



**Grade 11**

*Going into Grade 12*



**Course  
Selections**  
February 2025



# Learning Goals

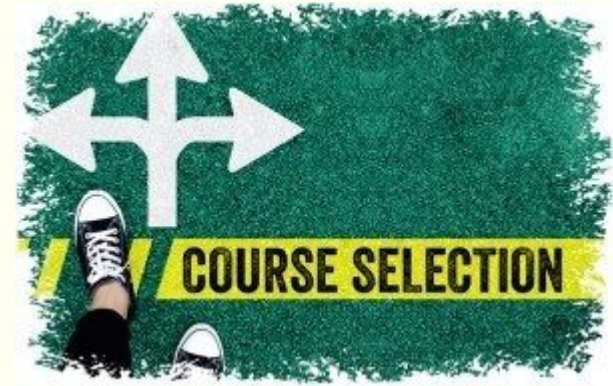
1. Course selection timeline
2. Graduation requirements
3. Gr 11 required courses
4. Gr 11 elective courses
5. Which pathway is for me?
6. Reading a course code
7. Pathway charts
8. Next steps
9. Questions?



# Course Selection Timeline



- **Tuesday Feb 11 and Wednesday Feb 12:** Course selection presentations in the cafeteria and worksheets distributed in class
- **Wednesday Feb 12:** Students receive information to create a new PowerSchool login
- **Tuesday Feb 18 to Thursday Feb 20:** Class visits to support for course selections
- **Sunday Feb 23:** Deadline for selections
- **Early March:** A copy of your course selections will be sent home for verification



# Graduation Requirements



Class of 2026!!

Entering Grade 9 in  
**2023 or Earlier**

## 18 Compulsory Credits

- 4 credits in English (**1 credit per grade**) \*
- 3 credits in Mathematics (**1 in grade 11 or 12**)
- 2 credits in Science
- 1 credit in Canadian Geography (Grade 9)
- 1 credit in Canadian History (Grade 10)
- 1 credit in the Arts\*\*
- 1 credit in Health and Physical Education
- 1 credit in French as a Second Language
- 0.5 credit in Career Studies
- 0.5 credit in Civics and Citizenship
- **3 credits from each of Group 1, 2, and 3**

## Other Requirements:

- 12 optional credits\*\*\*\*\*
- OSSLT or OSSLC
- 40 hours of community involvement
- 2 e-learning credits

## Group 1:

English, French as a Second Language\*\*\*, Native Languages, Native languages, FNMI Studies, classical studies and international languages, social sciences and the humanities, Canadian and world studies, guidance and career education, cooperative education

## Group 2:

Health and Physical Education, the arts, business studies, French as a Second Language\*\*\*

## Group 3:

Science (Grade 11 or 12), Technological Education, Computer Studies, French as a Second Language, Cooperative Education\*\*\*\*

\*A maximum of 3 credits in ESL/EFL can count towards the 4 compulsory English; the fourth must be a Grade 12 compulsory English Course

\*\*Grade 11 English: Understanding Contemporary FNMI voices can meet the Grade 11 English requirement

\*\*\*Grade 9 Expressions of FNMI Cultures course can meet the credit requirement in the arts

\*\*\*\*A maximum of 2 FSL credits can count towards compulsory groups

\*\*\*\*\*A maximum of 2 co-op credits can count towards compulsory credits

\*\*\*\*\*May include up to 4 Dual Credit Courses

CLICK HERE

**LINK TO MINISTRY OSSD REQUIREMENTS**

# Grade 12 Courses



## Required!

	English
<input type="checkbox"/>	ENG4ER - Workplace
<input type="checkbox"/>	ENG4CR - College
<input type="checkbox"/>	ENG4UR - University

[IEW Course Calender  
Link](#)

## Electives

Depending on your interests and postsecondary plans, you have lots of options! Please use the course selection worksheet, this presentation, and the course calendar to look at classes available to you.

## Specialized Programs

	French Immersion
<input type="checkbox"/>	FIF4OR (French: Immersion) Open
<input type="checkbox"/>	FIF4UR (French: Immersion) University

	Grade 12 International Baccalaureate Courses
<input type="checkbox"/>	ADA4MB (Drama) IB Program
<input type="checkbox"/>	AVI4MB (Visual Arts) IB Program
<input type="checkbox"/>	CGW4UB (World Issues: Geographic Analysis) IB Program
<input type="checkbox"/>	CHI4UB (Canada: History) IB Program
<input type="checkbox"/>	CHY4UB (World History) IB Program
<input type="checkbox"/>	ENG4UB (English) IB Program
<input type="checkbox"/>	FIF4UB (French: Immersion) IB Program
<input type="checkbox"/>	FSF4UB (French: Core) IB Program
<input type="checkbox"/>	HZT4UB (Theory of Knowledge) IB Program
<input type="checkbox"/>	MCV4UB (Calculus and Vectors) IB Program
<input type="checkbox"/>	MDM4UB (Mathematics for Data Management) IB Program
<input type="checkbox"/>	SBI4UB (Biology) IB Program
<input type="checkbox"/>	SCH4UB (Chemistry) IB Program
<input type="checkbox"/>	SPH4UB (Physics) IB Program

# Which Pathway is for Me?



## College (4C)

- Designed to equip students with the knowledge and skills they need to meet the entrance requirements for most college programs OR for admission to specific apprenticeship or other training programs.
- Can lead to apprenticeship, college, and workplace pathways.

## University (4U)

- Designed to equip students with the knowledge and skills they need to meet the entrance requirements for university programs.
- Can lead to apprenticeship, college, university and workplace pathways.
- **Note:** To apply to university students need at least six 4U/M courses.

## University/College (4M)

- Often referred to as mixed) are designed to equip students with the knowledge and skills they need to meet the entrance requirements for specific programs offered at colleges and universities.
- Can lead to apprenticeship, college, university and workplace pathways.

## Workplace (4E)

- Designed to equip students with the knowledge and skills they need to meet the expectations of employers, if they plan to enter the workforce directly after graduation
- Provides the requirements for admission to certain apprenticeship or training programs.
- Can be used for entry to SOME college programs.

## International Baccalaureate

- IB classes go beyond many of the curricular expectations of University courses to reflect the rigour of the IB Learner Profile
- Strong work habits and critical thinking skills are expected for success in the IB program.

# Post Secondary Pathways



Apprenticeship

[www.skilledtradesontario.ca](http://www.skilledtradesontario.ca)



Armed Forces

[forces.ca/en/apply-now](http://forces.ca/en/apply-now)

[ontariocolleges.ca](http://ontariocolleges.ca)  
Apply Today. Change Tomorrow.

College

[www.ontariocolleges.ca](http://www.ontariocolleges.ca)



University

[www.ouinfo.ca](http://www.ouinfo.ca)

**EMPLOYMENT  
ONTARIO**

Workplace

[vccs.work](http://vccs.work)

# Reading a Course Code

Example:

**SBI4UR**

## First Three Letters - Subject

A - Arts  
B - Business  
C - Canadian and World Studies  
E - English  
F - French  
H - Humanities and Social Sciences  
L - International Languages  
M - Mathematics  
N - Indigenous Studies  
P - Health and Physical Education  
S - Sciences  
T - Technology

## First Number - Grade

1 - Grade 9 (first year)  
2 - Grade 10 (second)  
3 - Grade 11 (third)  
4 - Grade 12 (fourth)

## Second Letter - Pathway

B - IB  
C - College  
E - Workplace  
M - University/College ('Mixed')  
O - Open  
U - University


## Last Letter - Course Type

B - PowerPack/IB  
R - Regular  
I - Immersion

# English - Pathway Chart

## Your pathway choice in Grade 12 English is important!!

English is 'the driver' of your high school pathways and potential postsecondary destination, so make sure you keep your options open! Make sure you talk with your parents/caregivers and speak to your guidance counsellor if you have questions.



Grade 9	Grade 10	Grade 11	Grade 12
ENL1WR English <i>De-streamed</i>	ENG2DR English <i>Academic</i>	NBE3UR Indigenous Literature - English <i>University</i>	ENG4UR English <i>University</i>
ENG1LR English <i>Locally Developed</i>	ENG2PR English <i>Applied</i>	NBE3CR Indigenous Literature - English <i>College</i>	ENG4CR English <i>College</i>
	ENG2LR English <i>Locally Developed</i>	ENG3ER English <i>Workplace</i>	ENG4ER English <i>Workplace</i>
			OLC4OR Ontario Secondary School Literacy Course <i>Open</i>
			EWC4UR The Writer's Craft <i>University</i>
			EWC4CR The Writer's Craft <i>College</i>

# Math - Pathway Chart

**Which Math should I take in Gr 12? Some things to think about...**

- Your interests
- Potential pathways (post secondary/career)
- Do you need Math for your potential pathway?

## Types of Math in Grade 12

### College

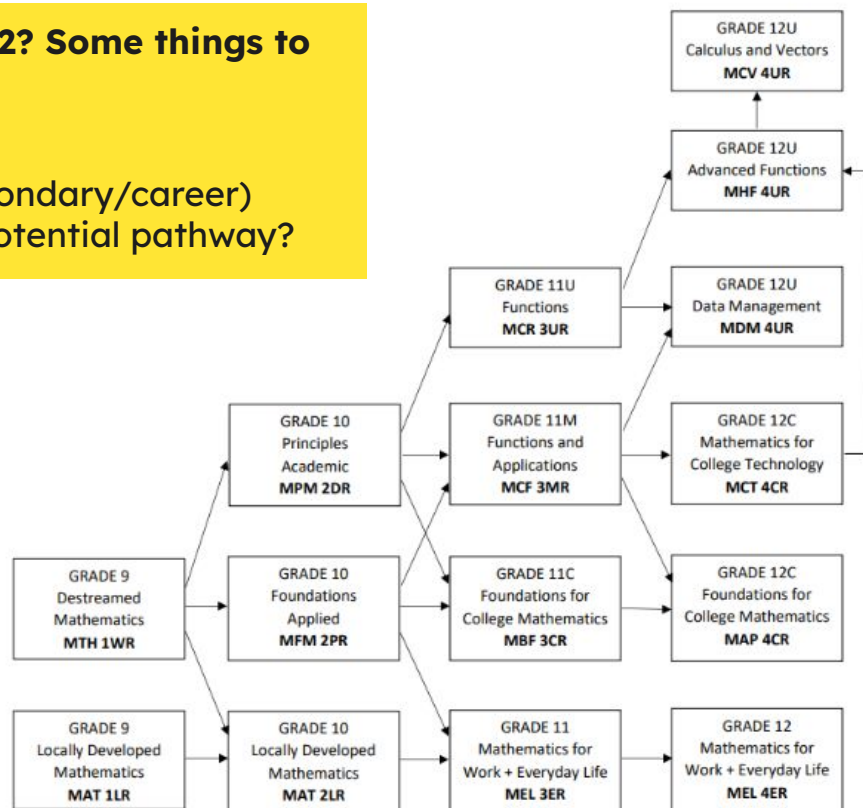
- MAP4CR - Foundations for College Math
- MCT4CR - Math for College Technology

### University

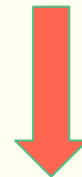
- MDM4UR - Data Management
- MHF4UR - Functions
- MCV4UR - Calculus/Vectors

### Workplace

- MEL4ER - Math for Work and Everyday Life



# Science - Pathway Chart

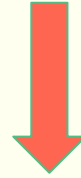


Grade 9	Grade 10	Grade 11	Grade 12
<b>SNC1WR</b> Science <i>Destreamed</i>	<b>SNC2DR</b> Science <i>Academic</i>	<b>SBI3CR</b> Biology <i>College</i>	<b>SNC4MR</b> Health Science <i>University/College</i>
<b>SNC1LR</b> Science <i>Locally Developed</i>	<b>SNC2PR</b> Science <i>Applied</i>	<b>SBI3UR</b> Biology <i>University</i>	<b>SBI4UR</b> Biology <i>University</i>
	<b>SNC2LR</b> Science <i>Locally Developed</i>	<b>SCH3UR</b> Chemistry <i>University</i>	<b>SCH4CR</b> Chemistry <i>College</i>
		<b>SPH3UR</b> Physics <i>University</i>	<b>SCH4UR</b> Chemistry <i>University</i>
			<b>SPH4CR</b> Physics <i>College</i>
			<b>SPH4UR</b> Physics <i>University</i>

## Science In Grade 12

- Biology
- Chemistry
- Health Science (Gr 12)
- Physics

# CAWS - Pathway Chart



## CAWS in Grade 12

- Law
- Indigenous Studies
- Resource Management
- World History

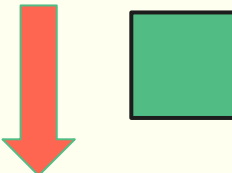
Grade 9	Grade 10	Grade 11	Grade 12
CGC1WR Exploring Canadian Geography <i>Destreamed</i>			CGR4MR Environment and Resource Management <i>University/College</i>
	CHC2DR Canadian History Since World War 1 <i>Academic</i>	CHW3MR World History to the End of the Fifteenth Century <i>University/College</i>	CHY4CR World History Since the Fifteenth Century <i>College</i>
	CHC2PR Canadian History Since World War 1 <i>Applied</i>		CHY4UR World History Since the Fifteenth Century <i>University</i>
	CHC2LR Canadian History Since World War 1 <i>Workplace</i>		
			NDW4MR Issues of Indigenous Peoples in a Global Context <i>University/College</i>
	CHV2OR Civics and Citizenship (half credit) <i>Open</i>	CLU3ER Understanding Canadian Law <i>Workplace</i>	CLN4CR Legal Studies <i>College</i>
		CLU3MR Understanding Canadian Law <i>University/College</i>	CLN4UR Canadian and International Law <i>University</i>

# Guidance - Pathway Chart

Cooperative Education provides a learning experience that allows students to apply, extend, and refine skills and knowledge connected to a work placement.

Can be completed either as a two or four credit program.

Unless you are in OYAP Accelerated Level 1, the semester of your placement is not guaranteed.



		<div>Co-op2 2 CREDIT Cooperative Education <i>Open</i></div>	<div>Co-op2 2 CREDIT Cooperative Education <i>Open</i></div>
		<div>Co-op4 4 CREDIT Cooperative Education <i>Open</i></div>	<div>Co-op4 4 CREDIT Cooperative Education <i>Open</i></div>
<div>CHV2OR Civics and Citizenship (half credit) <i>Open</i></div>		<div>OYAP4R 4 CREDIT Level 1 Accelerated OYAP <i>Open</i></div>	
Grade 9	Grade 10	Grade 11	Grade 12
	<div>GLC2OR Career Studies (half credit) <i>Open</i></div>		
		<div>GPP3OR Leadership and Peer Support - Peer Helping <i>Open</i></div>	

# The Arts - Pathway Chart



## The Arts at Weldon

- Dance (12)
- Drama (12)
- Media Arts (12)
- Music (12)
- Photography
- Sculpture
- Visual Arts (12)
- Visual Design (12)
- Art in Action (12)

Grade 9	Grade 10	Grade 11	Grade 12
ATC1OR Dance Open	ATC2OR Dance Open	ATC3MR Dance College/University	ATC4MR Dance College/University
ADA1OR Drama Open	ADA2OR Drama Open	ADA3MR Drama University/College	ADA4MR Drama University/College
AMU1OR Music Open	AMU2OR Music Open	AMU3MR Music University/College	AMU4MR Music University/College
Note: Instruments are provided for student use			
	ASM2OR Media Arts Open	ASM3MR Media Arts University/College	ASM4MR Media Arts University/College
AVI1OR Visual Arts Open	AVI2OR Visual Arts Open	AVI3MR Visual Arts University/College	AVI4ER Visual Arts Workplace
		AWP3OR Visual Arts-Sculpture Open	AVI4MR Visual Arts University/College
		AWQ3MR Photography University/College	AWD4MR Visual Design University/College
			AWT4MR Art in Action University/College

# Business - Pathway Chart



Grade 9	Grade 10	Grade 11	Grade 12
	<b>BEP2OR</b> Launching and Leading a Business <i>Open</i>	<b>BAF3MR</b> Intro to Financial Accounting <i>University/College</i>	<b>BOH4MR</b> Business Leadership: Management Fundamentals <i>University/College</i>
		<b>BMI3CR</b> Introduction to Marketing <i>College</i>	<b>BDV4CR</b> Entrepreneurial Studies: Venture Planning <i>College</i>
			<b>BTX4ER</b> Information and Communication Technology in the Workplace

## Grade 12: Business

- BOH4MR: Business Leadership (University/College)
- BDV4CR: Entrepreneurship (College)
- BTX4ER: Information and Communications Technology (Workplace)



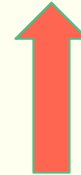
# Computer Studies - Pathway Chart



Grade 9	Grade 10	Grade 11	Grade 12
		<b>ICS3CR</b> Introduction to Computer Programming <i>College</i>	<b>ICS4CR</b> Computer Programming <i>College</i>
		<b>ICS3UR</b> Introduction to Computer Science <i>University</i>	<b>ICS4UR</b> Computer Science <i>University</i>

## Grade 12 Programming

Continue the study of computer science, coding, and software development

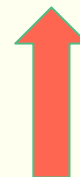


# French - Pathway Chart

## Continue Your French Studies!

- Keep learning to communicate in French about personally relevant, familiar, and academic topics in real-life situations
- Increase your understanding and appreciation of diverse French-speaking communities, and continue to develop skills necessary for lifelong language learning.

Grade 9	Grade 10	Grade 11	Grade 12
<b>FSF1DR</b> Core French <i>Destreamed/Academic</i>	<b>FSF2DR</b> Core French <i>Academic</i>	<b>FSF3UR</b> Core French <i>University</i>	<b>FSF4UR</b> Core French <i>University</i>
<b>FSF1OR</b> Core French <i>Open</i>	<b>FSF2PR</b> Core French <i>Applied</i>	<b>FSF3OR</b> Core French <i>Open</i>	<b>FSF4OR</b> Core French <i>Open</i>



# French Immersion - Pathway Chart



Grade 9	Grade 10	Grade 11	Grade 12
<b>ALC1OI</b> Integrated Arts <i>Open/Immersion</i>	<b>CHC2DI</b> Canadian History Since WW I <i>Academic/Immersion</i>	<b>HSP3UI</b> Anthro,Psych,Soc <i>University/Immersion</i>	<b>FIF4UR</b> French <i>University/Immersion</i>
<b>CGC1WI</b> Exploring Canadian Geography <i>Destrvamed/Immersion</i>	<b>GLC2OI - half credit</b> Career Studies <i>Open/Immersion</i>	<b>FIF3UR</b> French <i>University/Immersion</i>	<b>FIF4OR</b> French <i>Open/Immersion</i>
<b>FIF1DR</b> French <i>Academic/Immersion</i>	<b>CHV2OI - half credit</b> Civics <i>Open/Immersion</i>	<b>FIF3OR</b> French <i>Open/Immersion</i>	
<b>PAF1OI</b> Personal Fitness <i>Open/Immersion</i>	<b>FIF2DR</b> French <i>Academic/Immersion</i>		

- The French Immersion program extends beyond Core French to allow students to develop their listening, speaking, reading, and writing skills in other areas of the Ontario curriculum
- After the successful completion of ten credits taught in French in high school, students will earn a French Immersion Certificate.
- Students can also have the opportunity to do the DELF test to certify their French language skills

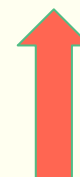
# Health and Phys Ed - Pathway Chart



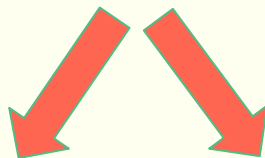
## Health and Physical Education

- Healthy Active Living
- Personal Fitness
- Exercise Science (Kinisiology)
- Recreation and Leadership (NEW)

Grade 9	Grade 10	Grade 11	Grade 12
<b>PPL1OR</b> Healthy Active Living <i>Open</i>	<b>PPL2OR</b> Healthy Active Living <i>Open</i>	<b>PPL3OR</b> Healthy Active Living <i>Open</i>	<b>PPL4OR</b> Healthy Active Living <i>Open</i>
		<b>PAF3OF/PAF3OM</b> Personal Fitness <i>Open</i>	<b>PAF4OF/PAF4OM</b> Personal Fitness <i>Open</i>
			<b>PSK4UR</b> Exercise Science <i>University</i>
			<b>PLF4MR</b> Recreation and Leadership <i>University/College</i>



# International Languages - Pathway Chart

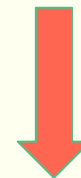


Level 1	Level 2	Level 3
<b>LKJBDR</b> Japanese Level 1 <i>Academic</i>	<b>LKJCUR</b> Japanese Level 2 <i>Academic</i>	
<b>LWSBDR</b> Spanish Level 1 <i>Academic</i>	<b>LWSCUR</b> Spanish Level 2 <i>Academic</i>	<b>LWSDUR</b> Spanish Level 3 <i>Academic</i>



Throughout these courses students will learn fundamental language skills and acquire a general understanding and appreciation of diverse communities in regions of the world where the language is spoken.

# Social Sciences/Humanities - Pathway Chart

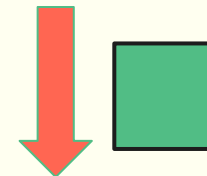


## Grade 12 Courses in Social Sciences and Humanities

- Families in Canada
- Nutrition and Health
- Challenge and Change

Grade 9	Grade 10	Grade 11	Grade 12
<b>HFN1OR</b> Food and Nutrition <i>Open</i>	<b>HIF2OR</b> Exploring Family Studies <i>Open</i>	<b>HFC3ER</b> Food and Healthy Living <i>Workplace</i>  <b>HNC3CR</b> Understanding Fashion <i>College</i>  <b>HPW3CR</b> Raising Healthy Children <i>College</i>	<b>HFA4CR</b> Nutrition and Health <i>College</i>  <b>HFA4UR</b> Nutrition and Health <i>University</i>
		<b>HSP3CR</b> Anthro, Psych, Soc <i>College</i>  <b>HSP3UR</b> Anthro, Psych, Soc <i>University</i>	<b>HHS4CR</b> Families in Canada <i>College</i>  <b>HHS4UR</b> Families in Canada <i>University</i>  <b>HSB4UR</b> Challenge and Change in Society <i>University</i>

# Technological Studies - Pathway Chart



## Subjects

- Construction
- Tech Design
- Green Industries
- Manufacturing
- Transportation

Grade 9	Grade 10	Grade 11	Grade 12
TAS1OR Technology and the Skilled Trades Open			
	TCJ2OR Construction Technology Open	TCJ3CR Construction Engineering Technology College  TCJ3ER Construction Technology Workplace  TCJ3CW-ELCT149 Construction Technology/Electrical Fundamentals (IEW/Fleming)	TCJ4CR Construction Engineering Technology College  TCJ4ER Construction Technology Workplace  TCJ4CW-ELCT149 Construction Technology/Electrical Fundamentals (IEW/Fleming)
	TDJ2OR Technological Design Open	TDJ3MR Technological Design University/College  TEJ3MR Computer Engineering Technology: Robotics and Control Systems University/College	TDJ4MR Technological Design University/College  TEJ4MR Computer Engineering Technology: Robotics and Control Systems University/College
	THJ2OR Green Industries Open	THJ3MR Green Industries University/College	THJ4MR Green Industries University/College
	TMJ2OR Manufacturing Technology Open	TMJ3CR Manufacturing Technology College	TMJ4CR Manufacturing Technology College
	TTJ2OR Transportation Technology Open	TTJ3CR Transportation Technology College	TTJ4CR Transportation Technology College

# Indicating Interest: SHSM



When doing your course selections in PowerSchool, you can indicate your interest in the SHSM program by selecting an SHSM sector

- Agriculture
- Construction
- Information and Communications Tech (Robotics)
- Manufacturing
- Transportation

In the spring a guidance counsellor will meet with you individually to provide you with information and register you for the program

Interest In SHSM - Please select chosen sector	
<input type="checkbox"/>	Agriculture
<input type="checkbox"/>	Construction
<input type="checkbox"/>	Information and Communication Tech. (Robotics)
<input type="checkbox"/>	Manufacturing
<input type="checkbox"/>	Transportation



# Indicating Interest: Dual Credit

Dual credits give Grade 11 and 12 students the opportunity to take courses at Fleming College and have these count towards their Ontario Secondary School Diploma (OSSD).

When doing your course selections in PowerSchool, you can indicate your interest by selecting Dual Credit

- Courses change each year, but there is a wide variety to choose from! (eg: Electrical Fundamentals, Intro to Criminology, Manicure, Residential Mechanical Systems, and more!)

In the spring a guidance counsellor will meet with you individually to provide you with information and register you for the program



	<b>DUALCR (Dual Credit)</b>
	* course offerings will be available in the spring

## Indicating Interest: Electrical Dual Credit



### Grade 12 Construction/Electrical: TCJ4CW-ELCT149

- In collaboration with Fleming College, this course is also being taught as Electrical Fundamentals.
- Students will earn two high school credits, as well as a single credit from Fleming College.
- **Important Note:** Spaces are limited and priority will be given to graduating students.
- If you select TCJ4CW-ELCT149, a guidance counsellor will meet with you in the spring to discuss your eligibility for this course.



TCJ4CW/ELCT149 (Construction Technology-2 **PERIOD CREDIT**) College

# PowerPack/IB

If you haven't done so already,  
speak with Mrs. Matthew  
regarding your Grade 12 IB  
course selections!



## IB LEARNER PROFILE

### CARING



We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

### THINKER



We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

### BALANCED



We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

### INQUIRERS



We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

### COMMUNICATORS



We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

### REFLECTIVE



We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

### PRINCIPLED



We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

### OPEN-MINDED



We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

### RISK-TAKER



We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

### KNOWLEDGEABLE



We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

Keep in Mind... Other Grad Requirements



**OSSLT:** Written in Grade 10

**Community Involvement Hours: 40**

Community Involvement Hours Form

**eLearning Requirement: 2 courses**  
*Opt out, or indicate your interest when  
you choose your courses*

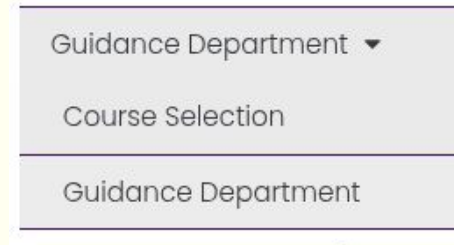
E-Learning Graduation Requirement -  
Opt-Out Form

eLearning	
<input type="checkbox"/>	eLearning 1 (Summer School)
	Course Code: _____
<input type="checkbox"/>	eLearning 2 (2024-25 school year)
	Course Code: _____
* online course offerings are not guaranteed, more information will be provided in the spring	

# Next Steps

1. Use the course calendar, this presentation and the course selection worksheet provided in class to discuss your choices/pathways with families and caregivers
2. On February 12 you will get information on how to create a new PowerSchool login/password **DON'T FORGET YOUR PASSWORD!!!**
3. Access your PowerSchool account through the [IEW website](#)
4. Follow the Tips, Instructions and Grade Specific Requirements on the [IEW Course Selection page](#)
5. Guidance staff will also be coming to classes next week to support your course selections

[IEW Course Calendar Link](#)



## Online course selection instructions

Please go to [pschool.tdsb.on.ca/public](https://pschool.tdsb.on.ca/public) and follow the instructions listed below to complete your online course selection: