




## SELECTING YOUR COURSES FOR THE 2015-2016 SCHOOL YEAR

### PART 1: HOW TO ACCESS CAREER CRUISING AND YOUR COURSE PLAN

**Step 1.** Go to [www.salcomp.ca](http://www.salcomp.ca) and click on the Career Cruising link from the drop down **Quick Links** menu in the upper right hand corner of the page.

**Step 2.** Login by entering your Username and Password. If you don't remember your password, click on "Forgot your username and password?" Your password will be emailed to you at that time.

**Step 3.** Click **Choose My Courses** from the list of options on the left under the question, **What do you want to do?**

- The upcoming school year is colour coded differently. This is where you will select your courses for next year.
- Your course history is also included (your completed courses and the ones you are currently taking).
- Click on the blue book icon  at the top right to see the full Course Guide.


### PART 2: HOW TO CHOOSE AND SUBMIT YOUR COURSES


**Step 1.** To choose a compulsory course (yellow slot), click on the plus '+' icon of any yellow course slot.

- You will be presented with a list of courses to choose from.
- Click on the course name to see the full description, advisor notes, and pre-requisite and successor relationships of this course.
- To add a course, click **Add Courses**. You will return to your course plan and the course you have chosen will appear.
- Continue until you have selected all your compulsory courses.

**Step 2.** To choose an elective course (white slot), click on the plus '+' icon of any white course slot.

- You will have the option of selecting courses by its Discipline, Keyword and you may also have the option to select by Cluster. The option to search by Discipline is the default. Click on the **Select...** dropdown to search for an elective course.
- Once you have made a selection, you will be presented with a list of courses to choose from.
- Click on the course name to see the full description, advisor notes, and pre-requisite and successor relationships of this course.
- To add a course, click **Add Courses**. You will return to your course plan and the course you have chosen will appear.
- Continue until you have selected all your elective courses.

The blue symbol  means there is an **Advisor Note** for that course that you must read. It is a "speed bump" for you to slow down and make sure you have all the necessary information to register for that course.

The red symbol  means there is an **Alert** for that course that you must read. You will not be able to submit this request until you either change your course selection or meet with your counsellor to discuss the Alert.

**Step 3.** When you have selected all courses for the next school year, click on the **SUBMIT** button. You can submit your course requests from April 6 to April 24. All course requests must **be entered and submitted by April 24!**

**Congratulations on requesting your courses for next year!**