



"C.P.R." = Course Plan Rollout

ONLINE COURSE SELECTION PROCESS FOR THE 2018-2019 SCHOOL YEAR

January, 2018

Dear SWC Students and Parents/Guardians,

DSBN secondary school students will be completing their Course Plan for the 2018-2019 school year online, through the "Career Cruising" website. Career Cruising enables students to research post-secondary pathways and college/university program pre-requisites before selecting their courses for the following year – thus ensuring informed and appropriate choices. **Choose once; choose wisely!**

Access "Career Cruising" via the Sir Winston Churchill website: sirwinston.dsbnschools.org



= use your everyday login and password, then click on the Career Cruising button. Get there quickly – Google "DSBN eLearning".

Important dates:

I. **February 6th - 9th Grade Assemblies**

Students will attend grade-specific Course Selection assemblies. Teachers will describe the course offerings for that grade, and the online Course Planner process/timelines will be reviewed.

II. **February 7th Parent/Guardian/Student Information Evening Session in the Auditorium, 7:00-8:00 p.m.**

In order to assist students with making informed and appropriate course selections for their next year, we will be holding evening information sessions covering the course selection process and how these choices impact post-secondary planning.

Current Gr. 9, 10 & 11 students & parents/guardians...Wednesday, February 7th
(right after the "Gr. 9 Meet the Semester 2 Teacher" rotation, which runs from 6:30-7:00pm)
ALL ARE WELCOME!

III. **February 8th - 15th Students and parents/guardians review and confirm the course selections. Students finalize their course selection requests by clicking "Submit", printing a copy for parent/guardian signature, and returning the SIGNED Course Plan to their Period 1 homeroom teacher. Copies may be printed from home or from school.**

COURSE PLAN DEADLINE = WEDNESDAY, FEBRUARY 15, 2018

- ⇒ The Course Plan site is **LIVE for one week (Feb. 8th - 15th)** – plan accordingly!
- ⇒ Students should have completed the by-grade IPP activities in Career Cruising before selecting courses. The "My Progress" bar in Career Cruising will indicate "**100% Complete**" when all requirements are completed.
- ⇒ The courses that you select now are the courses that will be scheduled for your 2018/2019 timetable. Alternate courses may be scheduled in the event of a timetable conflict.
- ⇒ **PICK WISELY THE FIRST TIME** as it may prove very difficult to make a course change at a later date.

Special Course Notes:

* **CO-OPERATIVE EDUCATION (COOP8 Grade 11 or Grade 12)**

...is a double credit, two period course. Select this course and two slots will automatically appear on your course planner.

* **COMMUNICATIONS TECHNOLOGY - BROADCASTING (TGJ4MB)**

...is a Period 1 class and it has an early start time.

* **INTERDISCIPLINARY STUDIES (IDC4U1 – Mentorship Program)**

...is not a guaranteed selection and also requires a paper application. Students who are applying for the Mentorship Program also need to select COOP8 on their Course Plan. **Application Forms are available in the Co-op Department.**

Helpful instructions to get you started once on Career Cruising:

- * There is a 'Course Planner Demo' video on the log-in page.
- * Click on the "My Course Plan" tab on the left side of the screen.
- * You will see your personalized Course Plan. This chart represents course selections for all available years at SWC. Past courses and marks will be seen under the year(s) already completed.
- * The next school year is highlighted and identified with a dashed box. This area is where you will select the courses for next year. Click in a box to add a course.
- * You can open the full SWC Course Guide in a new window/tab by clicking on the 2nd blue icon (book) on the upper right side to read course descriptions.
- * If you are selecting a **compulsory course**, the courses for that subject (and levels, if applicable) will come up once you click in the box. Click on a course to read the full course descriptions and pre-requisites; if that is the course you want, click on the "add course" tab at the bottom right of the screen.
- * If you are selecting an **elective or alternate course**, you will need to select a discipline first. Click on your grade's "Elective/Alternate Courses" link; this is where you will find all course listings. SHOP AROUND! Investigate all of the elective opportunities for your Course Plan.
- * To **delete a course**, simply click on its box, and then click on the "delete course" tab at the bottom right of the screen.
- * Pay close attention to blue (advisory) or red (warning) circle pop-up symbols; read the prompts and act accordingly.

"I've completed my Course Plan. What do I do next?"

- * Great! After **Complete** comes **Submit, Print, SIGN** and **Return**. Read on...
- * All boxes must be filled in order to submit the Course Plan. You will be prompted if information is missing or if there are errors with your Course Plan.
- * Review your course selections. Know that, in the event of a timetable conflict, alternate courses may be scheduled.
- * Make sure you discuss any areas of concern with your parents/guardians, teachers, and/or guidance counsellors.
- * When you and your parent/guardian are satisfied with the course selections, they may be submitted. When you click "**Submit**" within the February 8th - 15th timeline, your course selections will get "locked in".
- * **Print** off the authorization sheet for your parent/guardian to sign. (You can view a draft copy of your authorization sheet at any time by clicking on the blue printer icon at the top right of the Planner.)
- * **Return** the signed form to your Period 1 teacher (or Guidance if you have a spare) **by Thursday, February 15, 2018.**

"I plan to take a compulsory course in Summer School or Night School or through eLearning."

That's great, however, at this time you will still need to select the compulsory course on your Course Plan. If/when you complete it in Summer School, it will be removed from your timetable and one of your alternate courses will be added. If/when you sign up for it in Night School or through eLearning, it will be removed from your timetable after your course registration has been confirmed and after you are certain that this method of learning will work for you. If you have any questions or concerns, please see a Guidance Counsellor for assistance.

"I want to repeat/upgrade/reach ahead with a course."

Let us help you. Please see a Guidance Counsellor for assistance.

"I want to select a course but the system won't let me" or "I have extenuating circumstances" or "Help!"

Let us help you. Please see a Guidance Counsellor for assistance.

Thank you and Happy Career Cruising!

Potential Grads who are considering returning to SWC for "12B"

All 12B requests are subject to Administrative Approval. Graduating students who are considering returning to SWC in September must:

- 1) Complete a 12B Application Form which is available on the "Potential Grad" table in Guidance.
- 2) Return the form to Ms. Mossman, our Guidance Secretary.
- 3) An interview will be scheduled for you with Mr. Shaw. Following the interview, and upon Admin. Approval, a Guidance Counsellor will enter the course requests on behalf of the student.