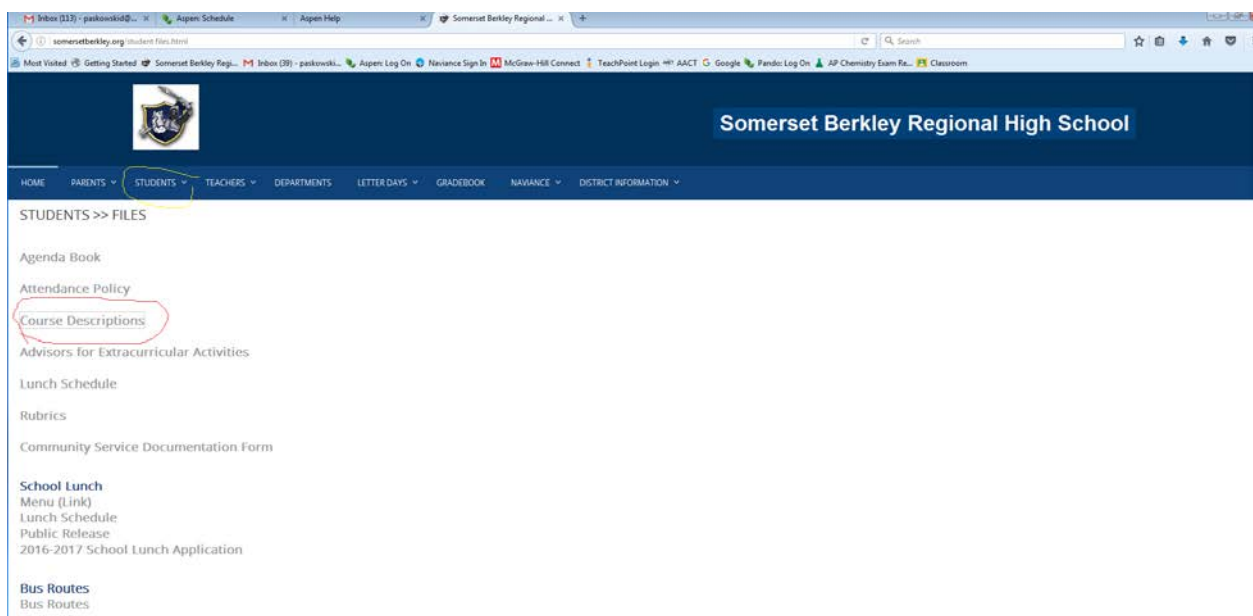


# Online Course Requests

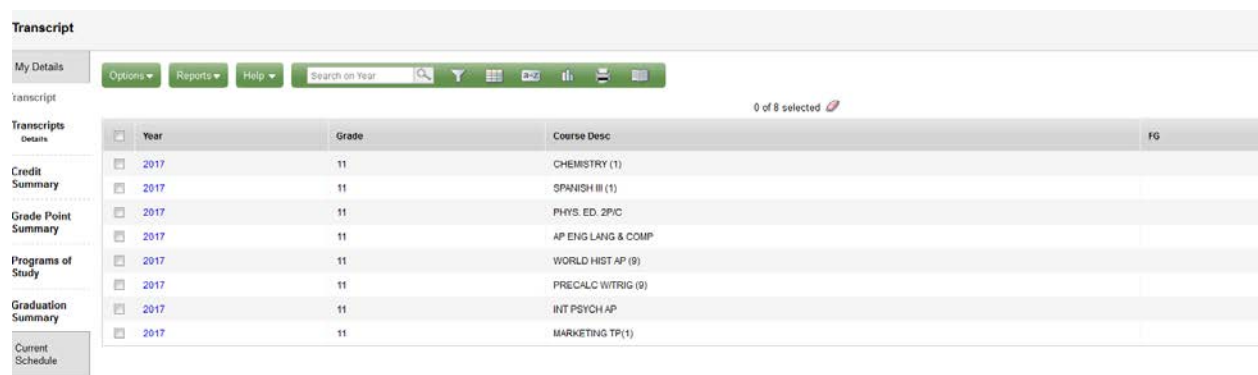
## First Step

It is recommended that students view the Course Description Booklet before making selections for next year. The Course Booklet is available online at <http://somerseberkeley.org>. On the top tab selection, choose STUDENTS. In the drop down menu, go to the bottom and choose Files. Course Descriptions will listed. Open the document and view the course description. Students can download a PDF copy of the Course Description Booklet. (If you download it as a PDF document, it is easier to page through the booklet for information.)



The screenshot shows the website for Somerset Berkley Regional High School. The navigation menu includes HOME, PARENTS, STUDENTS, TEACHERS, DEPARTMENTS, LETTER DAYS, GRADEBOOK, NAVIANCE, and DISTRICT INFORMATION. Under the STUDENTS menu, the 'FILES' sub-menu is expanded, listing various documents. 'Course Descriptions' is circled in red. Other items in the FILES menu include Agenda Book, Attendance Policy, Advisors for Extracurricular Activities, Lunch Schedule, Rubrics, and Community Service Documentation Form. There are also sections for School Lunch and Bus Routes.

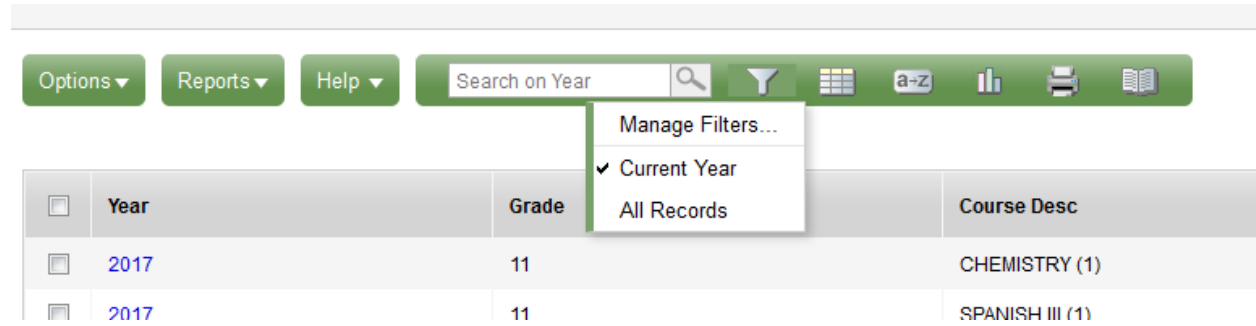
Students should view their transcripts to remind themselves what courses they have taken in past years. To do so, login to Aspen and choose Transcript on the side tab.



The screenshot shows the Aspen Transcript page. The page title is 'Transcript'. Below the title, there are tabs for 'My Details', 'Options', 'Reports', and 'Help'. A search bar is present with the text 'Search on Year'. The main content area displays a table of transcripts for the year 2017. The table has columns for 'Year', 'Grade', 'Course Desc', and 'FG'. The table shows 8 rows of data, with the first row selected. The '0 of 8 selected' indicator is visible.

Year	Grade	Course Desc	FG
2017	11	CHEMISTRY (1)	
2017	11	SPANISH III (1)	
2017	11	PHYS. ED. 2PVC	
2017	11	AP ENG LANG & COMP	
2017	11	WORLD HIST AP (9)	
2017	11	PRECALC W/TRIG (9)	
2017	11	INT PSYCH AP	
2017	11	MARKETING TP(1)	

In order to see all of the courses, go the little funnel (filter icon) on the tab above the current course list. Click on the funnel and choose All Records.



All of the courses you have taken in your high school career should now be on the list, including transfer courses and summer school.

Check to see if you have satisfied all of the graduation requirements that are listed in the Course Description Booklet.

### **Somerset Berkley Regional High School Graduation Requirements**

**Students should carefully review the requirements before registering for courses**

#### **Core Requirements**

<b>English</b>	4 years: English courses	(24 credits)
<b>Social Studies</b>	3 years: Early U.S. History, Mod. U S. History, Mod. World History	(18 credits)
<b>Mathematics</b>	3 years: Any combination	(18 credits)
<b>Science</b>	3 years: Any combination	(21 credits)
<b>Physical Education</b>	4 years	( 8 credits)
<b>Health I &amp; II</b>	2 semesters	( 2 credits)
<b>Fine &amp; Performing Arts</b>	6 credits: Any combination	( 6 credits)
<b>Technology Education</b>	6 credits: Any combination	( 6 credits)

**A total of 144 credits are required to graduate.  
In addition, students must pass MCAS.**

It is also recommended that students speak with teachers to discuss the elective courses offered in the individual departments.

Once you have decided which courses to select, sign on to Aspen to enter your course requests.

## Choosing your electives online.

1. Sign on to Aspen using your login and password.
2. Choose top tab My Info
3. Select the bottom side tab Requests
4. If the portal is open you will see Entry Mode under the options menu

Pages **My Info** Academics Groups Calendar Locker

Requests

My Details Options Reports Help Search on CrsNo

Transcript **Entry mode >>**

Current 0 of 0 selected

(If it says Entry mode not available, you cannot enter course requests. )

5. Click on Entry mode >>
6. You will see a set of instruction specific to your year of graduation.

Options Reports Help Search on CrsNo

<< Exit entry mode

2017-2018 : Requests: 0 primary, 0 alternate - Scheduled: 0% - Credits: 0.0

**Instructions**

**Class of 2020 Course Selection Process**

Welcome to the 2017-2018 Course Selection Process. You will be selecting your elective courses for your 10th grade school year. Please review your courses taken to verify that you have satisfied your Fine Art and Technology requirements. If not, it is recommended that you choose electives in those areas. You may choose (1) 2 full-time electives for a total of 12 credits or (2) 1 full-time elective and 2 part-time electives in the Primary requests section. These selections should be your first choices. Alternative courses are selected under the Alternate Requests sections in the same manner.

Teachers have made recommendations for courses and levels in the major subject areas - English, Social Studies, Math, Science, and World Language. In addition, students will be automatically placed into Physical Education. These course will total 33 credits. Students that were unable to take Health I, must see their Guidance Counselor to be scheduled for 2017-2018 school year.

Course descriptions are found on the Somerset Berkeley Regional High School website (somersetberkeley.org under the Students top tab and then choose files)

**Once all of your selections are made, you must exit entry mode for the requests to be accepted.**

**Students are required to meet with their Guidance Counselors before the end of the 2016-2017 school year.**

7. The Primary requests table is where students will make their elective course selections.

Primary requests					
	Subject area	School/Course > CrsNo	School/Course > Description	Alternate?	Credit
Select...	Art				
Select...	Business				
Select...	English				
Select...	Health				
Select...	Math				
Select...	Technology				
Select...	Music				

8. Select a Department and a list of available courses will pop up in a new window.

Subject area	Technology							
Instructions	Students may select <ul style="list-style-type: none"> <li>• 2 part-time technology courses for 6 credits.</li> <li>• 1 full-time technology course plus 1 part-time course for 9 credits.</li> <li>• 1 full-time technology course.</li> <li>• NO technology courses</li> </ul>							
<input type="text" value="1.0 603103"/>								
Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status	Alternate 1	Alternate 2
<input type="checkbox"/>	603103	ADV. TV MEDIA PRODUCTION	Unleveled	6.0		Approval required		
<input type="checkbox"/>	601103	INTRO TO TV MEDIA PRODUCTION	Unleveled	6.0				
<input type="checkbox"/>	601806	WEB DESIGN 3P/C	Unleveled	3.0				
	602103	TV MEDIA PRODUCTION	Unleveled	6.0	601103	Prerequisite not met		
<input type="checkbox"/>	610106	ENG. DESIGN (1)	Honors	6.0				
<input type="checkbox"/>	610206	ROBOTIC ENG (1)	Honors	6.0				
	610306	GRAPHICS ENGI (1)	Honors	6.0		Course completed		
<input type="checkbox"/>	610506	CPTR DR/DS I TP(1)	Honors	6.0				
<input type="checkbox"/>	610606	ADV DRFT/DS TP (1)	Honors	6.0		Approval required		
<input checked="" type="checkbox"/>	610706	ADV GRAPHIC ENG (1)	Honors	6.0		Approval required		
<input type="button" value="OK"/> <input type="button" value="Cancel"/>								

9. Only courses that have been selected as electives will show up in the list. For the major subjects, the current teachers will make a level recommendation. To change a teacher's recommendation, students are required to see their guidance counselors.
10. If you are in a course now, then you will see a message in the Status column.
11. If a pre-requisite is required, you could see whether you have satisfied the pre-requisite.
12. If you are not eligible to choose a particular course, there will be no check box in the Select column.
13. Students can choose alternates within the departments. For example, a students can choose to take Robotics by clicking in the box in the left hand column. To choose an alternate, students can go to the Alternate 1 column and use the drop down menu to choose Graphics as an alternate.
14. Some departments have many courses to offer. Students need to use the drop down menu or arrows ABOVE the table to navigate between course lists.
- 15. When you have made your selections, you must Exit entry mode.**
16. Students are allowed to go into the Course selection process many times before the window closes.
17. To change your selection of electives, go back and remove the check from the course you no longer want and make another selection. **BUT BE SURE TO EXIT ENTRY MODE** to update your selection.

**Parents can view their student's choices by logging onto Aspen, choosing their child. Then click on Side tab – Schedule. Within the Schedule side tab is a sub-tab called Requests. The list will be there if the student has made selections.**