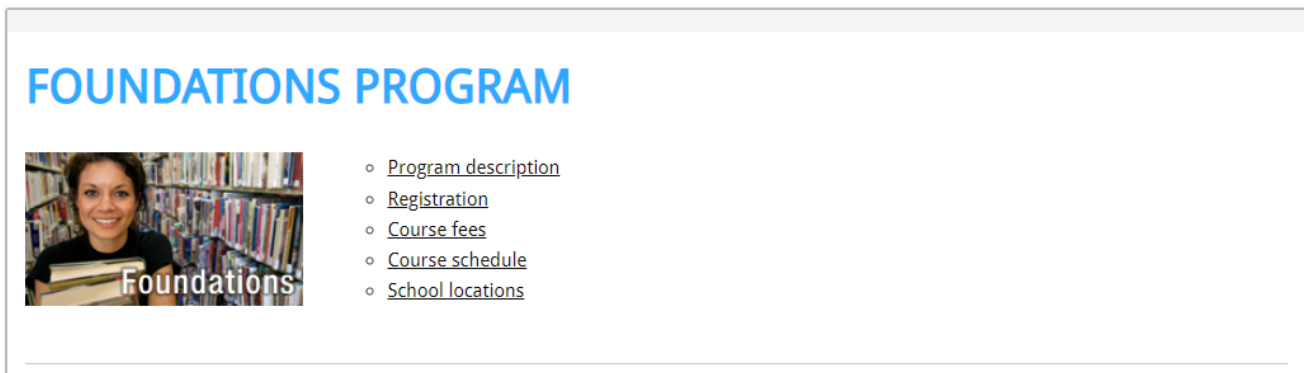


These instructions are for Students who are currently taking a Foundations course with Burnaby Continuing Education or have recently completed an online English assessment with us.

NOTE: if you are registering from the link that you were emailed – SKIP to Step 12

1. Go to the BCCE Foundations Webpage: <https://www.burnabyce.ca/foundations/>

FOUNDATIONS PROGRAM



FOUNDATIONS PROGRAM

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

2. Scroll Down to “Student Registration”

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

Registration	CLICK HERE
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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	CLICK HERE
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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	CLICK HERE
---------------------	-------------------

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.

- 4. Enter your PEN (Personal Education Number) and your Date of Birth
- 5. 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

- 6. Make sure your name, email and phone number are correct
- 7. 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.

8. Complete the following questions

9. Click **SUBMIT**

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 Next

Submit

10. Your form has been submitted!

11. 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.

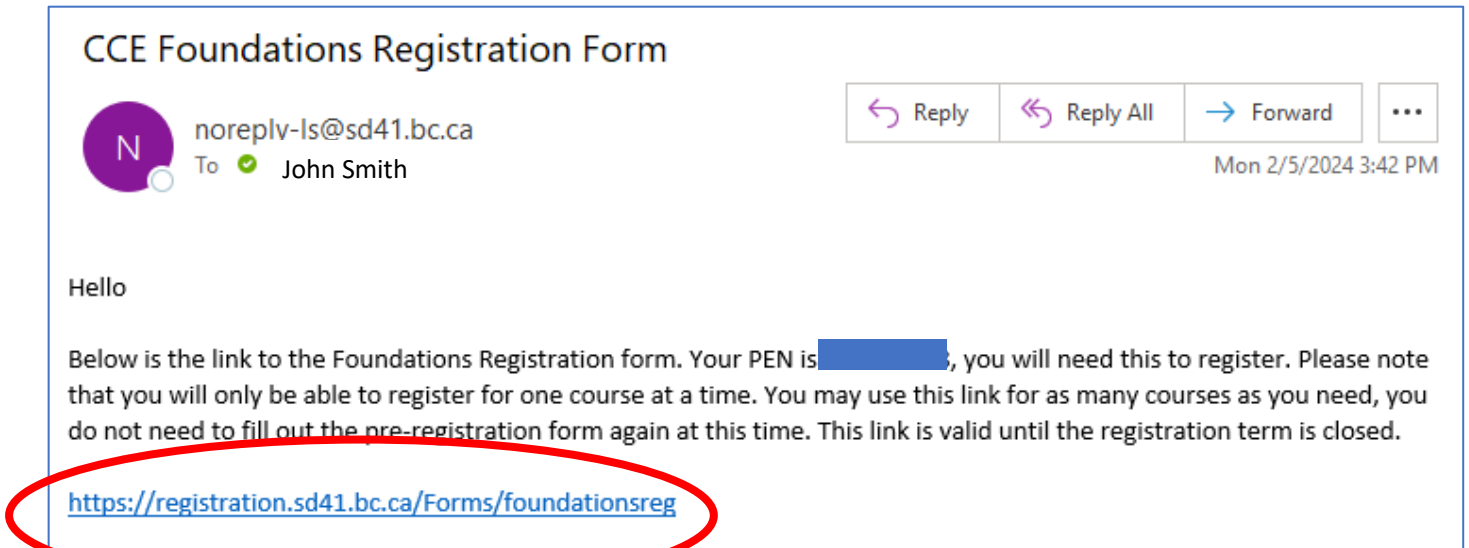
Step 2 - Your registration is now awaiting approval.

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

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



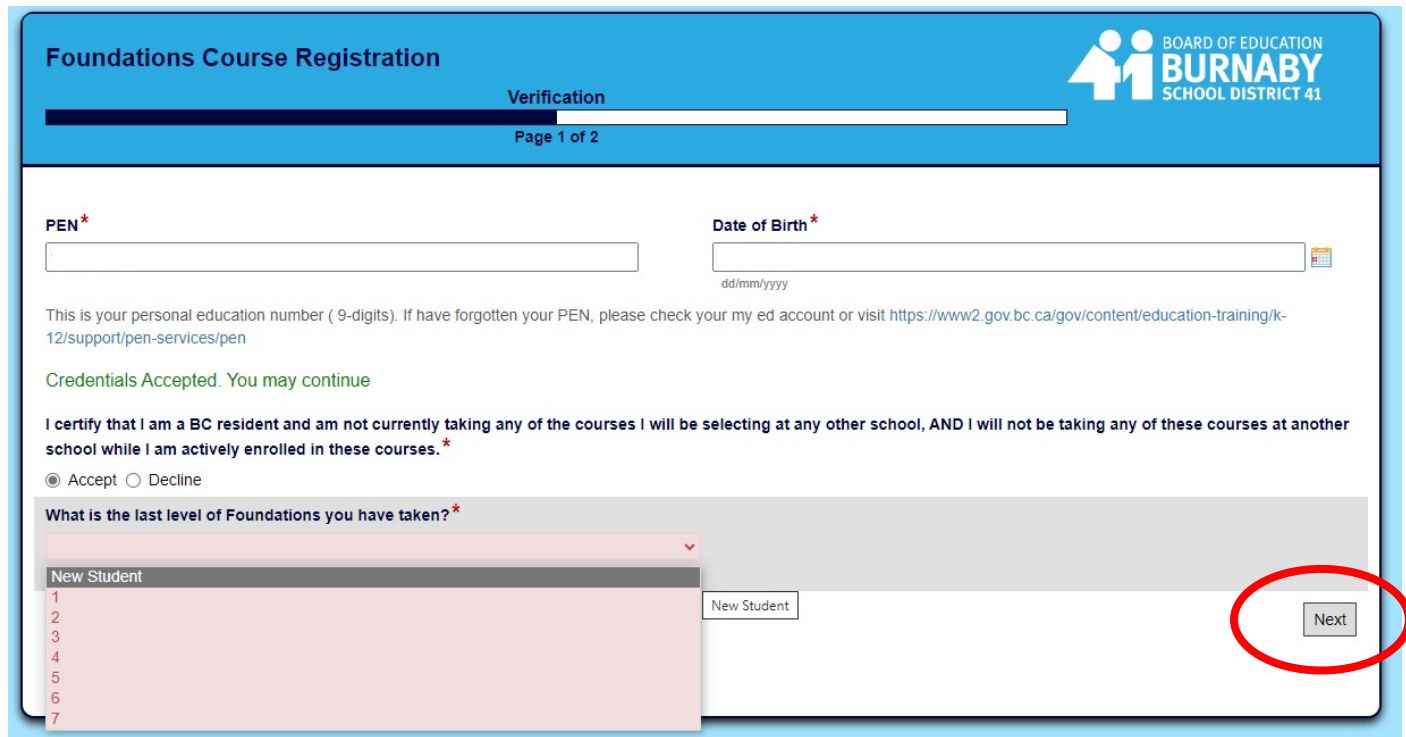
13. Enter your PEN and Date of Birth

14. Click 'Accept'

15. From the drop-down menu, select the LAST level of Foundations you have taken

(Ex: if you already took Foundations 1, select Foundations 1. If you have not taken a class yet, select New Student.)

16. Click NEXT



17. Select the Term you would like.

PLEASE NOTE: Q1 – September, Q2 – December, Q3 – April, Q4 – July = Daytime Class

The screenshot shows the 'Foundations Course Registration' page. The 'Term' dropdown menu is highlighted with a red circle, showing options Q1, Q2, Q3, and S2. The 'Filter list by course name' dropdown is also visible.

18. Choose your Foundations Level

The screenshot shows the 'Foundations Course Registration' page. The 'Filter list by course name' dropdown menu is highlighted with a red circle, showing a list of course levels including LF ENGLISH LEVEL 2: CORE, LF ENGLISH LEVEL 3: CORE, LF ENGLISH LEVEL 4: CORE, LF ENGLISH LEVEL 5: CORE, LF ENGLISH LEVEL 6: CORE, LF ENGLISH LEVEL 7: CORE, LF ENGLISH FOUNDATIONS LEVEL 1: CORE, LF ENGLISH LEVEL 1/2: COMP-SPK & LISTEN, LF ENGLISH LEVEL 3/4: COMP-READ, LF ENGLISH LEVEL 3/4: COMP-WRITE, LF ENGLISH LEVEL 5/6/7: COMP-WRITE, and LF SOCIAL STUDIES.

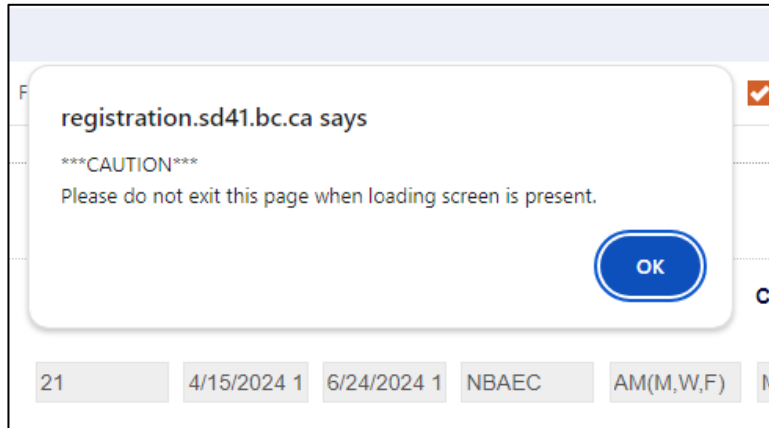
19. Review the Course List and make note of the Course's ID # (note the location/schedule)

20. Under Selected Course, select the ID Number that corresponds with your course

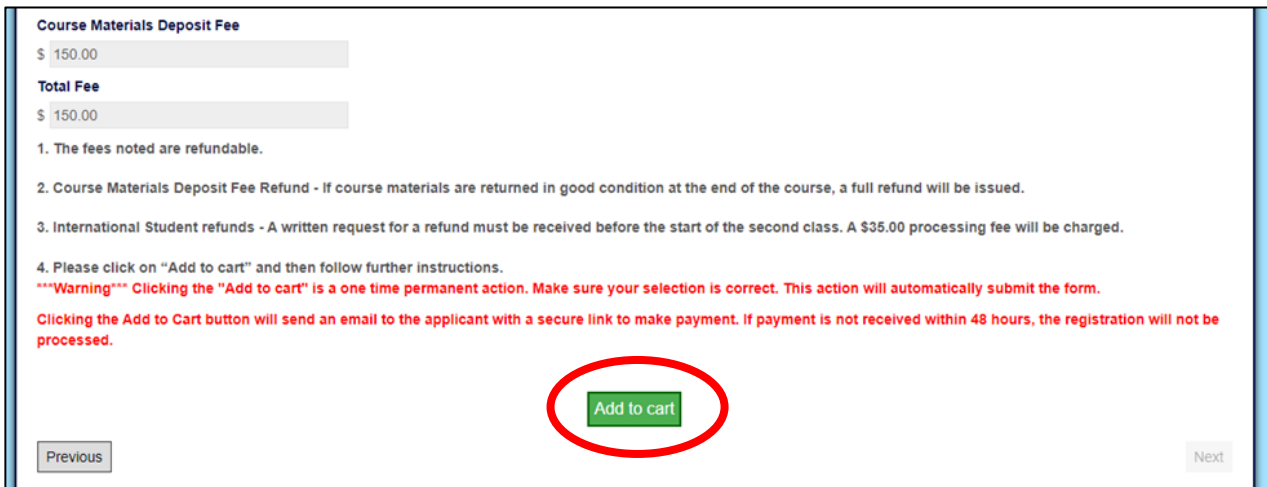
The screenshot shows the 'Course List' table and the 'Selected Course' form. The 'Course List' table has columns for Id, Course Name, Seats Avail., Start Date, End Date, Location, Schedule, Course Code, and Section Number. The 'Selected Course' form has a dropdown menu for 'Id*' highlighted with a red circle.

Id	Course Name	Seats Avail.	Start Date	End Date	Location	Schedule	Course Code	Section Number
104	LF ENGLISH LEVEL 2: CORE	24	4/15/2024 1	6/24/2024 1	NBAEC	AM(M,W,F)	MENFB10	NE2Az-3
105	LF ENGLISH LEVEL 2: CORE	22	4/15/2024 1	6/24/2024 1	SBAEC	AM(M,W,F)	MENFB10	SE2Az-3

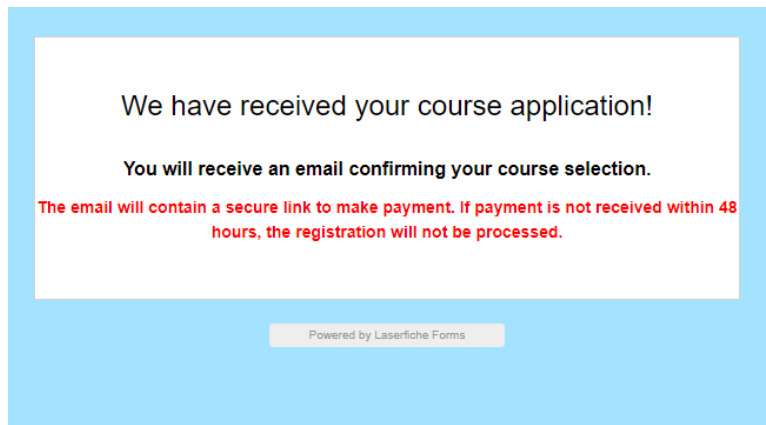
PLEASE NOTE – If you see this message and do NOT complete your registration, you will need to go back to the webpage and withdraw yourself from the course (see page 8)



21. Scroll to the bottom of the page and click ‘Add to cart’.

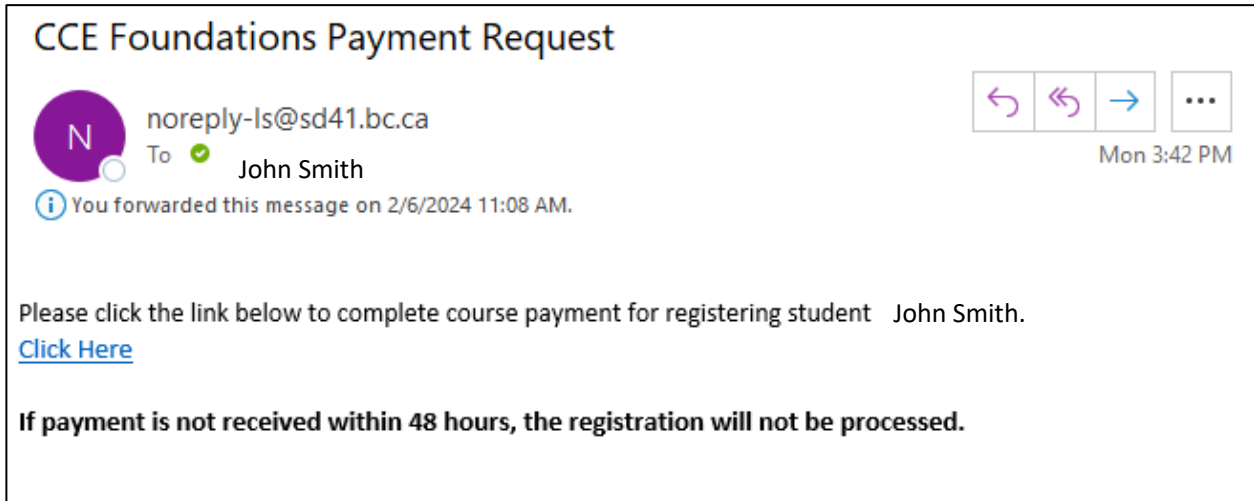


You will then see this notice.

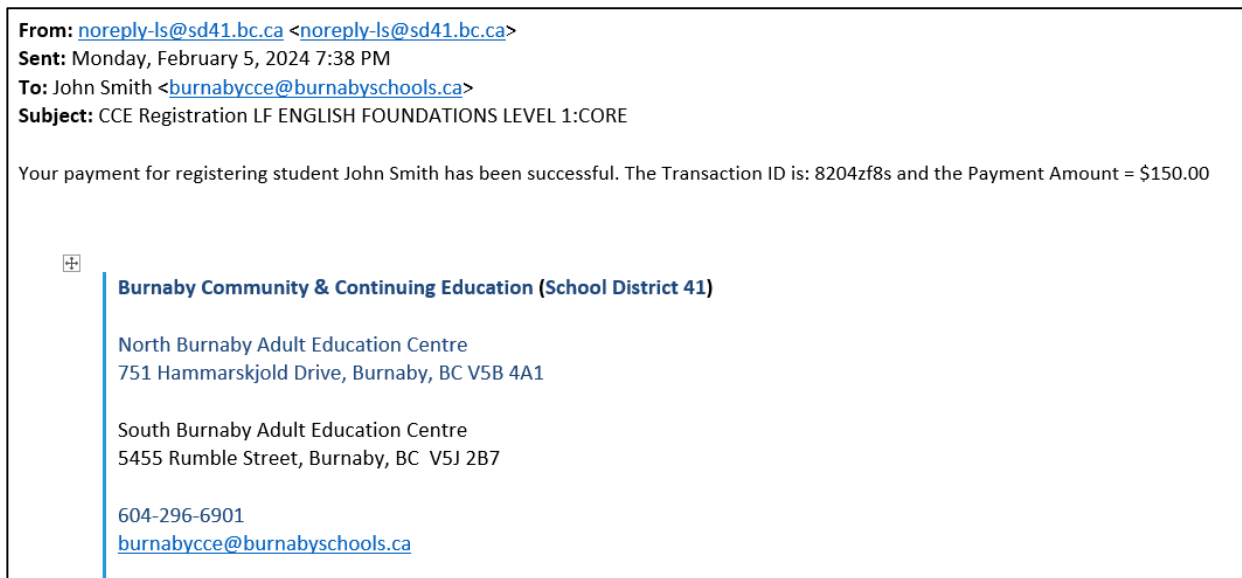


22. Check your email for the confirmation and link to pay a \$150 materials deposit.

NOTE: The deposit must be paid using a credit card.



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



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

PLEASE NOTE:

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

Registration

Please do not register for the same course more than once. If you encounter any issues, please call 604-296-6901.

Withdrawal

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

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.