

PORT CREDIT SECONDARY SCHOOL

Course Selection - 2013-2014

On-Line Option Sheet Selection - Instructions

visit <http://www.pcssonline.com>

and click on Course Selection (right side of screen)

- Students **entering grades 9, 10 and 11** must take 8 courses.
- Students **who have not achieved 24 credits** must take 8 courses.
- Students **entering grade 12** with at least 24 credits must take a minimum of 6 courses for full time status and 3 or 4 courses (all in one semester) for part-time status.
- **You must choose the mandatory minimum number of courses or your selection cannot be submitted.** You can change any courses after you have submitted the minimum number of courses up to the end of the course selection window.

Monday, February 11th, 2013 you may start to enter your course selections. Your Course Verification sheet must be signed and submitted to your Homeroom teacher by Tuesday, February 19th, 2013. February 19th, on-line course selection will be closed. You must see your Guidance Counsellor after this date. Strings Regional program and SciTech regional program students are to pay their \$125 program fee by February 19th — you will receive a memo with directions.

All passwords have been reset to - "YMMMDD"

- Click the link "click here" located at the top of the home page.
- Click **Login** from the left-side navigation.
- Click in the **Student ID** field and type your student number. Press **TAB**.
- Your **password** is your birth date. Type it using the "YMMMDD" format (e.g. January 24th, 1996 = 960124).
- Press prompt to change your password. This step is **mandatory**. **TAB**.
- Type your new password (choose a word that you will remember!) (5 letters and 1 number). This new password cannot be the same as the previous one. Press **TAB**.
- Type your new password again - the one that you typed in the previous step.
- Click **Submit**.
- Select the button that best describes whether or not you'll be returning to school next year.
- Click **Submit**.
- **All PCSS students must do these steps, even those not returning next year.**

Choosing Courses:

- Using the navigation bar on the left, click **Choose Course**. Using the grey subject tabs, or the **Next** and **Previous** buttons, move to the subject area that you'd like to select a course(s) from. Click the **check box** to the left of each course option that you want to register for. You can learn more about a course by clicking on the course code. A pop-up window will appear outlining the course description, credit value, required prerequisites and fees. **Make sure you read this!**
- **Courses from Other Grade Levels:** By default, you will see only the courses available in the grade above your current level (e.g. grade 10 students will see the grade 11 courses). If you'd like to see courses from another year, click the appropriate **Display Courses** check box at the top of the screen. To hide courses from a specific year, click the checkmark in the corresponding check box.
- When you have finished selecting **all** of the courses that you'd like to take next year, click **Finish**.
- If you are planning to take a **NEW** credit at summer school, do **not** pick this course, select another.

- On the **Options Selected** screen, you can review all of the courses that you have selected for next year. If the **blue prerequisite required line** appears you must choose another course, as you do not qualify yet to take that course.

- If you are satisfied with your selections, click **Submit**. If you'd like to make changes to your selections, click **Choose Again**.
- Once you have finalized your selections, you will see a printable page including all of your course selections. You can print this report.

Special Notes:

- To students in grade 9 re: **Careers and Civics**: In grade 10 you must take both civics and careers. **Select careers only** and you will automatically be enrolled into civics. You will not find civics on the web option site.
- Students who wish to take co-op, choose **COP4XC** for the 4 credit package, or **COP2XC** for the 2 credit package.

Students in Regional Strings must sign up for the following *two* courses:

Grade 10	AMS2OR and AME2OR
Grade 11	AMS3MR and AME3MR
Grade 12	AMS4MR and AME4MR

Strings fees for 2013-2014 are due by February 19th. Students will hand in their fees (cheque made out to Port Credit S.S.) to their Strings teacher (Dr. Kizas or Ms. Lufer)

Students in SciTech must sign up for the following courses:

Grade 10	SNC2DR and TMJ2OR and GLC2OR
Grade 11	SCH3UR and another grade 11 university level science course and a grade 11 Technological Studies or Computer Studies course
Grade 12	SCH4UR and another grade 12 university level science course and a grade 12 Technological Studies or Computer Studies course

NOTE: Grade 12 Science and Technology selections must be made in the same courses as the student took in Grade 11, so that the prerequisites have been satisfied.

SciTech fees for 2013-2014 are due by February 19th. Students will hand in their fees (cheque made out to Port Credit S.S.) to the Main Office.

NOTE: Students in Regional SciTech or Regional Strings must select these courses. As per Peel District School Board policy, a student who is not remaining in a regional program will be returning to their home school for the 2013-2014 school year, and should make an appointment to select courses at the home school as soon as possible. *If you are not planning to return next year please inform your counsellor ASAP.*

Course Selection for Secondary Courses and Post Secondary Destinations

Course descriptions and prerequisites have been modified by the Ministry of Education. Updated descriptions can be found in the Charting Your Course 2013-2014 section of the Student Services page on the PCSS website.

To help you make appropriate choices for Grade 11 and 12, please use the following websites to research prerequisites that will be needed for University, College and/or Apprenticeships:

www.electronicinfo.ca

www.ontariocolleges.ca

www.apprenticesearch.ca

www.myblueprint.ca

Due: Tuesday, February 19th, 2013

- Print a verification sheet
- Have parent sign verification sheet
- SciTech and Regional Strings students submit a cheque for \$125.00 payable to Port Credit SS to the main office. (Due: Feb. 19th, 2013) see above for submission details
- Submit the verification sheet to your homeroom teacher