

## Course Requests Using Course Planner: 2017-18 School Year

Go to [www.careercruising.com/login/sl](http://www.careercruising.com/login/sl)

### South Lyon School District, MI (Oakland)

#### My Plan Login

Username:

Password:

Login

Forgot your username  
and/or password?

Your Username  
Username. (i.e.

\*if you have less  
you must fill the  
an underscore(s)

Your Password  
your Skyward password.

Enter your EDP Username and Password. Click on Login.

**Note:** Your username is the prefix "SL" + your Skyward username.

Your password is your Skyward password.

**Example:**

**Username:** SL-smithjoh000 \*if you have less than 5 letters in your last name, you must fill the space(s) after your last name with an underscore(s) (i.e. SL-lee\_\_sue000)

**Password:** x12xxxxx

Welcome to Career Cruising, Sample01!

My Progress

- Complete: 67%
- Incomplete: 33%

249 COACHES

178 COMPANIES

943 ACTIVITIES

What do you want to do?

- Explore My Interests
- Learn About Careers
- Explore Education Options
- Choose My Courses
- Find Jobs
- Build My Resume

Important Documents

- Careers in Demand
- Matchmaker / Arabi...

Suggested Links

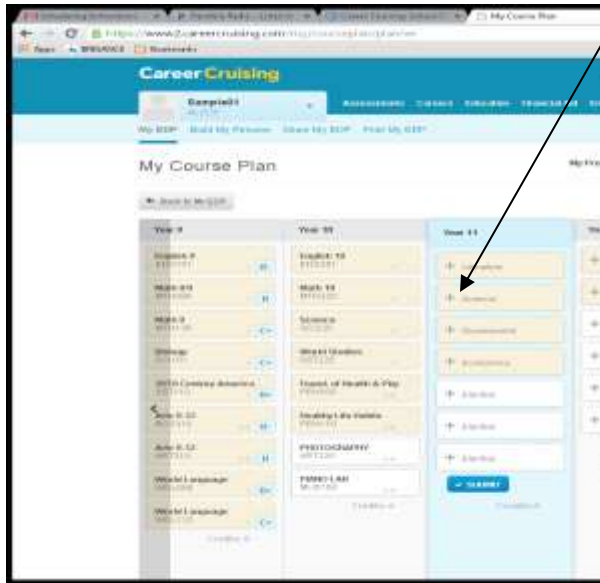
- Itan Academy
- Middlesex Career Pathways

Select **Choose My Courses** on the left side.

**You may start entering your course selections for 2017-2018 at any time.**

***You must submit your course selections between February 2<sup>th</sup> –14<sup>th</sup>.***

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Your 4 year plan will appear on the screen. The **year highlighted in blue** is the upcoming school year. **If this is not your correct grade level for next year, please contact your counselor.**

You will also see any courses you have taken in the previous years. You will see the course name and letter grade. If you do not see a grade, the course has not been completed at this time.

**Click on the + to add courses.** (You will repeat this until you have selected 6 credits and alternates)

### Note:

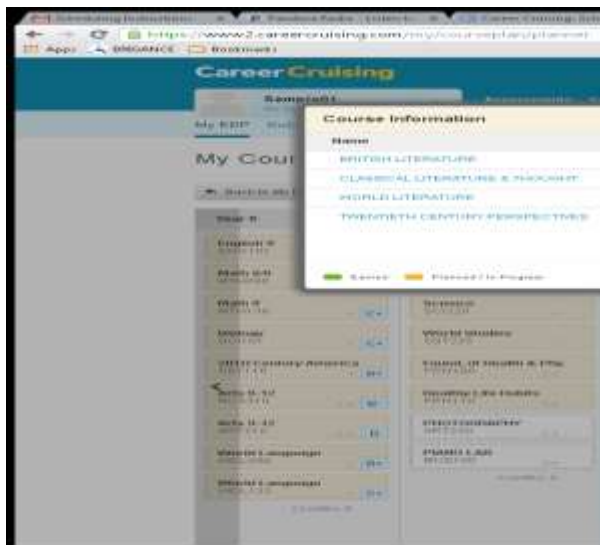
Shaded boxes are required courses which **MUST** be selected to meet graduation requirements.

Alternates for your elective classes are required and **MUST** be entered in the “Alternate” slot before you can submit.

**Students interested in Dual Enrollment, Media Studies and PEERS should select the “Application Only” discipline.** Once you choose a course, it will appear on the right of your course plan. They will **NOT** appear in your planner. Students will be required to enter 6 full credits into their future scheduling. The counselors will adjust schedules after placements have been completed.

Students interested in Independent Study or OSTC will be required to enter 6 full credits into their future scheduling. The counselors will adjust schedules after placements have been completed.

Placing your mouse over the course number will give you a detailed description of the course.

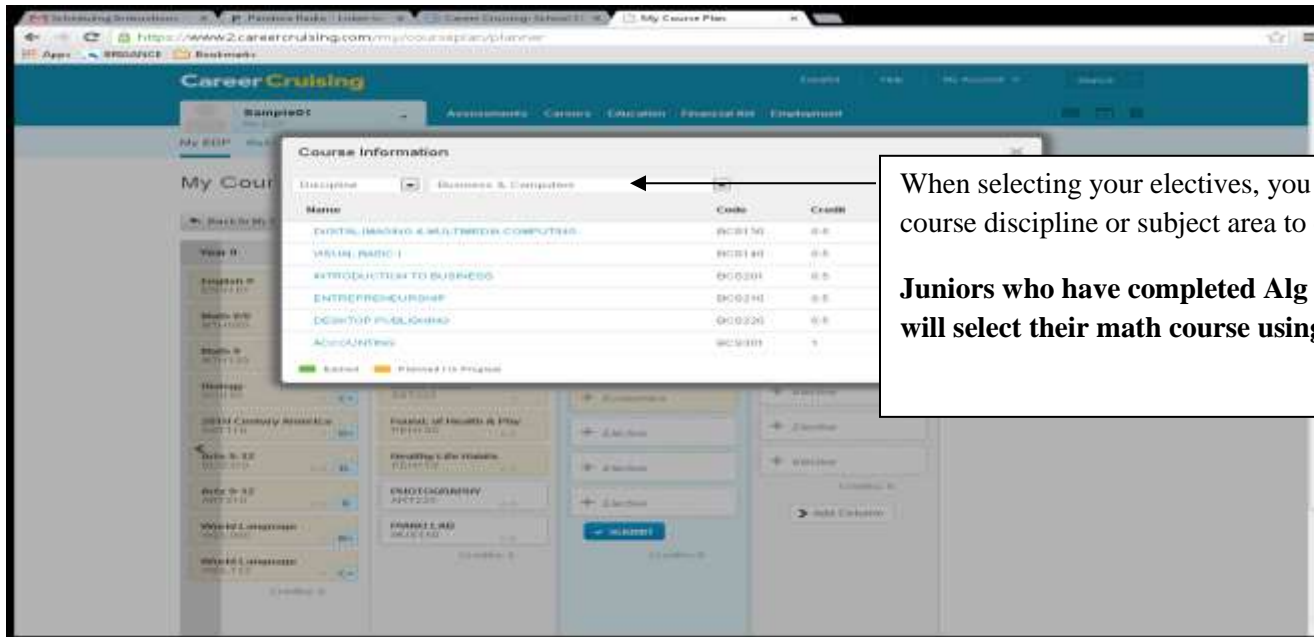


Classes available for your grade level and course discipline will be available for you to select. By single clicking on the class name, you will see a course description, prerequisites and recommendations.

If you would like to select the course, click on the Add Courses button in the lower right corner.

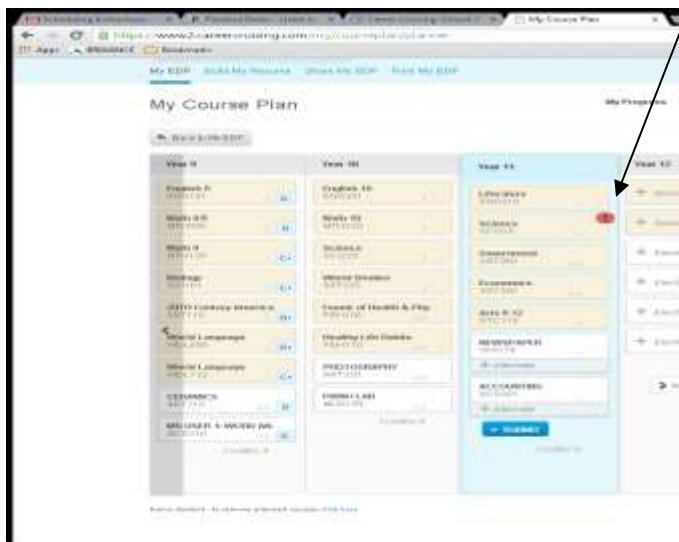
**Seniors must choose their math course(s) from the “Senior Math and Math Related” tab**

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When selecting your electives, you will need to decide on a course discipline or subject area to choose from.

**Juniors who have completed Alg 1, Geometry and Alg 2 will select their math course using an elective box.**



Once all courses are entered, **review** all warnings and issues which appear with a blue or red circle on your screen. Place your mouse over the alert circle and read the details.

**Course Planner WILL NOT allow you to submit with red alerts.**

If you need to change a course, click the course name and select the **Delete Course** button in the lower right corner to remove the course. You will need to delete section A & B. Reselect an appropriate course.

When all alerts have been removed and the requests have been reviewed by the student **and** parent, click the Submit button.

If you are unable to submit due to alerts, you must schedule an appointment with your counselor.

**Please be aware once you have submitted, you will not be able to make changes to your request.**

## Course Requests Using Course Planner: 2017-18 School Year

**Once submitted, you MUST PRINT AND HAVE A PARENT SIGN YOUR COURSE SIGN OFF SHEET.**

Return your course sign off **and** course selection sheets (with teacher signatures) to Student Services **no later than Tuesday, February 14<sup>th</sup>.**

### **Schedule Change Policy:**

Staffing is predicted and schedules are created based upon student class requests. It is important that all students and parents understand that course selection is important and the necessary time should be given to this process. Schedule changes at the beginning of the school year or throughout the school year will be considered for the following reasons:

- A course needs to be added to fulfill a graduation requirement.
- A course is no longer needed due to credit earned in summer school or testing out.
- A course needs to be retaken due to credit not being earned.
- A student has been placed into a course for which they have not met the pre-requisites.
- A student has too many or too few classes or multiple sections of the same course.

Changing of schedules will not be permitted because the student has changed their mind. **Requests for teacher changes will not be honored.**