

7. To choose an elective course, click on the “+” located within the course box (the mouse must be within the course box). A drop down menu will appear. ALL elective courses have been grouped under the heading **9th Year Elective Courses; 10th Year Elective Courses; 11th Year Elective Courses; 12th Year Elective Courses**  
To change a selection, click **Delete Course** in the bottom right of the box and the selection will be removed.
8. A **Blue Box** indicates an Advisor note. Hold the mouse over the blue symbol and the note will appear. A **Red Box** indicates that there is a course restriction. Hold the mouse over the red symbol and the restriction will appear.
9. To print a draft copy of your course selection, click on the printer icon at the top right of the planner.
10. To submit your course selections click on the **Submit** button. To print a final copy, select the printer icon.
11. Please ensure you have read the policies regarding No Discretionary Changes on the DO’C Website.

### Submitting Your Course Selection Form and Student Activity Fee

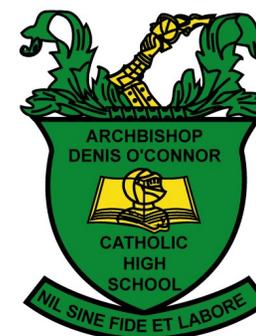
Print a final copy of your course selections, authorize with parent/guardian signature. The Course Selection Sign Off Sheet and Student Activity fee will be collected on Thursday, February 21, 2019. **If you are paying through On-line Banking for the Student Activity Fee, please bring in a copy of your receipt on February 21.** If you are paying by cheque for the Student Activity Fee, it may be post-dated to May 1, 2019. Students applying for the Cooperative Education or the Specialist Highs Skills Major (SHSM) program must submit the appropriate application form on February 21 as well.

### Contacts

DO’C Guidance Office	905.427.6667, ext. 53008
McCarthy’s (Uniform)	905.428.6285 www.rjmccarthy.com

## Archbishop Denis O’Connor C.H.S. Grade 10-12 Course Selection Guide

For the 2019-2020 School Year



**CareerCruising**

## Introduction

We are pleased to provide this Course Selection Planning Guide to assist with course selection for the 2019-2020 school year.

Students of Archbishop Denis O'Connor C.H.S. will use Career Cruising, an internet based career exploration and planning tool, to select their courses for the 2019-2020 school year. In addition to the course selection feature, Career Cruising:

- provides interest and skills assessments
- allows you to read career profiles
- access college, university and apprenticeship information
- build your Individual Pathways Plan
- create a resume
- store your research in a portfolio

## Student Accounts in Career Cruising

All DO'C students have an individual account with Career Cruising. Students received an access card earlier this year with their username and password. The username and password are as follows:

**Username:** The prefix DCD-followed by your student ID (e.g. DCD-123456789). Student numbers can be found on the student card distributed at the beginning of the year. The student number can also be found on the student's report card (titled Pupil #).

**Password:** The initial Password was the student's birth date (mmddyyyy). If your birthdate is August 24, 2003, your password will be 08242003. Most students have changed their passwords. To retrieve a forgotten password, click on the words "Forgot my username and/or password" found under the login box.

Individuals without accounts can also access Career Cruising. Go to the DO'C web site: [doc.dcdsb.ca](http://doc.dcdsb.ca). Select the Guidance link and then select the [Career Cruising for Parents](#). A username and password are provided.

## Archbishop Denis O'Connor C.H.S. On-Line Course Calendar

The complete Archbishop Denis O'Connor C.H.S. Course Calendar can be accessed through our school web site: [doc.dcdsb.ca](http://doc.dcdsb.ca). Select the [STUDENT](#) link, then the [GUIDANCE](#) link. On the left side of the GUIDANCE screen, select [Course Levels and Calendars](#). Click on [DO'C COURSE CALENDAR](#).

Students can also link to the Course Calendar by clicking on the 'Blue Book' symbol (above the Graduation Tracking box) when working in the *Career Cruising Course Planner*.

When choosing a course, students should ask themselves the following questions:

1. Have I selected my courses at the appropriate academic level?
2. Have I selected the compulsory courses for my grade level? For graduation?
3. Do I have the necessary prerequisites for my post-secondary pathway?
4. Are my choices realistic? Do they reflect my level of achievement? Do they reflect my potential?

## Selecting Courses Using Course Planner

1. Access the DO'C web site: [doc.dcdsb.ca](http://doc.dcdsb.ca). Select the [STUDENT](#) link, then the [GUIDANCE](#) link. On the left side of the GUIDANCE screen, select [Course Levels and Calendars](#). Click on [Career Cruising Log In](#).
2. Login with your Username and Password. Students may be asked to enter an e-mail address which is used if a student forgets their password. It also allows students to receive information e-mails from the school.
3. To enter your course selections for next year, select [Choose My Courses](#) from the list of options on the left side of the screen.
4. Your next school year will be highlighted. You can change your selections as many times as you like until you select the Submit button.
5. To select a compulsory course, click on the "+" in the course box. All of the course options for that subject will appear. If you click on the course name, the course description will appear. To select the course, click on the **Add Courses** button. You will then return to the Course Planner. [\(continued on reverse\)](#)