Using Career Cruising to Choose Courses Online

STEP 1 Go to notredame.dcdsb.ca and click on Career Cruising.

STEP 2 Log in.

Your username is **DCD-*PupilNumber*** (see timetable, report card, or status sheet).
Your default password is your birthdate (MMDDYY or MMDDYYYY).
Please create a new password when prompted and write it down in a safe place for future use.

STEP 3 Click Choose My Courses from the left menu. This screen shows your past and current courses. The yellow boxes are compulsory (required for graduation) and the white boxes are electives.

Click Learn More in the Graduation Tracking box on the right to see an overview of what courses you have earned, those you have planned and those that are remaining to be chosen. Grade 11 and 12 students should pay particular attention to what is required in Group 1, 2 or 3.

STEP 4 Choose 8 courses.

Click + beside each course you would like to add.

For *compulsory courses*, choose the course Name (highlighted in blue) from the list that is provided – pay close attention to the code to ensure you choose the right level of course.

For *elective courses*, either Select the appropriate Discipline from the drop down menu *or* do a keyword search.

To delete a course, click on the course and click Delete Course in the new window that appears.

Note:
- if there is a warning for a course (ie. no prerequisite), a red flag ( ) will appear; your course selection **cannot** be submitted with red flags
- if there is an advisor note for a course (ie. recommended mark in previous course), a blue flag ( ) will appear; your course selection **can** be submitted with blue flags
- to view warnings and advisor notes, hover over the icon for additional information

STEP 5 Click Submit when you have finished your selections. Once you have submitted, you CANNOT make any additional changes in Career Cruising.

STEP 6 Print your Course Request on white paper. The print icon ( ) is in the top right corner.
*The Course Request **MUST** be signed by a parent/guardian and returned to Guidance with your student activity fee on the collection date (see over).*

SPARES	Grade 12 students who are on track to graduate may select one spare, not two. Add a spare like an elective, by choosing **12th Grade Spares** in the Discipline dropdown menu.
CO-OP	To select Co-op, choose either 4 credit or 2 credit co-op under an elective. Hand in your Co-op Application with your Course Request on the collection date (*see over*).

Collection Dates

Grade 9 ~ February 21, 2018

Grade 10 ~ February 21, 2018

Grade 11 ~ February 22, 2018

Returning grade 12s must see their Guidance Counsellor for an application to return. Applications are subject to administration approval.

Course Request Submission Checklist

☐ **Course Request** printed and signed by parent/guardian

☐ **$75** student activity fee
payable online @ durhamcatholic.schoolcashonline.com

☐ SHSM and/or Co-op application (if applicable)
available in Guidance or can be printed from the homepage of Career Cruising

Graduation Requirements

30 credits
(18 compulsory and 12 electives)

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Successful completion of OSSLT

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Christian Community Service
(40 hours)

i n c l u d i n g . . .

4 credits in English (1 credit per grade)
3 credits in mathematics (1 credit in Grade 11 or 12)
2 credits in science
1 credit in Canadian history
1 credit in Canadian geography
1 credit in the arts
1 credit in health and physical education
1 credit in French as a second language
0.5 credit in career studies
0.5 credit in civics
1 credit in Group 1 *(grade 11 Religion satisfies this group)*
1 credit in Group 2
1 credit in Group 3

Make sure you choose the courses you NEED before those that you want.

- ND Online Course Calendar – click the blue notebook icon (📓) in Career Cruising **OR** look for *Course Calendar* @ notredame.dcdsb.ca

- University Information – Look for the *Program Finder* @ www.electronicinfo.ca

- College Information – Look for *Find a Program* @ www.ontariocolleges.ca

- College/University Transfer Information is available @ www.cucc-ontario.ca

- Skilled Trades information is available @ www.tradeability.ca