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
<input type="button" value="Select..."/>	All School				
<input type="button" value="Select..."/>	Business				
<input type="button" value="Select..."/>	TE				

Within the subject area, you can view what the student has entered for:

- **Priority** - a number used to indicate to schedulers which class is more important to the student in case of a conflict. Lower number = higher priority.

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

- **Direct alternates** - a course that can be used as a substitute in the schedule if the original class that it is linked to is not available.

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			

Students can also enter General Alternates. A general alternate is a class that could be used as a substitute to any of the original class requests if needed. To view the general requests, return to the main entry mode screen and look for the **Alternate requests** box.

Alternate requests									
	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	SecType	Alternate?	Priority	Alt 1 > CrsNo	Alt 2 > CrsNo	Credit
<input type="button" value="Select..."/>	Alternates								

- Click on the **Select ...** button to view more options and details.
- Students should also add a priority to each of these alternates to show their preference in case a general alternate is used in their schedule.

#### 4. Notes for Counselors

At the bottom of the page there is a box where the student can leave a note for their counselor about course selections. Example: Students can indicate here any errors/changes in a teacher's recommendation.

Notes for counselor

Last posted time: Approved time:

#### 5. Posting

At the bottom of the page, the student should have posted the course selections. You will see a timestamp there of when the student hit the **Post** button.

**Remember - parents and guardians can only view the student's course requests. Students must login to make any changes during the course requesting window.**