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.

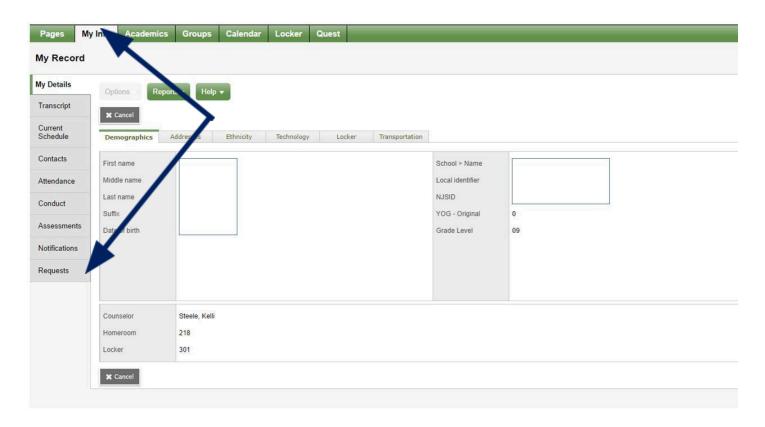
AP Classes: If you plan to take 4 or more AP Classes, you will need to have your course request verification signed by your grade level assistant principal.

ASPEN Scheduling Procedures

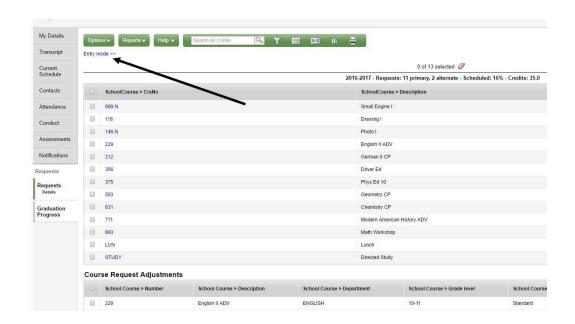
Step 1: Log onto your ASPEN account

Step 2: Select My Info top tab

Step 3: Select Request side tab

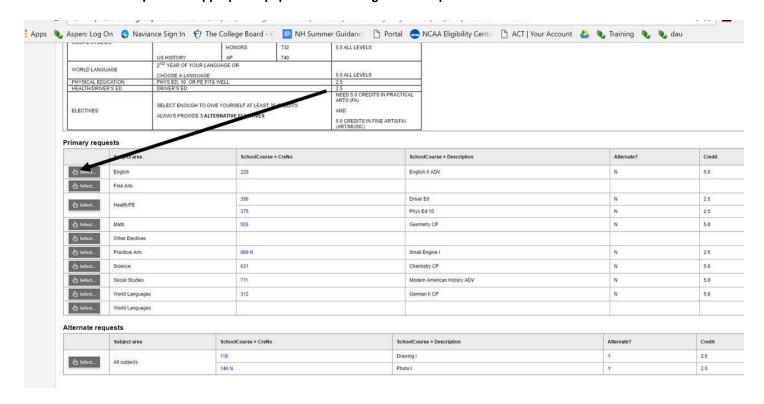


Step 4: Select ENTRY MODE

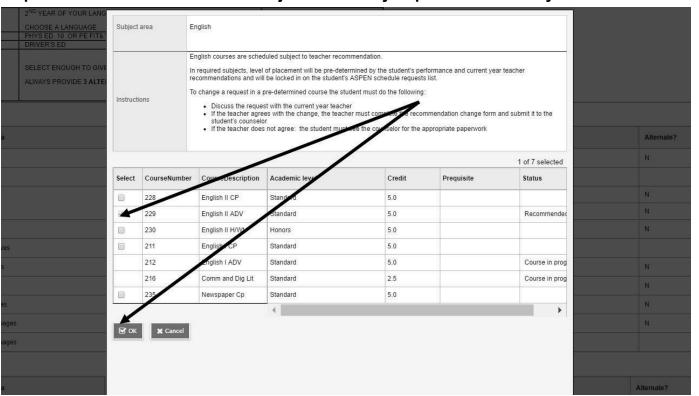


Step 5: Press on select next to the subject area you plan to work on.

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.

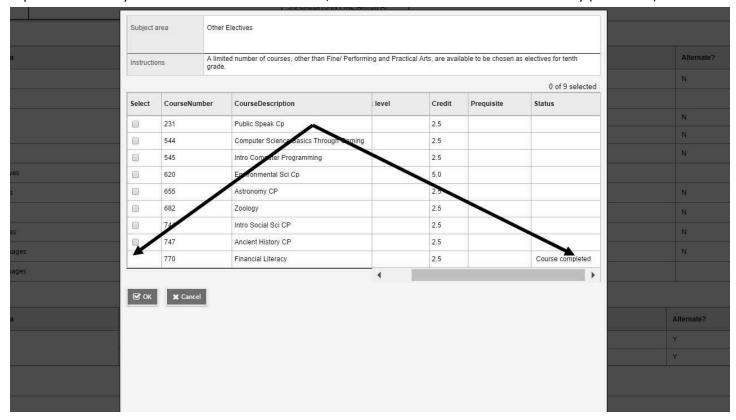


Step 6: Select the course in that subject area that you plan to take next year and click OK.



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)



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

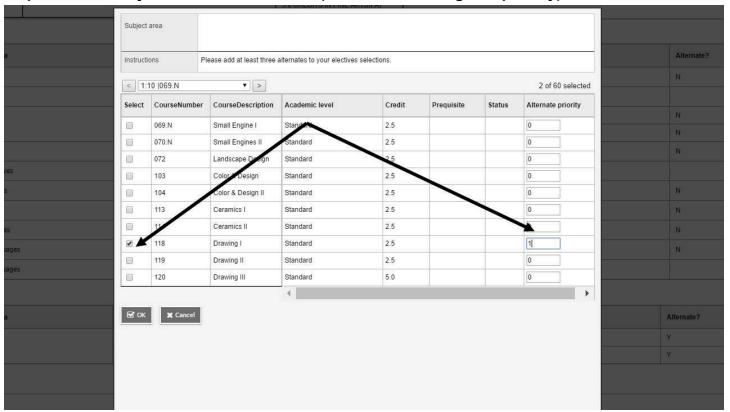
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🕒 Select	Math	503	Geometry CP
🕒 Select	Other Electives		
🕒 Select	Practical Arts	069-4	Small Engine I
🕒 Select	Science	631	Chemistry CP
Select	Social Studies	711	Modern American History ADV
🕒 Select	World Languages	312	German II CP
🖒 Select	World Languages		

Alternate requests

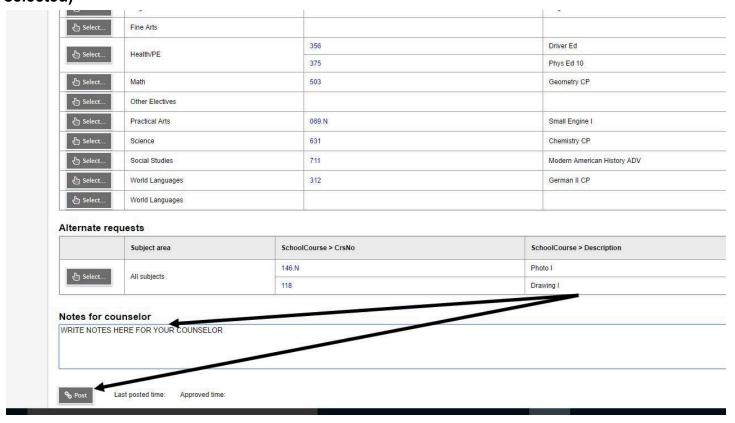
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Select	All subjects	146.N	Photo I

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Step 9: Prioritize your alternate electives (1 indicates the highest priority)



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)



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.

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