

Sherwood Career Cruising Course Selection Entry

Step 1: Login to Career Cruising in **The HUB**

Step 2: Either select **Choose My Courses** (on the left) or click on **My IPP** on the top left and select **MyCourse Plan**

- Click on the **blue book icon** (top right, second from left) to see the full **Student Course Guide** containing course codes, pre-requisites and descriptions

Step 3: Under Graduation Tracking (on the right) click on “Learn More” to review your Compulsory **requirements**. ***Pay attention to G1, G2, G3 and Art credits**

- This screen shows what you have **earned**, what you have **planned** and what compulsories are **remaining**
- An X on the left indicates you have to complete those compulsories. Click to see what credits you could use to fulfill the remaining compulsory credits
- **NOTE: Community Hours and Literacy Test results are to be tracked by the student and DO NOT reflect actual results**

Step 4: Start Course Selection

- The upcoming school year is highlighted with a **dashed box**. This is where you will select the courses that you want to take next year
- 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 counsellor
- **Grade 12s must click on ADD COLUMN** at the bottom of the Grade 12 column
- In some cases, you will need a Guidance Counsellor to **override** your choices before you can SUBMIT. This can be done during your scheduled class visit

Step 5: Choose your compulsory courses

- Required compulsory courses have yellow slots
- Click on the slot. 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 Courses**. You will return to the Course Planner tab and the course you have chosen will appear.
- If you made a mistake, click the course in the slot again, and click the blue button **Delete Course**.
- Continue until you have selected all your compulsory requirements

Step 6: Choose your elective courses

- **Elective** courses have white slots
- When you click the elective course slot, you may search by **Discipline**. These align with the option sheet categories so refer back to your planning copy.
- Add all remaining choices
- Note there are EXTRA CREDIT slots for Grades 10-12 ONLY to select Music Repertoire
- NEW – you must select 2 ALTERNATE courses which will be used only if a course selection is cancelled



If the Blue Warning Symbol appears, hover over the blue dot and a warning note will appear. Example of a Warning: “French Instruction” All French Immersion courses are indicated with a blue warning!



If the Red Alert Symbol appears, hover over the red dot and an alert note will appear. Example of an Alert: “*You do not have the proper pre-requisite, please select the proper pre-requisite, or speak to Guidance.*”

Step 7: **Grade 12** Not Returning/Study Options

Select **Discipline** → **Not Returning/Study Options** in the extra column you have added.

- Choose STUDY1 and STUDY 2 as your Alternate courses

Step 8: Complete and print your option sheet.

- 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 your choices
- **Print the Sign Off Sheet.** (Printer icon is at top right)
- Ensure the Sign Off Sheet is completed with parent/guardian signatures
- Return **signed form** to your homeroom teacher or Guidance office

WHEN YOUR OPTIONS ARE SUBMITTED, ENSURE YOUR IPP COMPLETION IS AT 100%

QUESTIONS?? See your Guidance Counsellors or Department Heads

Due Date: Online entry at school begins Tuesday, February 19.

Sherwood S.S. Course Selection Instructions – February 2019

Please follow the **Career Cruising** instructions to EXPLORE, CHOOSE courses, and SUBMIT your requests. You may complete this process on a computer at home or school. All students will be scheduled by class to have the opportunity to ensure their options are entered with a Guidance Counsellor (using iPads in class or in a computer lab). Completing the paper working copy will help with organizing your course selection.

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.

1. 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**.
2. If you are interested in Sherwood's Specialist High Skills Majors (Health and Wellness OR Transportation) you can select **Learn More** under the **SHSM** heading at the bottom right of **My Course Plan**.

Instructions for entering Grade 12

- a) Must choose **6-8** courses to ensure graduation and post-secondary requirements are met
 - If 6 courses are selected then choose both: STUDY1 (SEM1) & STUDY2 (SEM2)
 - If 7 courses are selected then choose: STUDYH
- b) Universities require **6 Grade 12 M or U courses**
- c) Research on-line to the College or University of your choice for program admission requirements. Students need to research **post-secondary course requirements** on the following websites:

www.ontariocolleges.ca (Ontario Colleges) www.electronicinfo.ca (Ontario Universities)

- d) **All current Gr.12 students must submit options.** Students not returning choose NOTRET with STUDY1 and STUDY2 as Alternates. Students returning for first semester only choose NORET2 AND 4 courses (may include STUDY1) with 2 Alternates.

Instructions for Grade 9, 10, 11

- a) Must choose **8** courses per year. A study period is not permitted until a student has achieved 20 credits.
- b) Each course must be in the appropriate pathway: Applied→College, Academic→University
- c) Check prerequisites in the course flowcharts if you cannot choose a desired course.
- d) Keep in mind course requirements for future college/university/apprenticeship programs. Research NOW!
- e) GRADE 10 - Select Civics and Career Studies as one choice [CHVGLC Holding Code]
-Students who need only ONE of these courses should see their Counsellor.
- f) Students choosing **2 credit** Hockey, Fitness, Co-op, or Tech courses will use only ONE course code for both credits (eg. Grade 10 Hockey = PAL2O1H)
- g) Students registering for the SHSM in Health and Wellness or Transportation are responsible for completing ALL components of the program. Plan wisely! COOP is MANDATORY!

Specific Instructions for Departments

- a) **French Immersion:**
 - Need 10 FI courses total by Gr 12
 - Must take French Immersion all 4 years
 - French Instruction courses end with "I" eg. CHC2D1I not CHC2D1
- b) **All Year Courses:**
 - Repertoire: AMR201, AMR3M1, AMR4M1 run prior to regular school hours.
- c) **Co-op Credits:** pick up applications from the **Coop Office (Room 234)**
 - Can count as G1, G2 or G3 credits (maximum of 2)
 - Choose COO3OE = 2 credit Co-op (half day) or COO3OEA and COO3OEB = (2 X half day)
 - Choose COOFTE = 4 credit Co-op (all day) which includes OYAP
 - **Dual Credit** or **System Co-op** Programs (Artsmart, Ontario Public Service, Healthcare, Home Building, Limeridge Mall, or Militia) require applications available from your Counsellor
 - OYAP Programs require applications available from the Co-op Office
 - Students going directly to work after high school should consider taking Co-op
- d) **Summer School & Failed Courses:** Students who have failed a compulsory course or a prerequisite must select the course on the option sheet regardless of their Summer School intentions. Students who have failed one of Careers or Civics please see your Counsellor.