

SCHEDULING 2015-2016

LOCK IN COURSE REQUESTS BY FRIDAY, FEBRUARY 13

PLEASE NOTE:

- Make sure you know your graduation requirements.
- All paperwork will be available online (Applications for Honors, AP, OSTC, Dual Enrollment, Reduced Schedule, Testing Out, Leadership, Yearbook). Go to www.avondale.k12.mi.us > Schools > High School > Counseling > Curriculum and Graduation Requirements > Academic Options. **ALL PAPERWORK DUE BY FRIDAY, FEBRUARY 13.**

MAKING COURSE REQUESTS

You will request your courses for next year in Career Cruising **Course Planner**, where you will be able to plan your classes, explore and plan your career and education options, and develop a career plan—all on one internet site!

Course Planner Features:

Course Planner allows you to create and store your high school education plan—the courses you have taken, the courses you are taking, and the courses you plan to take in the future. It brings together your credit history, course descriptions, diploma tracking, prerequisite requirements and suggested courses. With help from your counselor and teachers, this education plan will help you organize your courses to meet your career goals.

How to access and select courses:

1. Go to www.careercruising.com/login/asd. There is also a link in the High School Home page and on the Counseling page (www.avondale.k12.mi.us > Schools > High School > Counseling).
2. Login in by entering your username (ASD + your 8-digit student number) and password. We have provided a list of usernames and passwords for your English teacher. Write your password in your agenda so you can find it again. When prompted, **update your email address**.
3. If you ever lose or forget your password, click on the words "Forgot my username and/or password" found under the login box. On the next page, enter the email address that you originally used when you first logged in to the portfolio home page. **Please make sure your email in Career Cruising stays current so we can email you!**
4. Once you are logged in, you will be on the "Portfolio Homepage." Here, you can begin the process of setting up your **portfolio**. Your portfolio is the place where you can store the information about the careers and post-secondary institutions you have researched, as well as the place where you can create a resume highlighting your skills and abilities.
5. To enter your course selections for the next school year, click on the "**Course Planner**" from the list of options in the menu on the left hand side of the screen.
 - The next school year is highlighted with a dashed box. This is where you will select the courses that you are interested in for next year.
 - Remember that this is YOUR portfolio, so you can add and change courses as many times as you like **until you submit** it at Course Selection time.
 - Your **course history** will also appear (your completed courses and the ones you are currently taking).

- To choose a **required course** (those in yellow), click on the “+.”
 - All the courses in that subject area will appear. Courses in yellow are available. (If you hover your mouse over on the course code, the description and prerequisites for the course will appear.)
 - To add a course to your selections, click on the “+.” You will return to your planner and the course you have chosen will appear.
 - Continue until you have selected all your required courses.
- To choose an **elective course** (those in white), click on the “+.”
 - A drop down menu will appear with all subject areas available in your school. By choosing one subject area, all the available courses will appear in that area. Courses that you have already achieved are greenish yellow. Available courses are white. (If you mouse over the course code, the description and prerequisites for the course will appear.)
 - To add a course to your selections, click on the “+.” You will return to your planner and the course you have chosen will appear.
- Click on the blue book icon at the top right of your planner to see a full course catalog for your school.
- A **blue dot** symbol means there is a “**Warning Note**” that you must read. Mouse over the blue dot and the note will appear. Examples of Warning Notes include: “You have selected a course that you have previously completed. This course will not count as an additional credit,” or “Application and department placement required.” A **red dot** symbol means there is an “**Issue Note**” that you must read. Hover your mouse over the red symbol and the note will appear. Example of Issue Notes include: “You do not have the proper pre-requisite, please select the proper pre-requisite, or speak to guidance.” **If there is a red dot in next year’s requests, you will not be able to submit your requests.**
- See or email your counselor if you run into any obstacles or if you have any questions. In the email, make sure you include your name and the specific question or issue you have.
 - Ms. Carlson’s Email: julie.carlson@avondale.k12.mi.us
 - Mrs. Sandvig’s Email: denise.sandvig@avondale.k12.mi.us
 - Ms. Olszak’s Email: kimberly.olszak@avondale.k12.mi.us
- To print a draft copy of your course selection, click on the **printer icon** at the top right of the planner.
- To **submit** your course selections, click the “**SUBMIT**” button at the bottom of the school year you are selecting.
- To **print** a final copy of your course selections, click on the **printer icon** at the top right hand corner.
- **REGARDING HONORS AND AP COURSES:** Select the honors or AP courses you want to take in Course Planner and complete the applications. If you do NOT submit an application, you will be dropped from the class. Otherwise ASSUME you will be allowed to take the class UNLESS your teacher or counselor discusses it with you. Some Honors and AP classes have summer reading and/or assignments. Make sure you have this information before summer vacation.

1. **PRINT a final copy of your requests and have them SIGNED by your parent/guardian.**
2. **TURN IN the sign-off sheet AND all paperwork (applications and requests) to the HS or MS guidance office BY FEBRUARY 13.**

CHANGES WILL ONLY BE MADE WITH YOUR COUNSELOR UNTIL JUNE 1.