

ST. THOMAS AQUINAS CATHOLIC SECONDARY SCHOOL

COURSE OPTION SELECTIONS 2011-2012

STEP ONE:

- Log onto the school's website: <http://www.stacss.ca/> Press the INFO link.
- Click the link for "**Career Cruising**" LOGO

*Your log in is: pvn + your student OEN number (it will be provided to you)

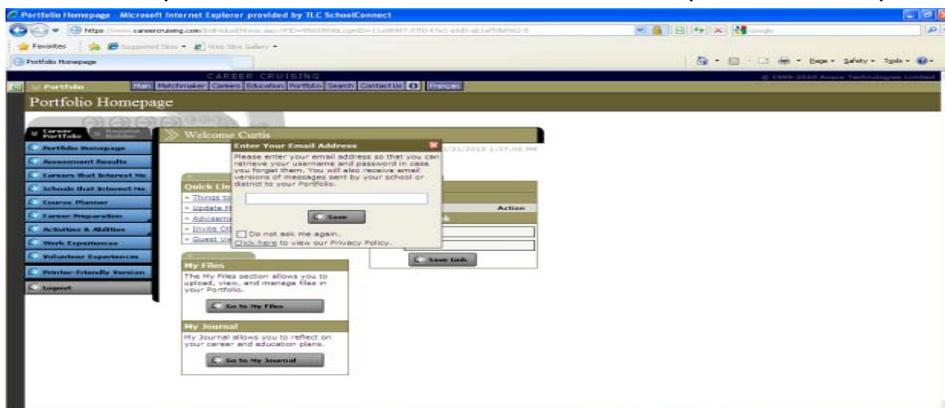
Ie. Pvn-123456789

* Your PASSWORD is your birth dates- mmddyear (eg. August 20, 1990= 08201990)

* You will then be required to change your password when you first log in.

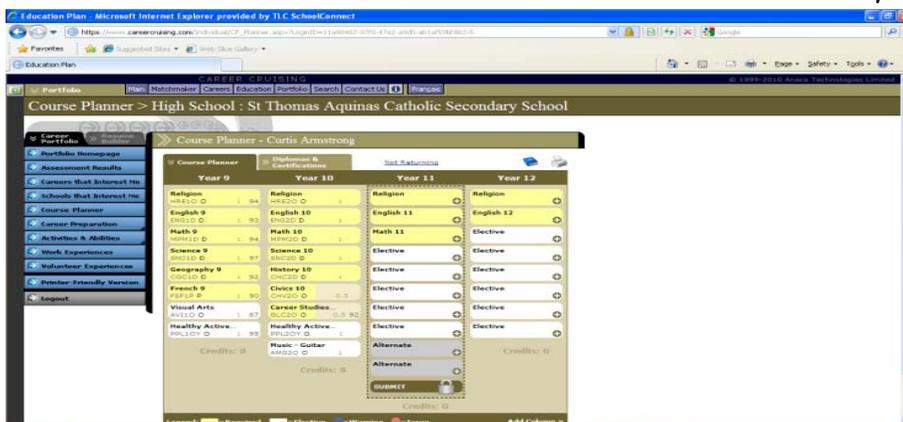
STEP 2:

*It will ask you to enter an email address, this is optional. Add your email or close the small box.



STEP 3:

Go to Course Planner *It will show the courses and marks that you have already completed.



STEP 4: Adding a Course

*Take a look through the course calendar.

* On pages 90-92 you can find all of the courses available to you according to your grade level.

* On page 93 you can see how many Compulsory and Elective credits you are entitled to in each grade.

* Electives in grade 11 and 12 do not have to be just phys-ed, art, music... They can be an extra science course, geography...

Required Courses (yellow slots)

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

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

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

Step 4. Select a course by clicking on the plus (+) icon.

* If there is a course that you would like to choose but cannot please make an appointment with guidance.

* When you highlight a course it will show you the pathway/courses in green that you could take after completing the chosen course

Elective Courses (white slots)

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

Step 2. Choose a selection criteria:

Select By Discipline - This is a customized list that your school creates to help you choose courses.

Select an option from the drop menu to continue.

Step 3. You will see all the related courses that are offered under that discipline. You can hover or click on the course codes for more information on the courses.

Step 4. When you hover or click on a course code you will also see the pre-requisite requirements for the course.

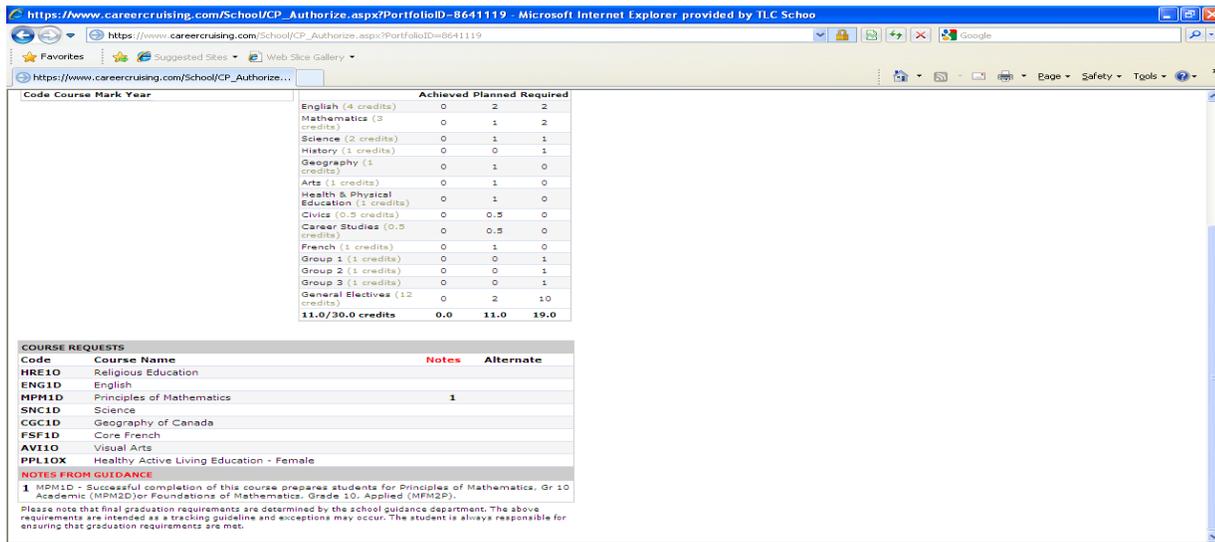
Step 5. If you have specific careers that you have saved to your portfolio, then you will see a "Careers That Interest Me" option list at the bottom of your course list. Select a career and click on the binocular icon to see more information on that specific career.

Step 6. Select a course by clicking on the plus (+) icon.

Part 3: Diplomas and Certifications

Step 1. Click on the Diploma and Certification tab in the Course Planner. Here you will see the graduation requirements specific to your school. It will indicate what areas you have achieved, planned and which areas are still required.

Step 2. Click on the Requirements link on the top left of your Diploma and Certification tab. This offers additional information about a diploma or certification.



Code	Course Name	Mark	Year	Achieved	Planned	Required
	English (4 credits)	0	2	2		
	Mathematics (3 credits)	0	1	2		
	Science (2 credits)	0	1	1		
	History (1 credits)	0	0	1		
	Geography (1 credits)	0	1	0		
	Arts (1 credits)	0	1	0		
	Health & Physical Education (1 credits)	0	1	0		
	Civics (0.5 credits)	0	0.5	0		
	Career Studies (0.5 credits)	0	0.5	0		
	French (1 credits)	0	1	0		
	Group 1 (1 credits)	0	0	1		
	Group 2 (1 credits)	0	0	1		
	Group 3 (1 credits)	0	0	1		
	General Electives (12 credits)	0	2	10		
	11.0/30.0 credits	0.0	11.0	19.0		

Code	Course Name	Notes	Alternate
HRE10	Religious Education		
ENG10	English		
MPM1D	Principles of Mathematics	1	
SN10	Science		
CG10	Geography of Canada		
FS10	Core French		
AV10	Visual Arts		
PPL10X	Healthy Active Living Education - Female		

NOTES FROM GUIDANCE
1 MPM1D - Successful completion of this course prepares students for Principles of Mathematics, Gr 10 Academic (MPM2D) or Foundations of Mathematics, Grade 10, Applied (MPM2P).
Please note that final graduation requirements are determined by the school guidance department. The above requirements are intended as a tracking guideline and exceptions may occur. The student is always responsible for ensuring that graduation requirements are met.

Finally...

*IF you would like to REVIEW your choices with your parents before locking them in **DO NOT** hit the SUBMIT button.

*When you are finished, and you are sure you have chosen the correct courses press SUBMIT to lock in your courses. **Once you submit your courses you will not have access to change your courses.** You will have to make an appointment with guidance to do so.

*Click on the PRINT icon to print your sign off sheet and it will show all of your diploma requirements.

*If you have had any substitutions for a compulsory course it will show the course that you have taken, and it will still show that you have not met the compulsory requirements. However, in your transcript history in the school's computer it will have that you have met the requirements and will act as the final/official document.

***** YOUR SIGN OFF SHEET MUST BE SIGNED AND RETURNED TO YOUR TEACHER WITH YOUR \$20.00 ACTIVITY FEE BY FRIDAY, MARCH 4th, 2011!! *****

Please make an appointment with guidance, if you have questions before the above date.

