



## Course Registration 2014

Welcome to Career Cruising! You can use this Internet-based career exploration and planning tool to explore career and education options and develop a career plan. Career Cruising can be accessed wherever you have Internet access.

### **Course Planner Features:**

The Course Planner allows you to view and change your high school education plan by recording the courses you have taken, are taking, and plan to take in the future. With help from your Guidance Department or teacher, this education plan will help you organize your courses to meet your career and post-secondary education goals.

### **Part 1: How to Access Career Cruising and Course Planner:**

**Step 1.** Go to Salisbury's home page at [www.salcomp.ca](http://www.salcomp.ca). In the green banner at the top in the **Quicklinks** drop down menu, select **Career Cruising** under **Students**.

**Step 2.** Login in by entering your Username and Password. Use the directions provided to you in the grey box to the right of **My Plan Login** if this is your first time logging in.

**Step 3.** Once you are logged in, you will be on your personal **Portfolio Homepage**. Here, you can begin the process of setting up your **Portfolio** at a time that is convenient for you. Your Portfolio is the place where you can save the careers and post-secondary education options that you have researched and are interested in pursuing.

### **Part 2: How to Select Courses in Course Planner:**

**Step 1.** To select courses, click on **Choose My Courses** from the list of options on the left hand side of the screen.

- The upcoming school year is highlighted with a light blue background. This is where you will select the courses that you want to take next year.
- Remember that this is YOUR Portfolio, so you can select and remove courses as many times as you like until you SUBMIT your course selections for next year. The SUBMIT feature will open on March 25, 2014, and then close on April 25, 2014. When you SUBMIT, your selections are locked in and no further changes are allowed. You must **SUBMIT** your selections by April 25, 2014.
- You can view a draft copy of the Sign Off Sheet at any time by clicking on the printer icon  at the top right on the Course Planner tab.
- You and your parent/guardian must sign the printed **Sign Off Sheet**. The Sign Off Sheet with all signatures **must** be given to Mrs. Feledichuk in Guidance by April 25, 2014, in order for next year's timetable to be developed for you.
- Your **course history** is also included in Course Planner (your completed courses and the ones you are currently taking).
- Click on the blue book icon  at the top right of the Course Planner tab to see the full Student Course Guide for Salisbury.

**Step 2.** To choose a **required course** (beige slot), click on the plus '+' icon at the left of any beige course slot.

- All courses available to you to fulfill the requirement for your diploma are in the beige slots. Click on the beige box to view the list of courses available. Click on any course to review the description and prerequisites for the course.
- To add a course to your Course Planner, click on the "+" icon on the left of the beige course slot.
- Continue until you have selected all your required courses.
- If you are planning on taking Career and Life Management (CALM) during summer school, add this course as an Elective to your grade 12 year. Once the course is completed and updated in Career Cruising, a prompt to remove this class from your listing will be given.

**Step 3.** To choose an **elective course** (white slot), click on the plus '+' icon at the top right of any white course slot.

- Any electives on the **extended day** (happening before school, at lunch, or after school) must be selected **first!** Make sure these requests are indicated in the first white slots.
- When searching for an elective course, you may have several options. To view your options, select the drop menu below the heading **View By**. The most common search option is to view by **Discipline**. After selecting to view by Discipline, use the drop menu under the heading **Discipline** to view your discipline categories. Explore the other **View By** options provided in the drop menu available at your school.
- To add a course to your selections, click on the "+" icon.

 This blue symbol means there is a **Warning** that you must read. Hover over the blue dot and the note will appear. An example of a Warning includes: "If your current achievement requires approval for selection of this course, please see your counsellor or administrator for permission."

 This red symbol means there is an **Alert** that you must read. Hover over the red dot and the note will appear. An example of an Alert includes: "If your current achievement requires approval for selection of this course, please see your counsellor or administrator for permission."

**Part 3:**

Click on the **Learn More** button in the **Graduation Tracking** box. Here you will see the graduation requirements specific to your program. This section indicates how many courses you have achieved, planned and remain to achieve the Diploma Requirements.

**Part 4:**

When you have selected all courses for the next school year and completed a review, click on the **SUBMIT** button at the bottom of the next school year.

**Part 5:**

**Print** the **Sign Off Sheet**. Sign the Sign Off Sheet and have your parent/guardian sign as well. The Sign Off Sheet with all signatures must be given to Mrs. Feledichuk in Guidance by **April 25, 2014**.

**Congratulations on completing your course selections for the upcoming school year!**

