

Course Requests Using Course Planner: 2012-13 School Year

Go to www.slcs.us . Click on schools, select your high school. Click on the Career Cruising/Course Planner link on the left of the page.



Enter your EDP Username and Password. Click on Login.

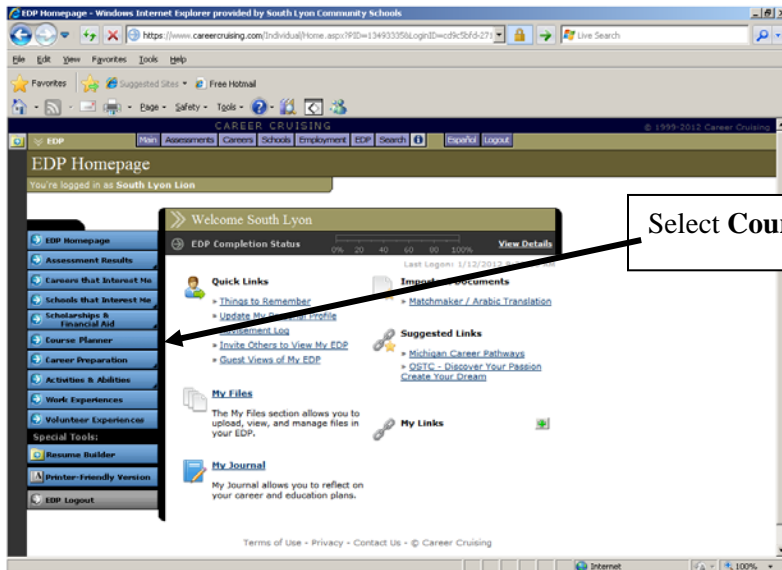
Note: Your username is the prefix “SL” + your Skyward username.

Your password is your Skyward password.

Example:

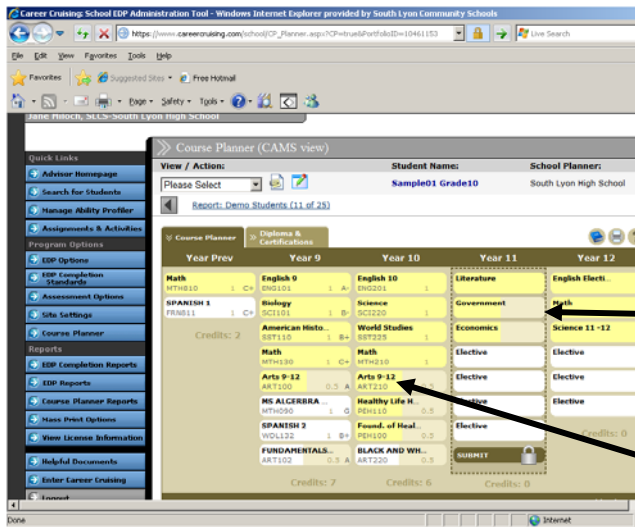
Username: SL-smithjoh000 *if you have less than 5 letters in your last name, you must fill the space(s) after your last name with an underscore(s) (i.e. SL-lee__sue000)

Password: x12xxxxx



Select **Course Planner** from the blue boxes on the left side.

Course Requests Using Course Planner: 2012-13 School Year



Your 4 year plan will appear on the screen. The year with the **dashed box** 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.

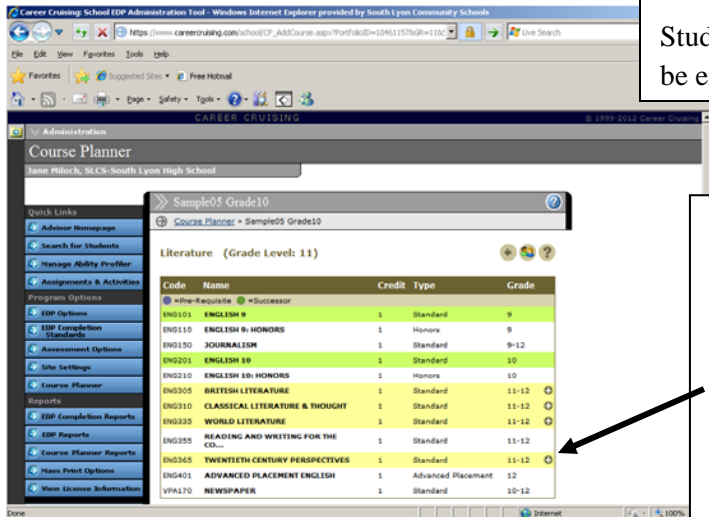
Hover over the lower right corner of the course box to reveal a + sign. **Click on the + to add courses.** (You will repeat this until you have selected 6 credits and alternates)

Note:

Yellow 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 OSTC must enter a full 6 credits at the high school - OSTC courses will be entered by the counselors after placements have been completed.

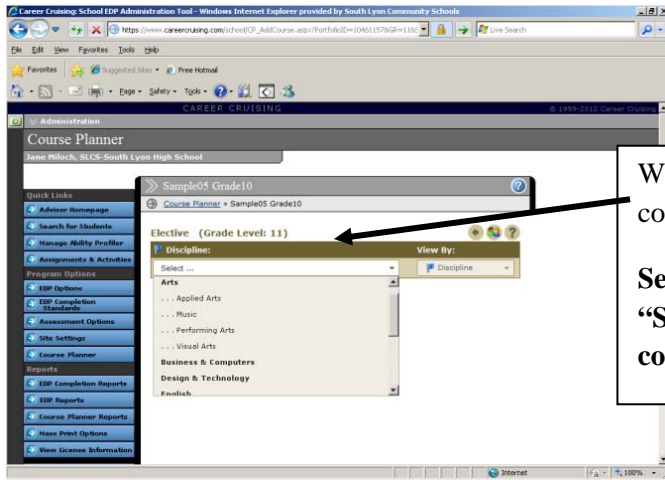


Once you click on the + button, the classes available for your grade level and course discipline will be available for you to select. By single clicking on the class name, you will see a course description, prerequisites and recommendations.

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

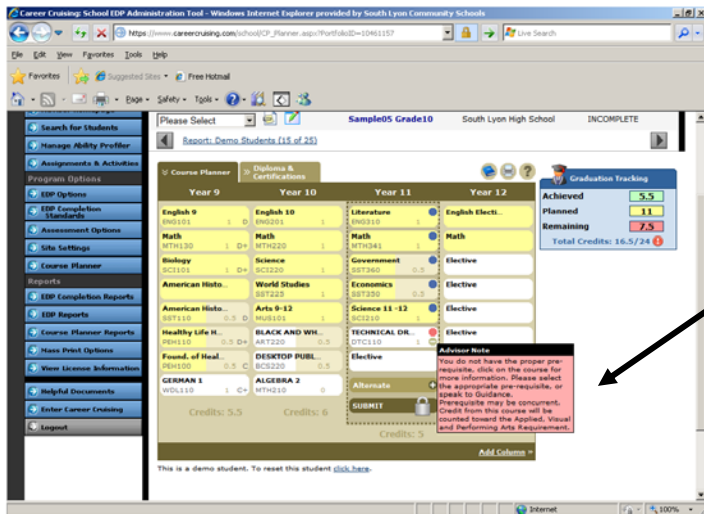
Once you have decided on a course, **click on the + button** and it will be added to your request.

Course Requests Using Course Planner: 2012-13 School Year



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

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



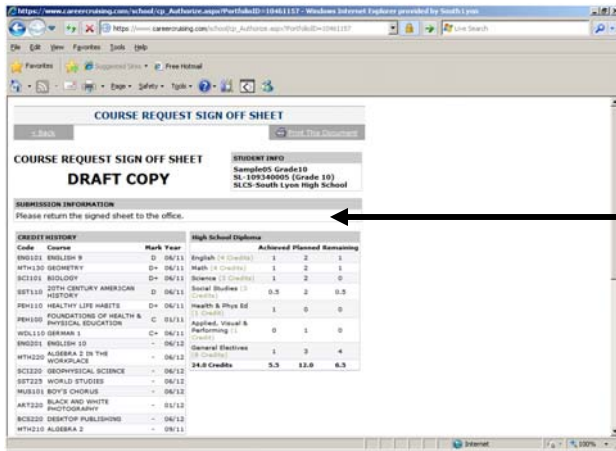
Once all courses are entered, **review** all warnings and issues which appear with a blue or red circle on your screen. Place your mouse over the alert circle and read the details. Course Planner **WILL NOT** allow you to submit with red alerts.

If you need to change a course, click the – button in the lower right corner to remove the course and 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.

Please be aware once you have submitted, you will not be able to make changes to your requests without a counselor override.

Course Requests Using Course Planner: 2012-13 School Year



If you are unable to submit due to alerts, you may print a draft. Your teachers and parent may sign the draft. This should only be done if you are sure the classes you requested are appropriate. Your counselor will clear the alert when your requests are reviewed.

Once submitted, you MUST PRINT AND HAVE A PARENT SIGN YOUR COURSE SIGN OFF SHEET. Return your course sign off sheet to Student Services **no later than February 29th.**