

ASPIRE
CLASS CHANGE INSTRUCTIONS

Students will have the opportunity to go online to make class changes to their schedule on ASPIRE. Class changes will be open Monday, July 31st at 8:00 a.m. until midnight Tuesday, August 15th.

The Career Center Computer Lab and Counselors will be available to help students needing assistance on Thursday, August 3rd through Tuesday, August 15th from 9:00 a.m. to 2:00 p.m.

A \$10.00 fee will be charged for class changes beginning August 22nd through August 31st.

NO CLASS CHANGES AFTER AUGUST 31ST, WITHOUT A PARENT/ADMINISTRATOR MEETING.

CLASS CHANGE INSTRUCTIONS

- Log into ASPIRE
- Click on **SCHEDULING** on the right side menu
- Make sure the year at the top of the schedule is set to 2017-10

If you cannot see your schedule, either you have not completed the registration process or paid registration fees for 2017-18. Wait at least 24 hours after paying fees for your schedule to open.

- **Semester 1** is in the left hand column – **Semester 2** is in the right hand column
- Graduation Requirements are on the right side of the screen. Check graduation requirements to make sure you are taking the required classes. **SENIORS should have NO classes remaining in the “need” column as indicated in red.**

There are 4 ways to search for available courses.

1. Click on a course from the “Graduation Requirements” box to get a list of the courses and sessions that fall under that requirement. (You will need to scroll down to see the list once you’ve clicked on the subject.)
2. Type the name of the course in the search box located under your class schedule.
3. Click on the class period located next to your scheduled class and a list of all the classes offered during that period will appear.
4. Search all classes offered at PHS or the classes you requested. These tabs are located under the search bar. Type class period in search bar (i.e. A/1)

Before changing classes, write down your plan to ensure the desired classes are available before making changes. You do not want to lose a spot in a class by changing too quickly!

To change classes by using one of the above methods, proceed with the with the following steps

1. Search to see if class you desire has seats available
2. If the class is available, drop your scheduled class by clicking on the red X, click on the trash can, and **SAVE.**
3. Scroll down and click on the available class
4. Click **SAVE.**

HELPFUL HINTS:

- **If the class you want is not available, check back frequently to see if a spot opens up.**
- **If you have ALC classes on your schedule, they are locked. If you want to drop or make changes to your ALC schedule, YOU MUST SEE A COUNSELOR.**