

These instructions are for Students who are currently taking a high school course with BCCE, have completed the high school application process, or have completed Foundations level 7.

**NOTE: if you are registering from the link that you were emailed – SKIP to Step 11**

Go to the BCCE High School Webpage: <https://www.burnabyce.ca/high-school-completion/>

## HIGH SCHOOL COMPLETION PROGRAM

### HIGH SCHOOL COMPLETION PROGRAM



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

1. Scroll Down to “Student Registration”
2. Next to “Registration,” press on **CLICK HERE**

Registration	<b>CLICK HERE</b>
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Please do not register for the same course more than once. If you encounter any issues, please call 604-296-6901.

Withdrawal	<b>CLICK HERE</b>
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Please use the Withdrawal button if you wish to withdraw from a course. If you have started the course, please also let your teacher know.

Course Verification	<b>CLICK HERE</b>
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Please use the Course Verification button to verify you are registered in a course. Please allow 2 business days from the day you registered for your record to be updated.

## HIGH SCHOOL REGISTRATION

3. Enter your PEN (Personal Education Number) and your Date of Birth
4. Click **NEXT**

**Student Registration** BOARD OF EDUCATION BURNABY SCHOOL DISTRICT 41

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**

5. Make sure your name, email and phone number are correct
6. Click **NEXT**

**Student Registration** BOARD OF EDUCATION BURNABY SCHOOL DISTRICT 41

Information Check

Please verify the following information is correct

**First Name**

**Last Name**

**Email**

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

**Phone Number**

Only fill in this field if your home phone number has changed

Previous **Next**

**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.

7. Complete the following questions

8. Click **SUBMIT**

**Student Registration** BOARD OF EDUCATION  
**BURNABY**  
SCHOOL DISTRICT 41

Academic History

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 Next

**Submit**

9. Your form has been submitted!

10. 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.

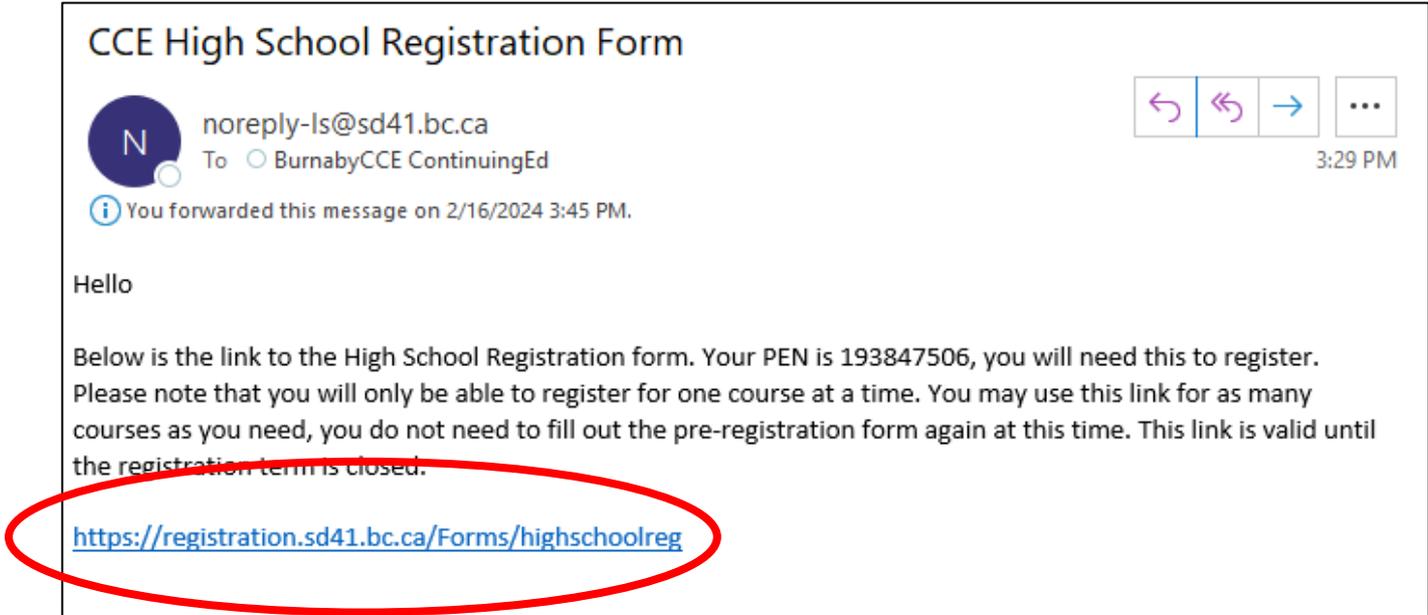
**Step 2** - Your registration is now awaiting approval.

**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

11. Open the email from BCCE with your PEN. It should look like the one below:



12. Enter your PEN and Date of Birth

13. Click 'Accept'

14. Click **NEXT**

High School Course Registration

Verification

Page 1 of 2

BOARD OF EDUCATION  
**BURNABY**  
SCHOOL DISTRICT 41

**PEN\***

**Date of Birth\***

26/07/2005

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

Next

15. Select the 'Term' you would like. NOTE: S1/S2 = Night Class, Q1/Q2/Q3 = Day Class

High School Course Registration  
High School Course Selection  
Page 2 of 2

**Term\***  
Select the term you would like to register for

**Filter list by course name**  
Select a course you would like to register for

Q2  
Q3  
S2

16. Choose the High School course that you want (English/Math/Science, etc.)

**Term\***  
Select the term you would like to register for

Q3

**Transcript\***  
Upload

Course Schedule Times

Course Selection

Course List

**Filter list by course name**  
Select a course you would like to register for

ANATOMY AND PHYSIOLOGY 12  
CHEMISTRY 11  
CHEMISTRY 12  
COMPOSITION 11  
COMPOSITION 12  
ENGLISH FIRST PEOPLES 12  
ENGLISH STUDIES 12  
FOUNDATIONS OF MATHEMATICS 11  
FOUNDATIONS OF MATHEMATICS 12  
MATH UPGRADING (ALL LEVELS)  
PHILOSOPHY 12  
PRE-CALCULUS 11  
PRE-CALCULUS 12  
SOCIAL JUSTICE 12  
WORKPLACE MATHEMATICS 11

Id	Course Name	Seats Avail.	Start Date	End D
96	ANATOMY AND PHYSIOLOGY 12	30	4/9/2024 12	6/27/2024 1

**PLEASE NOTE – If you get to this step and do NOT complete your registration, you will need to go back to the webpage and withdraw yourself from the course (see page 7)**

17. Upload a copy of your transcript. If you do not have a transcript – you can upload a record card, or a Foundations exit slip, or a copy of an email from a CCE staff member

**Term\***  
Select the term you would like to register for

Q3

**Transcript\***  
Upload

Course Schedule Times

Course Selection

Course List

Id	Course Name	Seats Avail.	Start Date
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## 18. Scroll to the bottom of the page and click 'Add to cart'

**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	Seats Avail.	Start Date	End Date	Location	Schedule	Course Code	Section Number
96	ANATOMY AND PHYSIOLOGY 12	30	4/9/2024	6/27/2024	NBAEC	AM(T,R)	MATPH12	N310-3

**Course Materials Deposit Fee**  
\$ 150.00

**Total Fee**  
\$ 150.00

- The fees noted are refundable.
- Course Materials Deposit Fee Refund - If course materials 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.
- Please click on "Add to cart" and then follow further instructions.

**\*\*\*Warning\*\*\*** Clicking the "Add to cart" is a one time permanent action. Make sure your selection is correct. This action will automatically submit the form.

Clicking the Add to Cart button will send an email to the applicant with a secure link to make payment. If payment is not received within 48 hours, the registration will not be processed.

**Add to cart**

## 19. Once you click 'Add to cart' – you will be emailed a link to pay a \$150 materials deposit. The deposit must be paid using a credit card.

**CCE High School Registration Form**

noreply-ls@sd41.bc.ca  
To: BurnabyCCE ContinuingEd

Reply
Reply All
Forward
...

Fri 2/16/2024 3:29 PM

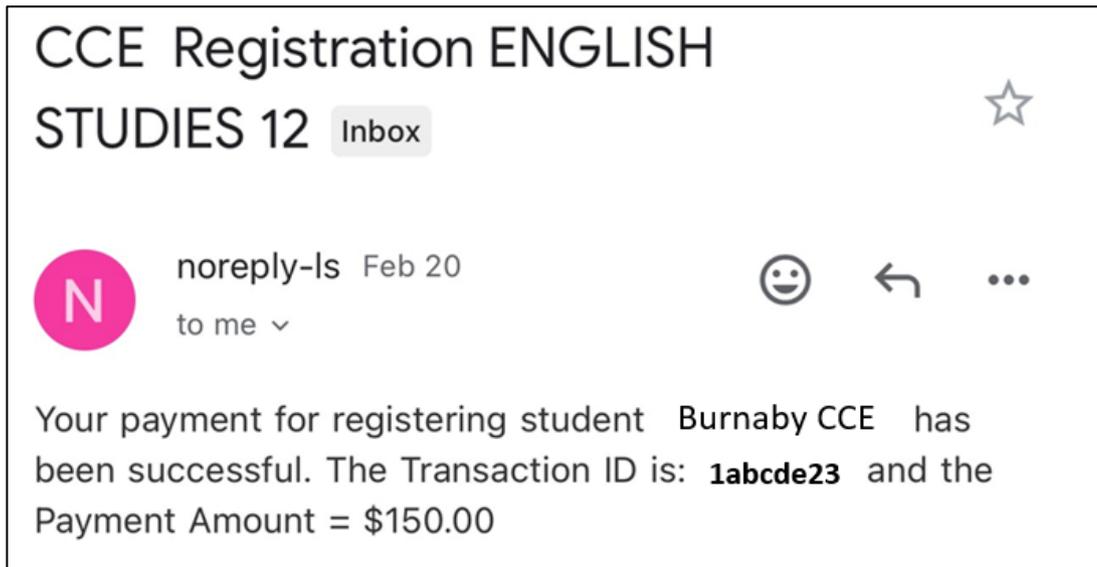
Please click the link below to complete course payment for registering student Burnaby CCE

[Click Here](#)

**If payment is not received within 48 hours, the registration will not be processed.**

**NOTE: the materials deposit will be refunded to the credit card at the end of the semester, once your textbooks have been returned.**

20. Once you have paid the materials deposit, you will receive another email confirming the payment.



### PLEASE NOTE:

- You can confirm your course registration by clicking on ‘Course Verification’ on the High School webpage - <https://www.burnabycce.ca/high-school-completion/>
- If you need to withdraw from your course – you can also do that from the High School webpage. **\*\*If you are withdrawing after the course has begun:**
  - Inform your instructor
  - Return the textbook(s)
  - Withdraw yourself from the class

