

Directions for Completing Course Requests

1. Sign in to **Naviance** (use shortcut/app on desktop or go to **BHS website/Support/Guidance** and click on blue/black Naviance logo)
2. Go to the “**About Me**” tab and fill out the “**BHS Graduation Requirements**” form with the names of the courses you are taking this year and in future years. You will use this form to make sure you will have all of your requirements and credits to graduate. The form is on the left hand side under “Surveys to take”
3. Open the **Program of Studies** on the BHS web site (**about BHS/course catalog/2017-18 Program of Studies**). You will need the POS to access descriptions of courses.
4. Now, **go into Aspen**. Click on “**View Full Site**”
 - a. At the top of the screen, click on “**My Info.**” At the bottom on the left side, click on “**Requests**”
 - b. **Complete a full schedule of requests.** If we need to make changes later, we can meet individually. Select **36 credits**, including Homeroom, PE, English and Math. You do **not** need to hit “Post”
 - c. Window is open **February 27 through March 19th** for students and parents to make selections.
 - d. Credits needed to move on to next grade:
 - i. 9th grade- 31 credits
 - ii. 10th grade- 62 credits
 - iii. 11th grade- 93 credits
 - iv. 12th grade- 124 credits to graduate
 - e. You should be able to see what teachers have recommended for you if you click on “**Exit Entry Mode**” (**in blue/ upper left corner**). You can move between **Entry Mode** and **Exit Entry Mode** views.
 - f. **Select your elective classes** in the Entry Mode view. Click on **Exit Entry Mode** to see a list of the courses you have selected with the total credits listed at the top.
 - g. **To delete an elective course**, go to Entry mode and uncheck the box next to the course name. You cannot delete teacher recommended courses.
 - h. The last digit of the course number is the level:
Level 5 = High Honors Level 4 = Honors Level 3 = College Prep
Level 2=Introductory
 - i. If you would like to take a higher level course than the one your teacher recommended, you must accept the recommendation of the teacher now, then, fill out “**Level Change Form**” and return to the appropriate Program Director by April 7th. Once your request is approved, your course selections will be adjusted. **Form is on Guidance Website.**
 - j. If you want to take **6 academic majors**, complete and turn in the “Application For Permission to Take 6 Academic Major Classes” form and return to Ms Capodanno, Guidance Director, by April 7th. **Get form from your Counselor.**