



THE COURSE PLAN PROCESS

(HOW TO SELECT YOUR COURSES AND SUBMIT YOUR COURSE PLAN)

→ **Beginning on November 30th**, Grade 8 DSBN students will be completing their Course Plans for the 2019-2020 school year online through the Career Cruising program within the DSBN “**e+Learning**” link. This link is found on our website and on your elementary school’s website under the tab, “Explore your future at SWC”. *A quick tip for students from students: “Just Google ‘dsbn elearning’!”*

At home, you can then review and select with your child:

***5 Compulsory subjects** and the level of study (Academic or Applied)

***3 Electives**

***2 Alternate courses from the Grade 9 Elective/Alternate Choices tab**, in case all the electives can’t be scheduled.

NOTE: Click on the Alternate box, under “Course Information” select “*Gr. 9 Elective/Alternate Courses” and choose your alternates from this group only.

→ **By/before Friday, December 14th**, your child is required to return a **signed** (by you) copy of the Course Plan to the Grade 8 Homeroom Teacher. **Your elementary school may have a specific due date.**

Additional instructions that should help:

1. Students and parents are able to access the SWC Student Course Guide at any time (without a password!) by clicking on the link under Guidance on the main page of our school’s website: sirwinston.dsbni.org, or click the tab “SWC Career Planner” on your elementary school’s website.
2. To select courses: Students must log in to Career Cruising (through “e+Learning”), and click on the “Choose My Courses” tab; click on the + symbol of each individual course indicator; then click on the appropriate level of study (e.g. academic/applied, English/French Immersion); then click on the “Add Courses” tab.
5. Click on each course name for course descriptions or tap the small blue book on the upper right side to open the complete Student Course Guide in a new window/tab.
6. Blue stars indicate teachers’ recommendations for the level of study for compulsory subjects. **We suggest that students and parents/guardians discuss any level discrepancies with the teacher.**
7. Once finished, indicate your final approval by pressing the SUBMIT tab and print your Course Plan. You’ll know your work is complete if there is a bar code at the top of the printed page that you are submitting!
8. Sign the completed form and return it to your child’s homeroom teacher as per your school’s deadline.

Thank you!

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