

## HELPFUL HINTS FOR WORKING WITH STUDENTS ON THEIR COURSE PLANNER

- BLUE ALERTS (blue circle with explanation point) - students may see this by a course once they select it. This means there may be a special prerequisite (ie gpa, teacher approval) that they need in order to take the course. If student hovers their cursor over the alert the explanation will appear. It **will not** stop them from submitting their courses, it is just a heads up.
- RED ALERTS (red circle with explanation point) - students may see this by a course once they select it. This might mean that they have not met a prerequisite requirement or are selecting a class not offered at their grade level. Again, If student hover their cursor over the alert the explanation will appear. It **WILL STOP** them from submitting their courses. PLEASE advise students to select a different course. IF it is an exception to the rule, please have them place their name and description of the problem on the COUNSELOR OVERRIDE FORM. You will hand these forms to us at the end of the homeroom and we will make appointments with these students.
- Once students have selected their courses and their alternate courses they will also need to select the appropriate number of study halls based on the number of credits they choose. Each study hall block is a semester. Basically, they have to fill 8 periods (It's a Career Cruising thing). So, if they selected 6.5 course credits, they need to select three study hall blocks, 7 course credits, two study hall blocks, etc.
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- Sophomore Teachers – you may have some students who are trying to submit JA Econ or Micro/Macro to take care of a social studies credit as well as waive their personal finance requirement. Career cruising is only connecting it with picking up the personal finance requirement. If they have this problem, have them put another social studies in their senior year for now. It will then move that social studies requirement to being completed in their senior year. They can then submit and then take that social studies that they put in their senior year out. (Tricking the computer)
- There will be some courses that they will not be able to select on course planner. Independent Studies, Youth Apprenticeship, Online classes. Please advise students to contact their counselors if they are interested in these courses.
- If student is not fulfilling a graduation requirement until the following year and it is listed in the year that they are submitting now, have them add it to the following year and it will disappear from their current year they are submitting. For example, if they are a junior planning on taking personal finance their senior year, they should add it to their senior year column and it will disappear from the junior column.