Course Planner – How to Choose Your Courses at Massey

PART 1: HOW TO ACCESS CAREER CRUISING AND YOUR COURSE PLAN

Step 1. Go to the Vincent Massey website and click on the CAREER CRUISING link under Bookmarks (bottom of the home page)

Step 2. Login by entering your Username BRSD-(student number) and Password.

Step 3. Change Password MY ACCOUNT → PROFILE

Step 4. Click Choose My Courses from the list of options on the left under the question, What do you want to do?
   - The upcoming school year is colour coded differently. This is where you will select your courses for next year.
   - Your course history is also included (your completed courses and the ones you are currently taking).
   - Click on the blue book icon at the top right to see the full Course Guide.
   - Remember, this is your course plan; you can select/remove courses as many times as you like.

PART 2: HOW TO CHOOSE AND SUBMIT YOUR COURSES

Step 1. To choose a compulsory course (yellow slot), click on the plus ‘+’ icon of any yellow course slot.
   - You will be presented with a list of courses to choose from.
   - Click on the course name to see the full description, advisor notes, and pre-requisite and successor relationships of this course.
   - 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 compulsory courses.

Step 2. To choose an elective course (white slot), click on the plus ‘+’ icon of any white course slot.
   - You will have the option of selecting courses by its Discipline, Keyword and you may also have the option to select by Cluster. The option to search by Discipline is the default. Click on the Select... dropdown to search for an elective course.
   - Once you have made a selection, you will be presented with a list off courses to choose from.
   - Click on the course name to see the full description, advisor notes, and pre-requisite and successor relationships of this course.
   - 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.

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 and may be a problem with you requesting that course. If you get a red symbol see a counsellor in Student Services or Ms. Stouffer in the Career Centre

Step 3. Click Learn More below the heading Graduation Tracking. This section indicates how many courses you have achieved, planned and remain to succeed in completing the graduation requirements. You will also find information about certificates and other diploma types available. Choose from the drop down menu to see how many courses you have toward a certificate or other diploma and which courses you still need to complete.

Step 4. When you have selected all courses for the next school year, click on the SUBMIT button.

Congratulations on completing your course plan!