

Selecting Your Courses for Next Year

Part 1: Log into Career Cruising

Step 1: www2.careercruising.com/default/cplogin/ERIE

Step 2: Use your regular computer user name and password. DO NOT DELETE the 'ERIE'

Step 3: Click on the **CHOOSE MY COURSES** button on the left menu bar.

Step 4: Graduates: click on the blue 'person walking' icon above the Graduation Tracking box, if you are **NOT RETURNING** to WDHS in September. Select **"Retired with an OSSD"** as the reason why if you are going to post-secondary. Select **"Retired with OSSD to Employment"** if you are going to work! Select **"To Apprenticeship Program"** if this applies to you!

Part 2: Adding a Course

Required Courses

Step 1: Click on the plus (+) icon of the shaded slot

Step 2: All the related courses that are offered under that subject will appear. You can hover or click on the course codes for more information. You will only be able to select from the courses that are required.

Step 3: When you click on a course code, you will also see the pre-requisite requirements for the course.

Step 4: To add a course to your selections, click on the '+'. You will return to your planner and the course you have chosen will appear.

Elective Courses

Step 1: Click on the plus (+) icon of an empty white slot.

Step 2: A drop down menu will appear with all the subjects that are available for you to pick from. When you click on a subject area, all the available courses will appear. Courses that you have already take will be a greenish-yellow. Available courses will be blue. Click on the course name, and the description, and any prerequisites will appear.

Step 3: To add a course to your selections, click on the '+'. You will return to your planner and the course you have chosen will appear.

Alternate Courses

Grade 9/10: You must select a minimum of **two** alternate courses, in case of scheduling conflicts between courses.

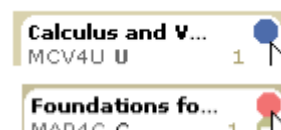
Grade 11/12: You must select a minimum of **one** alternate course, in case of scheduling conflicts between courses.

Part 3: Finalizing Your Selections

Step 1: A **blue circle/dot** beside the course means there is a 'Warning Note' that you must read. It could mean that you have already taken this course!

Step 2: A **red circle/dot** beside the course means there is an 'Issue Note' that you must read. Please ask for help from the Student Success teacher or the Guidance Counselor.

Step 3: Please **DO NOT** click **SUBMIT!!!** Students will be pulled into the Library to finish this task. That way if there are any error messages, they can be taken care of at an administrative level.



Part 4: Special Programs & Summer School

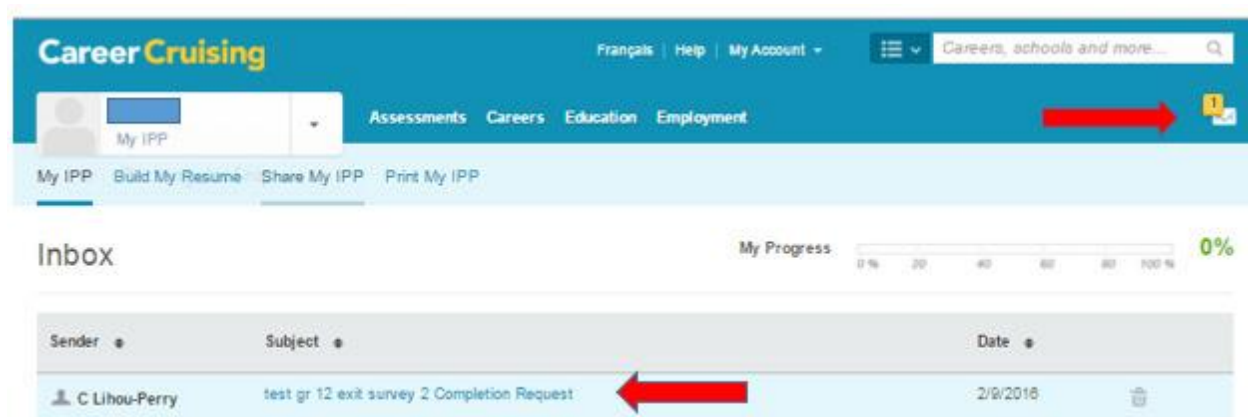
WDHS offers many **special programs** (SHSM, SWAC, CO-OP, Peer Tutoring, Turning Point, etc). These programs require a secondary application that will be made available in the near future. Students wishing to take **summer school** this year, will need to pick up an application at a later date. Applications will be in the **Guidance Office**

Part 5: Exit Survey for Grade 12/12+ Students

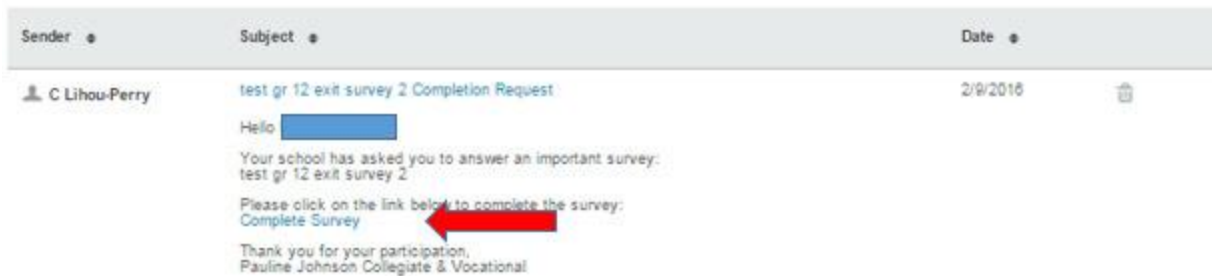
As part of the new IPP (Individual Pathway Planning) initiative, Grade 12/12+ students are being asked to complete a 4 question survey found within their Career Cruising Account. Here are the instructions below:

Student Instructions for Exit Survey

- Your students may or may not automatically receive an alert in their My Plan account. It depends on whether they have a stored email within the account. Click on the email icon to access the survey.



- An exit survey request will appear. The student should click on the request.



- The student will be taken to 'Survey Monkey' to complete the survey.
- All questions must be answered to advance to the next page.
- A student will not be allowed to retake the survey once the survey has been completed.

Should you have any questions, please do not hesitate to contact us here at WDHS.

Guidance	Student Success
<p>Jessica Dulmage Email: JESSICA.DULMAGE@granderie.ca Phone: 519-443-8657 extension 507223</p>	<p>Dorota Swierniak Email: DOROTA.SWIERNIAK@granderie.ca Phone: 519-443-8657 extension 507239</p>