** WRHS** Online Course selection with

**HOW TO ACCESS CAREER CRUISING AND YOUR COURSE PLAN**

**Step 1.** Go to www.rss.k12.nc.us and select STUDENTS & PARENTS. Then click on CAREER CRUISING.

**Step 2.** Login by entering your Username and Password (located on the reverse of this form)

**Step 3.** Click **Choose My Courses**

* 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 8 courses and alternates associated with each elective.)

**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.
* To view the Rowan-Salisbury Schools guidebook click on the notebook icon above graduation tracking.
* *This is your course plan; not an official transcript nor a final schedule. You may make changes to your selections until March 3, 2017.*

**HOW TO CHOOSE AND SUBMIT YOUR COURSES**

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

* 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.
* 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 required courses.

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

* When selecting your electives, you will need to decide on a course discipline or subject area to choose from.
* You can also search by keyword if you cannot find a course you are looking for.
* 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.

**Step 3.** 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.

The blue symbol  means there is an Advisor Note for that course that you must read.

The red symbol  means there is an Alert for that course that you must read.

**To change a course**, click the course name and select the **Delete Course** button in the lower right corner to remove the course. Reselect an appropriate course.

**Step 5.** When you have selected all courses and alternates for the next school year, click on the **SUBMIT** button.

*If you are unable to submit due to alerts, see your counselor*.

**\*\*You must have 8 courses plus alternates for each elective courses entered before you can submit. \*\***

**Step 6.** Print the Sign-Off Sheet. Return your form to the counseling center by **March 3, 2017 with student and parent signatures.** If your form is not returned, we cannot be assured your parent has reviewed your course selections.

**Congratulations on completing your course selections for 2017-2018!**

**West Rowan High School 2017-2018 Course Selection Student Guide**

**READ IN ENTIRETY**

ACCESS CARD GOES HERE

This guide will assist you in making your course selections for next year. You will use ***Career Cruising*** to select courses.

This program allows you to view and change your course plan. You will see courses you have taken, are taking, and plan to take in the future. With help from your counselor, teachers, and parents, Career Cruising helps you organize your course plan and visualize your progress toward graduation!

Counselors will be available in the WRHS Media Center on

**Important Dates**

**REGISTRATION WINDOW:**

**FEBRUARY 13-MARCH 3, 2017**

**RISING FRESHMAN OPEN HOUSE: FEBRUARY 20, 2017**

**REGISTRATION PARENT NIGHT: FEBRUARY 22, 2017**

**4-6 PM**

**COUNSELORS IN MEDIA DURING POWER U: M, W, F**

**AVAILABLE OTHER TIMES FOR INDIVIDUAL APPOINTMENTS**

the dates above during Power U for walk-in Q&A about registration. Counselors will also have office hours posted specifically for registration and advising, and are available by appointment.

***Students may make changes to their course selections, but they***

***must be finalized by March 3.***

*Access will be closed at that time.*

The complete course listing or guidebook is accessible within Career Cruising. It is important that you read the descriptions of courses to ensure you have met any

pre-requisites prior to making course selections. If you have questions, contact your counselor.

Interested in the following?

You must access an application:

* Yearbook—Application required/Return to Jaimes
* NCVPS—See your counselor
* RCC Career/College Promise—See your counselor
* Early Graduate—See your counselor
* Non-Reporting—See your counselor
* Joint Enrollment at Catawba—See your counselor
* CTE Internship (Off Campus)—Access application from rss.k12.nc.us
* Help Desk ---See your counselor

All applications **MUST** be submitted with your

sign off sheet **BY MARCH 3, 2017**

**ACCESS CAREER CRUISING FROM** [**www.rss.k12.nc.us**](http://www.rss.k12.nc.us)

**Find link under Students & Parents Tab**

**Use USERNAME & PASSWORD from**

**Access Card above**

**Follow all steps on the reverse of this form to complete your course selections. Contact your counselor if you have difficulty accessing *Career Cruising*.**

**WRHS School Counselor Contacts**

**Schedule Change Policy:**

Staffing is predicted and schedules are created based upon student class requests. All students and parents should understand that course selection is important and that 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 only for the following reasons:

* A course needs to be added to fulfill a graduation requirement.
* A course needs to be retaken due to prior failure.
* A student has been placed into a course for which they have not met the pre-requisite.
* A student has too many or too few classes or multiple sections of the same course.

*Requests for teacher changes will not be honored.*

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