

Instructions for Entering Student Course Requests

The course catalog can be found on <http://www.aps1.net/DocumentCenter/View/7804/Program-of-Studies?bidId=>

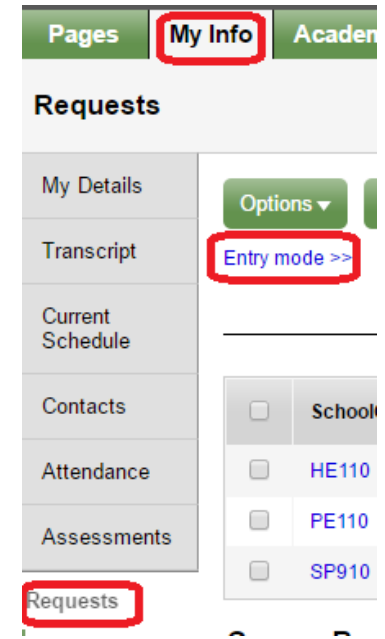
Login at <https://ma-andover.myfollett.com/aspen/logon.do> and enter your course requests for next year.

In the Student Portal:

View and enter your requests for next year's courses from March 9th –March 18th

To enter your requests:

1. Log on to the Student view.
2. Click the **My Info** tab.
3. Click the **Requests** side-tab. The Requests page appears: Make sure you are in the “**entry mode**” to see the teacher recommendations and the “**exit entry mode**” to select your courses.
4. At the top of the page, in the **Instructions** box, read and follow the instructions for entering your requests.
5. In the **Primary requests** box, select your requests for the different subject areas. For example, to select your request for English, click **Select** next to English.



The courses you can request appear:

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status
<input checked="" type="checkbox"/>	EN011	ENGLISH 9	1	1.0		Recommended
<input type="checkbox"/>	EN012	ENGLISH 9	2	1.0		
<input type="checkbox"/>	EN013	ENGLISH 9	3	1.0		
<input type="checkbox"/>	EN021	ENG - WORLD STUDIES	1	1.0		
<input type="checkbox"/>	EN022	ENG - WORLD STUDIES	2	1.0		
<input type="checkbox"/>	EN510	NEWSPAPER PRODUCTION	0	0.5		

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OK Cancel

6. Click 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.

7. Note: To remove a request from your Requests page, click the **Select** checkbox again to deselect it.

Select	CourseNumber	CourseDescription	Alternate 1	Alternate 2
<input type="checkbox"/>	FA010	IMPROVISATIONAL THEATER		
<input type="checkbox"/>	FA020	TECHNICAL THEATRE		
<input type="checkbox"/>	FA030	FOUNDATIONS OF THEATRE		
<input type="checkbox"/>	FA040	THEATRE FOR YOUNG AUDIENCES		
<input type="checkbox"/>	FA060	MUSIC THEORY		
<input type="checkbox"/>	FA070	SURVEY OF MUSIC 1		
<input checked="" type="checkbox"/>	FA080	MUSIC PRODUCTION	FA100 CONCERT CHOIR	FA010 IMPROV THEATER
<input type="checkbox"/>	FA090	MUSIC PRODUCTION 2		
<input type="checkbox"/>	FA100	CONCERT CHOIR		

8. Alternates – There are two methods for entering course alternates.

***Direct Alternates** – If you are selecting course alternates that are within the **same academic department**, then you can enter the course code as a direct alternate. **You can enter 2 direct alternates.**

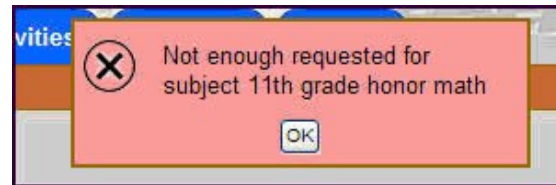
***If the Alternates are in different academic departments**, then you can enter the alternate requests in the bottom alternate section and prioritize them. (You

may need to scroll to the right of the window to enter the priority.)

9. In the **Notes for counselor** box, type any notes to your counselor regarding your requests. Your counselor can view these notes when reviewing your requests.

10. After you complete your requests, click **Post**. This lets your counselor know that you are finished entering your requests.

11. 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 in:



12. After you finish entering your requests, print out your request sheet by clicking on **Reports** at the top & choose 'AHS Course Request Form'. Run the report to print it. Have your parent or guardian sign it & return the form to your homeroom teacher no later than **March 19th**. **Don't forget to complete the level waiver form if necessary.** If applicable, the AP contracts must be submitted with the course request form.

