

Student Course Requests

Beginning the Course Request process

1. Log on to your Student Aspen account. Do not use a Family Aspen account.
2. Click the **My Info** tab.
3. Click the **Requests** side-tab. The Requests page appears:

4. At the top of the page, in the **Instructions** box, read and follow the instructions for entering your requests.

Note: If any of your courses are required or recommended by your teachers, they might automatically appear as requests when you first view the Requests page.

5. In the **Primary requests** box, select your requests for the different subject areas. For example, to select your request for a science course, click **Select** next to Science. The courses you can request appear:

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status
<input type="checkbox"/>	320	Chemistry H & Lab	CP	1.0	320	Prerequisite
<input type="checkbox"/>	321	Chemistry C & Lab	CP	1.0	321	Prerequisite
<input checked="" type="checkbox"/>	323	Action Chemistry	Std	1.0		Recommen

Use these tips when selecting a course to request:

- If your teacher recommended a course, a checkmark appears in the **Select** column. That course becomes a course request when you click **OK**.
- The **Status** column displays information about the course, such as if the course is full, or if this is the course your current teacher recommended for you. Depending on the subject, you can either select any course, or are required to accept the courses recommended for you.
- If you are entering alternate requests, you can type a number in the **Priority** column to prioritize them; type **1** next to the alternate you want to try to be scheduled in first, type **2** in the next alternate you would want on your schedule, and so on:

Primary requests					
	Subject area	School/Course > CrsNo	School/Course > Description	Alternate?	Credit
<input type="checkbox"/>	English	094	ENGLISH III	N	5.0
<input type="checkbox"/>		021	AMERICAN LIT	N	5.0
<input type="checkbox"/>	Math	202	ALGEBRA I LV 2	N	5.0
<input type="checkbox"/>	Science				
<input type="checkbox"/>	Social Studies	111	MDD WORLD HIST	N	5.0
<input type="checkbox"/>	Foreign Language				
<input type="checkbox"/>	Health/PE	987	PHYS ED 1	N	2.5
<input type="checkbox"/>		982	HEALTH NS	N	1.0
<input type="checkbox"/>	General Elective	057	COMM SERVICE	N	5.0

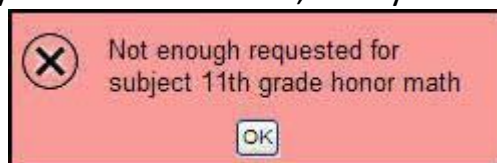
Alternate requests					
	Subject area	School/Course > CrsNo	School/Course > Description	Alternate?	Credit
<input type="checkbox"/>	All subjects	055	COLL PREF ENG	Y	2.5

Notes for counselor

Mrs. Smith, can we talk about my English course selection?

Last edited time: Approved time:

6. Select the checkbox in the **Select** column of the course(s) you want to request, and click **OK**. The requests now appear on your Requests page.
Note: To remove a request from your Requests page, click the **Select** checkbox again to deselect it.
7. In the **Notes for counselor** box, type any notes to your counselor regarding your requests. Your counselor can view these notes when reviewing your credit requests. Your requests are automatically saved after you enter them on the Requests page. Your counselor can view them anytime
8. After you complete entering your requests, click **Post** at the bottom of the page. This lets your counselor know that you are finished entering requests. If you have not selected enough courses to satisfy requirements for your academic track, the system lets you know which area you need to make more requests



Note: Once your counselor approves your requests, you can no longer make changes to your course selections. NEED HELP? Contact your School Counselor for assistance: