

NHV Online Course Selection in ASPEN

Introduction:

Online course selection for the 2024-2025 school year will begin on January 12, 2024. All course selections must be entered prior to January 19. Signed course verification sheet should be emailed to your counselor by January 22(see step 12).

All students who enter course requests during their assigned time will be given equal opportunity to receive the selected courses; no priority is given to the order in which student course requests are completed during the ASPEN scheduling window.

Counselors will be meeting with students during the second week of January to review the course selection process and graduation requirements.

Counselors will be meeting with all students individually during February and March to review requested courses, graduation requirements and students' four-year plan.

Students who fail to input their courses during the time-frame above will be assigned a lower scheduling priority. Accordingly, this may affect these students' ability to enroll in courses which are full or are not running.

When choosing courses, it is helpful to "plan backwards". Scheduling is a four-year journey and students need to think about their eventual destination. First, ensure the student is meeting the graduation requirements (refer to page 3 and 4 of the Course Selection Guide). In addition, students who are considering participating in DI or DII sports must make sure they will meet the NCAA academic requirements (please see your counselor and refer to the NCAA Eligibility Center webpage). Then, remember the best preparation for college work and college admission is a challenging curriculum. Consider the time commitment for extra-curricular activities when choosing courses. Juniors and seniors should take their college search into account. This process can be very demanding and should be considered when selecting courses.

In required subjects, level of placement will be pre-determined by the student's performance and current year teacher recommendations and will be locked in on the student's ASPEN schedule requests list. For all other requests, teacher recommendations will determine level and course placement (i.e. AP courses).

A student must have a 90 or above in a current course to move up a level. A student must have a 70 or better in a current course to maintain the level. If the student has a grade below a 70, the student should move down a level. Please be reminded that the student's current teachers and counselor will review all requests. Please refer to page 2 and 3 of the Course Selection Guide for further explanation.

To change a request in a predetermined course, the student must do the following:

- Discuss the request with the current year teacher.
- If the teacher agrees with the change, the teacher must complete the recommendation change form and submit it to the student's counselor.
- If the teacher does not agree, the student must see the counselor for the appropriate paperwork.

AP Classes: If you plan to take 4 or more AP Classes, you will need to have your course request verification signed by your grade level assistant principal.

ASPEN Scheduling Procedures

Step 1: Log onto your ASPEN account

Step 2: Select My Info top tab

Step 3: Select Request side tab

The screenshot shows the ASPEN system interface. At the top, there is a green navigation bar with tabs: Pages, My Info, Academics, Groups, Calendar, Locker, and Quest. Below this bar, the 'My Record' section is visible. On the left side, there is a vertical menu with tabs: My Details, Transcript, Current Schedule, Contacts, Attendance, Conduct, Assessments, Notifications, and Requests. The 'My Details' tab is currently selected. In the center, there are buttons for Options, Reports, and Help. Below these buttons, there is a 'Demographics' tab, which is currently selected. The 'Demographics' tab shows a form with fields for First name, Middle name, Last name, Suffix, and Date of birth. To the right of these fields, there is a 'School > Name' field, a 'Local identifier' field, and a 'NJSID' field. Below these fields, there is a 'YOG - Original' field with a value of 0, and a 'Grade Level' field with a value of 09. At the bottom of the form, there is a 'Counselor' field with a value of Steele, Kelli, a 'Homeroom' field with a value of 218, and a 'Locker' field with a value of 301. A blue arrow points from the 'My Info' tab in the top navigation bar to the 'Requests' tab in the left vertical menu.

First name	Middle name	Last name	Suffix	Date of birth	School > Name	Local identifier	NJSID	YOG - Original	Grade Level
								0	09

Counselor	Homeroom	Locker
Steele, Kelli	218	301

Step 4: Select ENTRY MODE

- My Details
- Transcript
- Current Schedule
- Contacts
- Attendance
- Conduct
- Assessments
- Notifications

- Requests
- Requests Details
- Graduation Progress

Options ▾

Reports ▾

Help ▾

Search on CrsNo

Entry mode >>

0 of 13 selected

2016-2017 - Requests: 11 primary, 2 alternate - Scheduled: 16% - Credits: 35.0	
<input type="checkbox"/>	SchoolCourse > CrsNo
<input type="checkbox"/>	069.N
<input type="checkbox"/>	118
<input type="checkbox"/>	146.N
<input type="checkbox"/>	229
<input type="checkbox"/>	312
<input type="checkbox"/>	356
<input type="checkbox"/>	375
<input type="checkbox"/>	503
<input type="checkbox"/>	631
<input type="checkbox"/>	711
<input type="checkbox"/>	893
<input type="checkbox"/>	LUN
<input type="checkbox"/>	STUDY
SchoolCourse > Description	
Small Engine I	
Drawing I	
Photo I	
English II ADV	
German II CP	
Driver Ed	
Phys Ed 10	
Geometry CP	
Chemistry CP	
Modern American History ADV	
Math Workshop	
Lunch	
Directed Study	

Course Request Adjustments

<input type="checkbox"/>	School Course > Number	School Course > Description	School Course > Department	School Course > Grade level	School Course
<input type="checkbox"/>	229	English II ADV	ENGLISH	10-11	Standard

Step 5: Press on select next to the subject area you plan to work on.

Important Note: In required courses, you will not be able to change the recommendation your teacher entered. Students must obtain and complete the appropriate paperwork to change these requests.

Apps Aspen: Log On Naviance Sign In The College Board - C NH Summer Guidance Portal NCAA Eligibility Center ACT | Your Account Training dau

US HISTORY	HONORS	732	5.0 ALL LEVELS
2 ND YEAR OF YOUR LANGUAGE OR CHOOSE A LANGUAGE	AP	740	
WORLD LANGUAGE			5.0 ALL LEVELS
PHYSICAL EDUCATION	PHYS ED. 10 OR PE FIT & WELL		2.5
HEALTH/DRIVER'S ED	DRIVER'S ED		2.5
ELECTIVES	SELECT ENOUGH TO GIVE YOURSELF AT LEAST 15 CREDITS ALWAYS PROVIDE 3 ALTERNATIVE ELECTIVES		NEED 5.0 CREDITS IN PRACTICAL ARTS (PA) AND 5.0 CREDITS IN FINE ARTS (FA) (ART/MUSIC)

Primary requests

Subject area	School/Course > CrsNo	School/Course > Description	Alternate?	Credit
Select... English	229	English II ADV	N	5.0
Select... Fine Arts				
Select... Health/PE	356	Driver Ed	N	2.5
Select... Math	375	Phys Ed 10	N	2.5
Select... Other Electives	503	Geometry CP	N	5.0
Select... Practical Arts				
Select... Science	069.N	Small Engine I	N	2.5
Select... Social Studies	631	Chemistry CP	N	5.0
Select... World Languages	711	Modern American History ADV	N	5.0
Select... World Languages	312	German II CP	N	5.0

Alternate requests

Subject area	School/Course > CrsNo	School/Course > Description	Alternate?	Credit
Select... All subjects	118	Drawing I	Y	2.5
	146.N	Photo I	Y	2.5

Step 6: Select the course in that subject area that you plan to take next year and click OK.

2 ND YEAR OF YOUR LANGUAGE OR CHOOSE A LANGUAGE	Subject area	English
PHYSICAL EDUCATION HEALTH/DRIVER'S ED	Instructions	<p>English courses are scheduled subject to teacher recommendation.</p> <p>In required subjects, level of placement will be pre-determined by the student's performance and current year teacher recommendations and will be locked in on the student's ASPEN schedule requests list.</p> <p>To change a request in a pre-determined course the student must do the following:</p> <ul style="list-style-type: none">Discuss the request with the current year teacherIf the teacher agrees with the change, the teacher must complete the recommendation change form and submit it to the student's counselorIf the teacher does not agree: the student must see the counselor for the appropriate paperwork
SELECT ENOUGH TO GIVE YOURSELF AT LEAST 15 CREDITS ALWAYS PROVIDE 3 ALTERNATIVE ELECTIVES		

1 of 7 selected

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status
<input type="checkbox"/>	228	English II CP	Standard	5.0		
<input checked="" type="checkbox"/>	229	English II ADV	Standard	5.0		Recommended
<input type="checkbox"/>	230	English II H/W	Honors	5.0		
<input type="checkbox"/>	211	English I CP	Standard	5.0		
	212	English I ADV	Standard	5.0		Course in prog
	216	Comm and Dig Lit	Standard	2.5		Course in prog
<input type="checkbox"/>	235	Newspaper Cp	Standard	5.0		

☒ OK ☐ Cancel

Step 7: Repeat Step 4 and 5 for all subject areas

Important Note: If you are not able to select a course, read the status column to understand why (see below)

Subject area	Other Electives					
Instructions	A limited number of courses, other than Fine/ Performing and Practical Arts, are available to be chosen as electives for tenth grade.					
0 of 9 selected						
Select	CourseNumber	CourseDescription	Level	Credit	Prerequisite	Status
<input type="checkbox"/>	231	Public Speak Cp		2.5		
<input type="checkbox"/>	544	Computer Science Basics Through Learning		2.5		
<input type="checkbox"/>	545	Intro Computer Programming		2.5		
<input type="checkbox"/>	620	Environmental Sci Cp		5.0		
<input type="checkbox"/>	655	Astronomy CP		2.5		
<input type="checkbox"/>	682	Zoology		2.5		
<input type="checkbox"/>	744	Intro Social Sci CP		2.5		
<input type="checkbox"/>	747	Ancient History CP		2.5		
<input type="checkbox"/>	770	Financial Literacy		2.5		Course completed
<div>OK Cancel</div>						

Step 8: After all primary course requests are selected, choose at least 3 alternate electives (these will only be included in your schedule if you are not able to fit a primary course selection)

ELECTIVES	SELECT ENOUGH TO GIVE YOURSELF AT LEAST 35 CREDITS ALWAYS PROVIDE 3 ALTERNATIVE ELECTIVES	AND 5.0 CREDITS IN FINE ARTS(FA) (ART/MUSIC)	
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Primary requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description
Select...	English	229	English II ADV
Select...	Fine Arts		
Select...	Health/PE	356	Driver Ed
		375	Phys Ed 10
Select...	Math	503	Geometry CP
Select...	Other Electives		
Select...	Practical Arts	068.N	Small Engine I
Select...	Science	631	Chemistry CP
Select...	Social Studies	711	Modern American History ADV
Select...	World Languages	312	German II CP
Select...	World Languages		

Alternate requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description
Select...	All subjects	118	Drawing I
		146.N	Photo I

Subject area							
Instructions		Please add at least three alternates to your electives selections.					
<input type="button" value="1:10 069.N"/>		2 of 60 selected					
Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status	Alternate priority
<input type="checkbox"/>	069.N	Small Engine I	Standard	2.5			0
<input type="checkbox"/>	070.N	Small Engines II	Standard	2.5			0
<input type="checkbox"/>	072	Landscape Design	Standard	2.5			0
<input type="checkbox"/>	103	Color & Design	Standard	2.5			0
<input type="checkbox"/>	104	Color & Design II	Standard	2.5			0
<input type="checkbox"/>	113	Ceramics I	Standard	2.5			0
<input type="checkbox"/>	114	Ceramics II	Standard	2.5			0
<input checked="" type="checkbox"/>	118	Drawing I	Standard	2.5			1
<input type="checkbox"/>	119	Drawing II	Standard	2.5			0
<input type="checkbox"/>	120	Drawing III	Standard	5.0			0

Step 10: Type any important notes to your counselor (i.e. specific alternates to replace specific primary requests, or courses you wanted to take which were not listed or able to be selected)


Select...	Fine Arts		
Select...	Health/PE	356	Driver Ed
		375	Phys Ed 10
Select...	Math	503	Geometry CP
Select...	Other Electives		
Select...	Practical Arts	069.N	Small Engine I
Select...	Science	631	Chemistry CP
Select...	Social Studies	711	Modern American History ADV
Select...	World Languages	312	German II CP
Select...	World Languages		

Alternate requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description
Select...	All subjects	146.N	Photo I
		118	Drawing I

Notes for counselor

WRITE NOTES HERE FOR YOUR COUNSELOR

 Last posted time: Approved time:

Step 11: After completing all the course requests click the POST button. This will save the requests.

Step 12: Print Verification Report: When you have completed your course selections, click on the printer icon and select "Web Page (HTML)." When the report appears, right click anywhere on the report and select print. (Remember that pop-up blockers must be turned off.) Both parent and student must sign the report and submit it to the counselor by February 8.

Search on Course

Create Quick Report...
Web Page (HTML)
TXT
CSV
Microsoft Word (DOC)

2016-2017, Requests: 11 primary, 2 alternate - Scheduled: 16% - Credits: 35.0

is (Class of 2019)
at least 35
course selections with your parents
that you believe should be available to you or are experience difficulties, please email your guidance counselor
g with your counselor to discuss your selections.

OPTIONS	LEVELS	COURSE #	CREDITS
ENGLISH II	CP	228	5.0 ALL LEVELS
	ADV	229	
	HONORS	230	
ALGEBRA I GEOMETRY	CP	510	5.0 (CORE/CP; OR 7.5 (HONORS)
	CP	503	
ALGEBRA II	ADV	522	5.0 (CORE/CP; 7.5 (HONORS), OR 10.0 (AP)
	HONORS	518	
CHEMISTRY	CP	631	5.0 (CORE/CP; 7.5 (HONORS), OR 10.0 (AP)
	ADV	632	
	HONORS	633	
	AP	639	
EARLY AMERICAN HISTORY	CP	730	5.0 ALL LEVELS
	ADV	731	
	HONORS	732	
US HISTORY	CP	740	
	ADV		