

A Guide for using Course Planner for Registration

Course Planner can be accessed wherever you have Internet access. Go to <http://ashehigh.ashe.k12.nc.us> and click on the Registration bar on the left hand corner.



There you will find the icon. Click on the icon to enter Career Cruising/Course Planner.

Part 1: How to Access Career Cruising and Course Planner:



Step 1. Go to <http://ashehigh.ashe.k12.nc.us> and click on the Career Cruising/Course Planner link.

Step 2. Login in by entering your Username and Password. Use the directions provided to you in the yellow Special note box on the login page.

Step 3. Once you are logged in, you will be on the Portfolio Homepage. Here, you can begin the process of setting up your Portfolio. Your Portfolio is the place where you can save the careers and post-secondary education options that you have researched and are interested in pursuing. (Please do this step on your own time.)

Part 2: How to Select Courses in Course Planner:

Step 1. To select courses, click on Course Planner from the list of options on the blue panel on the left hand side of the screen.

- The upcoming school year is highlighted with a dashed box . This is where you will select the courses that you want to take next year.
- Remember that this is YOUR Portfolio, so you can select and remove courses as many times as you like until you SUBMIT your course selections for next year. When you SUBMIT, your selections are locked and you and your parent/guardian will sign the printable Course Request Summary.
- You can view a draft copy Course Request Summary at any time by clicking on the printer icon  at the top right on the Course Planner tab.
- **You will SUBMIT your courses during a session with your counselor.**
- Your course history is also included in Course Planner (your completed courses and the ones you are currently taking).
- Click on the blue book icon  at the top right of the Course Planner tab to see the full Student Course Guide for Ashe County High School.

Step 2. To choose a required course (yellow slot), click on the plus '+' icon at the top right of any yellow course slot.

- All courses available to you to fulfill the requirement are in a yellow slot. Hover over any course to review the description and prerequisites for the course in the pop-up in the top left hand corner.
- To add a course to your Course Planner, click on the "+" icon at the top right of the yellow course slot. You will return to the Course Planner tab and the course you have chosen will appear.
- Continue until you have selected all your required courses.

Step 3. To choose an elective course (white slot), click on the plus '+' icon at the top right of any white course slot.

- When searching for an elective course, you may have several options. To view your options, select the drop menu below the heading View By. The most common search option is to view by Discipline. After selecting to view by Discipline, use the drop menu under the heading Discipline to view your discipline categories.



This symbol means there is a **Warning** that you must read. Hover over the blue dot and the note will appear.

Examples of a Warning include: “You have selected a course that you have previously completed. This course will not count as an additional credit.” Or “a specific requirement must be met before taking this course.”



This symbol means there is an **Alert** that you must read. Hover over the red dot and the note will appear. **Example of an Alert:** “You do not have the proper pre-requisite, please select the proper pre-requisite.”

Part 3: Click on the Diploma and Certifications tab in the Course Planner.

Here you will see the graduation requirements specific to Ashe County High School. This section indicates how many courses you have achieved, planned and remain to achieve the Diploma Requirements of 28 units for graduation. There are additional specific requirements that must be met when choosing courses.

Part 4: Submitting your course selections

You will meet with your counselor to review and finalize your course selections. Once your meeting is complete you will:

- Submit your course selections
- Print the Course Request Summary.
- Sign the Course Request Summary and have your parent/guardian sign as well