

1. Go to the BCCE Website: <https://www.burnabycce.ca/>
2. Click on “Foundations” (circled in Red)

WINTER WEATHER

CONNECT WITH BCCE

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BOARD OF EDUCATION
BURNABY
SCHOOL DISTRICT 41

Outlook
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BURNABY COMMUNITY & CONTINUING EDUCATION
NEW JOB. NEW FRIENDS. NEW LANGUAGE. NEW KNOWLEDGE. NEW OPPORTUNITIES.

BURNABY CCE

HOME

OUR COURSES & PROGRAMS ▾

INFORMATION SESSIONS & OPEN HOUSES

ABOUT BURNABY CCE

CONTACT US

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WELCOME TO BURNABY COMMUNITY & CONTINUING EDUCATION

High School and Foundations

English Foundations Assessment testing is now open. Please note – due to higher than normal volume, test links and results will be issued after September 6, 2023.

Registration for English Foundations and High School Completion Fall classes is now open.

Please note – due to higher than normal volume, the processing of registrations for English Foundations classes and High School classes is experiencing delays. Your patience is appreciated.

3. Now you are on the “Foundations Program” page
4. Scroll Down to “Student Registration”

foundations/ A

WINTER WEATHER

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FOUNDATIONS PROGRAM



- [Program description](#)
- [Registration](#)
- [Course fees](#)
- [Course schedule](#)
- [School locations](#)

PROGRAM DESCRIPTION

The Foundations program is designed to strengthen basic skills in English, Social Studies, Mathematics, Science and Computers in preparation for both employment and further studies. Foundations courses are transition or bridging classes that prepare students for regular Grade 10, 11, and 12 courses. The learning outcomes of the Foundations program are designed to address literacy and needs up to the grade 10 level.

5. Next to “Registration,” press on **CLICK HERE**

The screenshot shows a web browser window with a tab titled 'New Submission'. The address bar displays 'bycce.ca/foundations/'. The main content area has a header 'Step 3: You will be emailed your results with further instructions.' followed by two horizontal lines. Below this is a section titled 'STUDENT REGISTRATION' in red. The text states: 'Students who are currently taking a Foundations course with Burnaby Continuing Education or have recently completed an online English assessment with us.' This is followed by a blue link: 'Day & Night classes will start in September 2023. Registration is now open.' Below the link, it specifies 'Q1 = Day' and 'S1 = Night'. There is a table with three rows: 'Registration', 'Withdrawal', and 'Course Verification'. Each row has a 'CLICK HERE' button to its right. The 'CLICK HERE' button for 'Registration' is circled in red. At the bottom, there is a red header 'NBAEC & SBAEC – Daytime Courses for Fall Semester. Q1 = Day, S1 = Night', followed by the text 'Some classes may be blended' and 'Please click on the schedule below to enlarge the image.'

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bycce.ca/foundations/ A

Step 3: You will be emailed your results with further instructions.

STUDENT REGISTRATION

Students who are currently taking a Foundations course with Burnaby Continuing Education or have recently completed an online English assessment with us.

Day & Night classes will start in September 2023. Registration is now open.

Q1 = Day

S1 = Night

Registration	CLICK HERE
Withdrawal	CLICK HERE
Course Verification	CLICK HERE

NBAEC & SBAEC – Daytime Courses for Fall Semester. Q1 = Day, S1 = Night

Some classes may be blended

Please click on the schedule below to enlarge the image.

6. Enter your PEN (Personal Education Number) and your Date of Birth

7. Click **Next**

n.sd41.bc.ca/Forms/StudentRegistration



Student Registration



Student Login ▾

PEN

Date of Birth

yyyy-mm-dd



This is your personal education number (9-digits). If have forgotten your PEN, please check your my ed account or visit <https://www2.gov.bc.ca/gov/content/education-training/k-12/support/pen-services/pen>

Are you a new CCE student?

☐ Yes, I would like to start a new student application

Previous

Next

8. Make sure your name, email and phone number are correct

PLEASE DO NOT USE A HOTMAIL EMAIL ADDRESS

9. Click **NEXT**

Student Registration

Information Check ▼

BOARD OF EDUCATION
BURNABY
SCHOOL DISTRICT 41

Please verify the following information is correct

First Name
[Redacted]

Last Name
[Redacted]

IMPORTANT! Some email messages from Burnaby School District to Hotmail addresses are being blocked. Please make sure the below email is not a 'Hotmail' email address.

Email
[Redacted] [Redacted]
Please confirm this email is correct. If not select the checkbox to update your email.

☐ I would like to update my email
Please select to update your email.

Phone Number
[Redacted]

Update Phone Number
[Redacted]

Previous


Next

10. Complete the following questions

11. Click **NEXT**

Student Registration

Academic History ▾

BOARD OF EDUCATION
BURNABY
SCHOOL DISTRICT 41

Academic History

Have you graduated from high school in any country? *

☐ Yes ☐ No

Do you have your BC Graduation Diploma? *

☐ Yes ☐ No

Which Graduation Program are you planning to complete? *

☐ Regular Graduation Program

☐ Adult Graduation Program

For more information please visit [high school - program description](#)

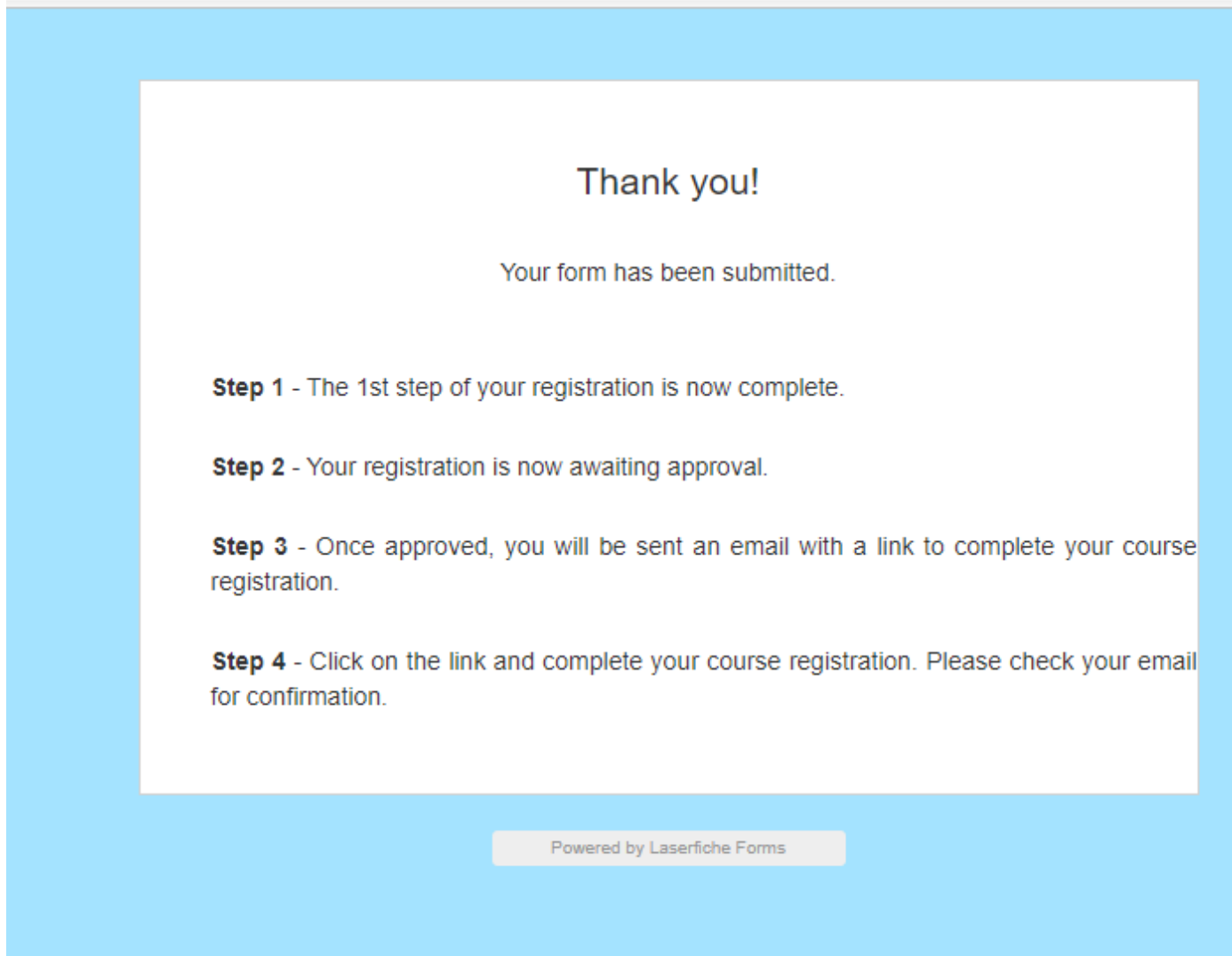
Previous

Submit

Next

12. Your form has been submitted!

13. Next, login to your email account (Gmail, yahoo, etc)



Thank you!

Your form has been submitted.

Step 1 - The 1st step of your registration is now complete.

Step 2 - Your registration is now awaiting approval.

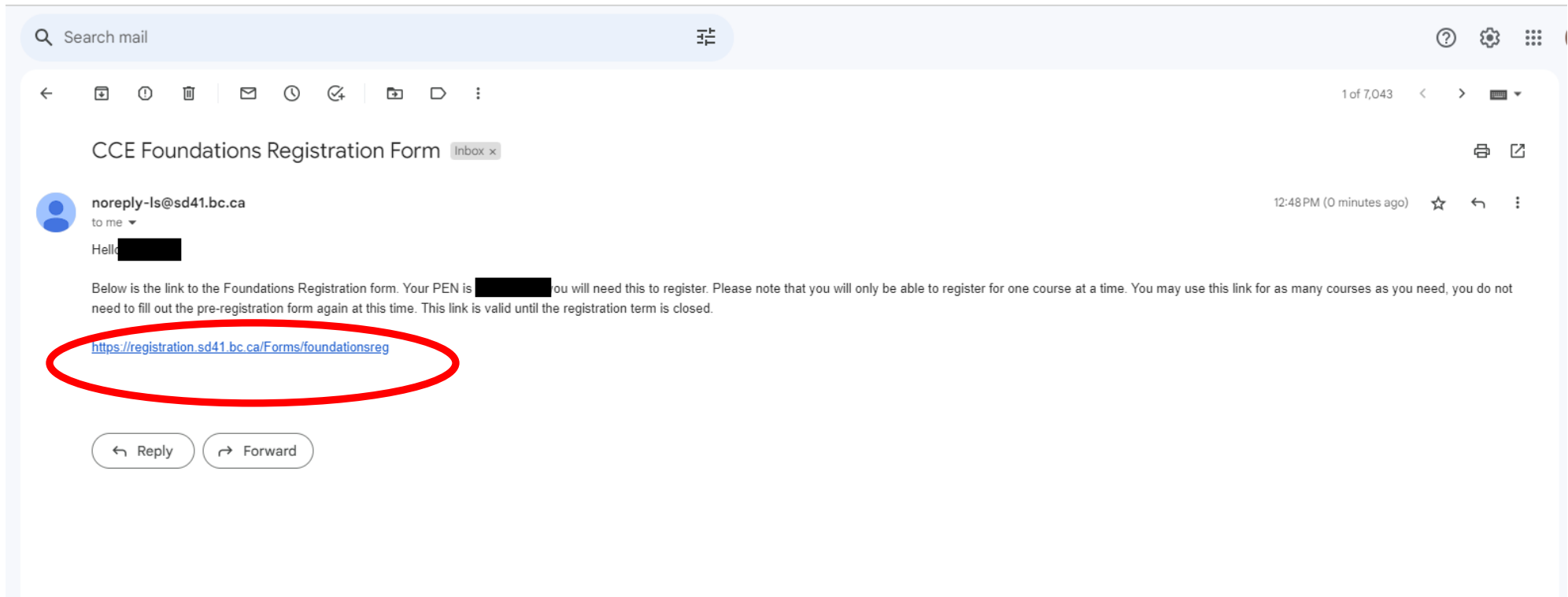
Step 3 - Once approved, you will be sent an email with a link to complete your course registration.

Step 4 - Click on the link and complete your course registration. Please check your email for confirmation.

Powered by Laserfiche Forms

14. Open the email from BCCE. It should look like the one below:

If you are registering for more than one class, you must use the same link for EACH class that you register



15. Enter your PEN and Date of Birth

16. Click **Accept**

17. From the drop-down menu, select the **LAST** level of Foundations you have taken (Ex: if you already took Foundations 1, select Foundations 1)

18. Click **NEXT**

Foundations Course Registration

Verification

Page 1 of 3

PEN*

Date of Birth*

dd/mm/yyyy

This is your personal education number (9-digits). If have forgotten your PEN, please check your my ed account or visit <https://www2.gov.bc.ca/gov/content/education-training/k-12/support/pen-services/pen>

Credentials Accepted. You may continue

I certify that I am a BC resident and am not currently taking any of the courses I will be selecting at any other school, AND I will not be taking any of these courses at another school while I am actively enrolled in these courses.*

☒ Accept ☐ Decline

What is the last level of Foundations you have taken?*

New Student

Next


19. Select the Term you would like. PLEASE NOTE: Q1 = Day Class S1 = Night Class

20. Choose your course from the Course List and find the Course's ID NUMBER

Foundations Course Registration

Foundations Course Selection

Page 2 of 3

BOARD OF EDUCATION
BURNABY
SCHOOL DISTRICT 41

Term*

Select the term you would like to register for

S1

Filter list by course name

Select a course you would like to register for

Course Schedule Times

Course Selection

Course List

Id	Course Name	Seats Avail.	Start Date	End Date	Location	Schedule	Course Code	Section Number
164	LF ENGLISH FOUNDATIONS LEVEL 1: CORE	8	9/26/2023	1/23/2024	1 SOUTH	EV(T,R)	MENFA10	SE1W-1
165	LF ENGLISH LEVEL 2: CORE	12	9/26/2023	1/23/2024	1 SOUTH	EV(T,R)	MENFB10	SE2W-1
167	LF ENGLISH LEVEL 3: CORE	5	9/26/2023	1/23/2024	1 SOUTH	EV(T,R)	MENFC10	SE3W-1
168	LF ENGLISH LEVEL 3: CORE	26	9/26/2023	1/23/2024	1 SOUTH	EV(T,R)	MENFC10	SE3W-1
170	LF ENGLISH LEVEL 4: CORE	6	9/26/2023	1/23/2024	1 SOUTH	EV(T,R)	MENFD10	SE4W-1
172	LF ENGLISH LEVEL 5: CORE	20	9/26/2023	1/23/2024	1 SOUTH	EV(T,R)	MENFE10	SE5W-1
191	COMPOSITION 11	1	9/26/2023	1/23/2024	1 SOUTH	EV(T,R)	MCMP511	S130-1

Selected Course

Please put the ID of the course you would like to register into the field below (column on the left most side).

Id*	Course Name	Fee	Seats Avail.	Start Date	End Date	Location	Schedule	Course Code	Section Number
191	COMPOSITION 11	150.00	1	9/26/2023	1/23/2024	SOUTH	EV(T,R)	MCMP511	S130-1

21. Under “Selected Course,” put the ID NUMBER of your course
(in this example, the student chose Composition 11 which has ID #191)

22. Click **ADD TO CART**

23. CLICK **NEXT**

ca/Forms/foundationreg

A ☆

Course List

Id	Course Name	Seats Avail.	Start Date	End Date	Location	Schedule	Course Code	Section Number
164	LF ENGLISH FOUNDATIONS LEVEL 1: CORE	8	9/26/2023	1/23/2024	1 SOUTH	EV(T,R)	MENFA10	SE1W-1
165	LF ENGLISH LEVEL 2: CORE	12	9/26/2023	1/23/2024	1 SOUTH	EV(T,R)	MENFB10	SE2W-1
167	LF ENGLISH LEVEL 3: CORE	5	9/26/2023	1/23/2024	1 SOUTH	EV(T,R)	MENFC10	SE3W-1
168	LF ENGLISH LEVEL 3: CORE	26	9/26/2023	1/23/2024	1 SOUTH	EV(T,R)	MENFC10	SE3W-1
170	LF ENGLISH LEVEL 4: CORE	6	9/26/2023	1/23/2024	1 SOUTH	EV(T,R)	MENFD10	SE4W-1
172	LF ENGLISH LEVEL 5: CORE	20	9/26/2023	1/23/2024	1 SOUTH	EV(T,R)	MENFE10	SE5W-1
191	COMPOSITION 11	1	9/26/2023	1/23/2024	1 SOUTH	EV(T,R)	MCMP511	S130-1

Selected Course

Please put the ID of the course you would like to register into the field below (column on the left most side).

Id*	Course Name	Fee	Seats Avail.	Start Date	End Date	Location	Schedule	Course Code	Section Number
191	COMPOSITION 11	150.00	1	9/26/2023	1/23/2024	SOUTH	EV(T,R)	MCMP511	S130-1

Course Materials Deposit Fee

\$ 150.00

Total Fee

\$ 150.00

The fees noted are refundable.

Please click on “Add to cart” and then follow further instructions.

Add to cart

Warning Clicking the "Add to cart" is a one time permanent action. Make sure your selection is correct.

Previous

Next

24. Pay the \$150 deposit using your credit card

25. Click **SUBMIT**

26. A small window will appear and then you click **CONFIRM**

Selected Course

Id	Course Name	Seats Avail.	Start Date	End Date	Location	Schedule	Course Code	Section Number
191	COMPOSITION 11	1	9/26/202	1/23/202	SOUTH	EV(T,R)	MCMP511	S130-1

Course Materials Deposit Fee

\$ 150.00

Total Fee

\$ 150.00

Course Materials Deposit Fee Refund - If books are returned in good condition at the end of the course, a full refund will be issued.

International Student refunds - A written request for a refund must be received before the start of the second class. A \$35.00 processing fee will be charged.

NOTICE : Only Mastercard and Visa credit cards are accepted.

Previous

AMOUNT

\$ 150.00 CAD

Submit

PAYMENT METHOD

Pay with card

Card Number

.....

Expiration Date (MM/YY)

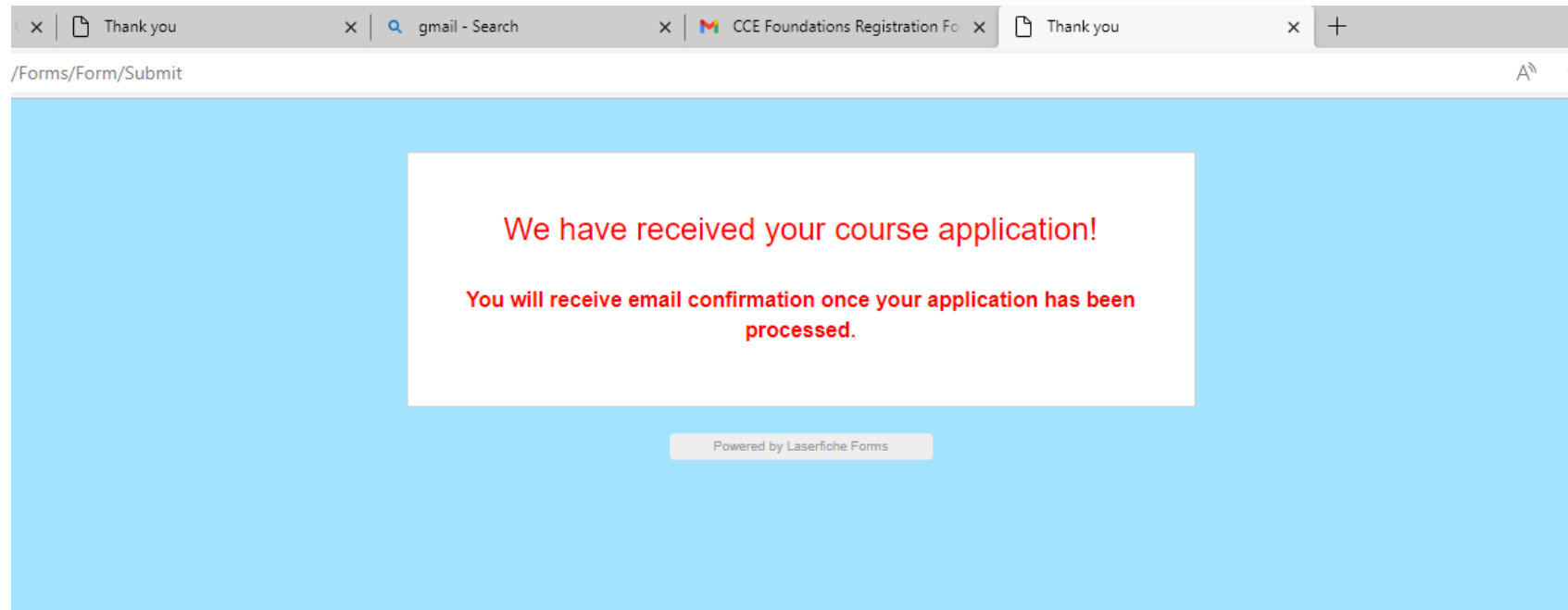
MM/YY

CW (3 digits)

...

27.SUCCESS! BCCE has received your registration

28.You will receive an email once the application has been processed



This form was created by Burnaby Neighbourhood House
in partnership with BCEducation

Digital Café at Burnaby Neighbourhood House

North House

(4908 Hastings Street):

Mondays 10:00am – 12:00pm

Tuesdays 1:00pm – 3:00pm

Brentwood

(2055 Rosser Avenue):

Wednesdays 10:00am - 12:00pm

South House

(4460 Beresford Street):

Mondays 12:00pm – 2:00pm

Thursdays 3:00pm – 5:00pm

Saturdays 10:00am – 12:00pm

Burnaby Neighbourhood House is a charitable, non-profit organization. We are a volunteer-driven, community-funded agency with a unique focus on neighbours supporting neighbours.

