



## **STUDENT COURSE REQUESTS IN ASPEN**

Students can now view their most up-to-date course requests through Aspen. This will not necessarily match the courses you choose in Career Cruising for a few reasons. You may have already requested a change, you may have failed a course in Semester 1 and Guidance had to make a change, Westlane may not be running a course you selected, because of low enrollment numbers, and we had to remove the course. In this case Guidance would have input your Alternate course choice from Career Cruising (where one was entered and if that is also running).

***To access your Course Requests:***

- 1. On Westlane's website, go to "Student & Staff Login" tab**
- 2. In "My Apps", choose Aspen SIS**
- 3. Go to "My Info"**
- 4. Choose "Requests"**



The data from the "My Course Plan" section of Career Cruising was transferred to Aspen in February. Any course changes since then will only be visible in Aspen. This means that if you requested a change, or Guidance had to do one, that it will NOT be reflected in Career Cruising, only in Aspen.