

SIR ALLAN MACNAB SECONDARY SCHOOL—CAREER CRUISING OPTION ENTRY

Key Details and Dates:

- All **course options** are to be submitted through Career Cruising by **Wednesday, February 27th, 2019**
- Students must print a **verification form from Career Cruising** once they have submitted their options and have it signed by parents/guardians and hand it in to Student Services (we are no longer collecting Option Sheets). **Signed verifications** are due in the Student Services Office by **March 4th, 2019**.
- Students are encouraged to enter their choices at home or on their own time; however, there will be support available in the library between **February 19th – 22nd**

Step 1: Login to Career Cruising through the MacNab website or the HUB

- Go to MacNab's website (<http://www.hwdsb.on.ca/macnab/>) and click on "Quick Links" and then click on "Career Cruising OR log in through the HUB" (<http://home.hwdsb.on.ca/students.php>)
- Login: Username - **HW – insert your 6-digit pupil number**
- Password - your birthdate, or something you have chosen to replace it. **For example if your birthday is November 6, 1998, enter it as: 11061998 (monthdayyear)**

Step 2: Choose My Courses

- Click on **My IPP** on the top left and select **My Course Plan**

Step 3: Graduation Tracking

- Please use your Status Sheet to ensure the information in Graduation Tracking is correct (if you have any concerns, please make an appointment to see your Guidance Counsellor ASAP)

Step 4: Start Course Selection

- The upcoming school year column is highlighted in blue. This is where you will select the courses that you want to take next year
- You must select a course for each box in the highlighted blue column
- You can select and remove courses as many times as you like until you click on **SUBMIT**. When you **SUBMIT**, your selections are locked and you cannot make changes without seeing a guidance counsellor. Courses will be locked starting on February 27th. After this time, you will need to see a counsellor to make any changes

Step 5: Choose Compulsory Courses

- Required compulsory courses are indicated by highlighted yellow boxes
- Click on the box. A pop-up will show courses that fulfill the requirement
- When you click on a course, read the description and look at the pathway. If it is the correct course, select the blue button **Add Course**. You will return to the Course Planner tab (and the course will show up)
- If you made a mistake, click the course in the box again, and click the blue button **Delete Course**
- Continue until you have selected all your compulsory requirements
- Ensure that you have selected courses for the Group 1, 2, & 3 requirements (or are planning to next year)
- Make sure you are selecting the correct LEVEL: (**P = Applied**, **D = Academic**, **L = Locally Developed**, **O = Open**, **E = Enriched**, **C = College**, **U = University**, **M = Mixed (College/University)**, **E = Workplace**)

Step 6: Choose Elective Courses

- **Elective** courses have white boxes
- When you click the elective course box, you may search by **Discipline** or **Keyword** (the **Cluster** search is not available at this time)
- Select a course that you are interested in taking and continue until all of the boxes are completed
- Make sure you add **TWO ALTERNATE** course selections in case your first choice is cancelled or there is a conflict with your timetable. You will NOT be able to submit without first selecting these alternate choices

- If you are interested in taking the after school Repertoire music course, please indicate this in the box at the bottom of the column

Please Note:

- If the **Blue Warning** symbol appears (a blue dot with an exclamation point), however over the clue dot and warning note will appear. An example of a warning includes: “You have selected a course that you have previously completed. This course will not count as an additional credit.”
- If the **Red Alert** symbol appears, hover over the red dot and an alert note will appear. An example of an alert includes: “You do not have the proper pre-requisite, please select the proper pre-requisite, or speak to Guidance.”
- You can view a **Course Request Sign Off Sheet (Draft Copy)** at any time by clicking on the **blue printer icon** (top right, in the middle)
- Click on the **blue book icon** (top right, second from left) to see the full **Student Course Guide** containing course codes, pre-requisites and course descriptions

Step 7: Grade 12 Not Returning and/or Study Options

- Not Returning and Study codes are found under the “**Guidance**” discipline
- **Study Periods:** If you have 24 credits, and 30 community hours you may take 1 study period
 - **STUDY1** = semester 1 study
 - **STUDY2** = semester 2 study
 - **STUDYH** = either semester study
- **Students Not Returning:**
 - If you are planning to NOT return to MacNab at all, select **NOTRET**
 - If you are planning to return to MacNab for semester 1 ONLY, select **NORET2**

Step 8: Submit and Print Your Course Options

- When you have selected all courses and completed a review, click on the **SUBMIT** button (at the bottom of next year’s courses) to lock in your choices

Pathway Planning:

When making course selections, it is very important to plan backwards. We timetable according to your choices, so please do your research to ensure the courses you need are available to you.

- Career Cruising has features that help you to explore career clusters and post-secondary programs. When you have completed parts of your IPP, you can select **Career Possibilities** and **Program Possibilities** below the **Graduation Tracking of My Course Plan**
- If you are interested in Specialist High Skills Majors (Arts and Culture or Health and Wellness or Hospitality and Tourism) you can select **Learn More** under the **SHSM** heading at the bottom right of **My Course Plan**. If you click on “Let my teacher know I am interested in this SHSM,” you will be called to a meeting to learn more
- Students need to research **post-secondary course requirements** on the following websites:
www.ontariocolleges.ca (Ontario Colleges) www.electronicinfo.ca (Ontario Universities)

Students will also need to complete their IPP (Individual Pathway Planning) for the year. Click on “My Progress” on your Career Cruising home page to see which IPP components need to be completed.

Signed Option Verifications are due Friday, March 4th, 2019 to the Student Services Office