

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 – <u>SKIP to Step 12</u>

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

FOUNDATIONS PROGRAM



- 2. Scroll Down to "Student Registration"
- 3. Next to "Registration," press on CLICK HERE

Registration	CLICK HERE	
Please do not register for the	same course more than once. If you encour	inter any issues, please call 604-296-6901.
Withdrawal	CLICK HERE	
Please use the Withdrawal bu	itton if you wish to withdraw from a course 1	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
Student Login 🗸		SCHOOL DISTRICT 41
PEN	Date of Birth	
	vvvv.mm.dd	
This is your personal education number (9-dig	pits). If have forgotten your PEN, please check your my ed account or	
nsii niips.//www.z.gov.bc.ca/gov/conten//euuca	auon-u anning/x-12/Support pen-services/pen	
Yes, I would like to start a new student app	lication	
Description		
Previous		INEXL

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

Student Registration	
Information Check	SCHOOL DISTRICT 41
Please verify the following information is correct	
First Name	
John	
Last Name	
Smith	
Email burnabycce@burnabyschools.ca	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
Provious	Nevt
Flevious	



8.Complete the following questions

9.Click SUBMIT

Student Registration	
Academic History ~	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	o of your registration is now complete.
Step 2 - Your registr	ation is now awaiting approval.
Step 3 - Once appr registration.	oved, you will be sent an email with a link to complete your cou
Step 4 - Click on the for confirmation.	e link and complete your course registration. Please check your er
	Powered by Laserfiche Forms



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

CCE Foundations Registration Form				
noreply-ls@sd41.bc.ca	S Reply	所 Reply All	\rightarrow Forward	
John Smith			Mon 2/5/2024	3:42 PM
Hello				
Below is the link to the Foundations Registration form. Your PEN is	, yo	u will need this to	o register. Pleas	e note
that you will only be able to register for one course at a time. You m	ay use this lin	k for as many cou	irses as you nee	ed, you
do not need to fill out the pre-registration form again at this time. If	his link is valid	until the registra	ation term is clo	sed.
https://registration.sd41.bc.ca/Forms/foundationsreg				

- 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

Foundations Course Registration		
Ver	rification	SCHOOL DISTRICT 41
Pa	ige 1 of 2	
PEN*	Date of Birth *	
1 		
	dd/mm/yyyy	
Credentials Accepted. You may continue I certify that I am a BC resident and am not currently taking any of school while I am actively enrolled in these courses.*	of the courses I will be selecting at any other school,	AND I will not be taking any of these courses at another
What is the last level of Foundations you have taken?*		
	~	
New Student	New Charles	
2	New Student	Next
4		
5		
7		



17. Select the Term you would like.

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



18. Choose your Foundations Level

Foundations Course Registra	ation	BURNABY
	Foundations Course Selection	SCHOOL DISTRICT 41
	Page 2 of 2	
Term *	Filter list by course name	
Select the term you would like to register for	Select a course you would like to	register for
Q3	~	×
Course Schedule Times	LF ENGLISH LEVEL 2: CON LF ENGLISH LEVEL 3: CON	RE RE
Course Selection	LF ENGLISH LEVEL 4: CO LF ENGLISH LEVEL 5: COF LF ENGLISH LEVEL 6: COF	RE R
Course List	LF ENGLISH LEVEL 7. CO LF ENGLISH FOUNDATION LF ENGLISH LEVEL 1/2: CO	NS LEVEL 1:CORE OMP-SPK & LISTEN
ld Course Name	LF ENGLISH LEVEL 3/4: Cf Seats Avail. Start Date End D LF ENGLISH LEVEL 3/4: Cf LF ENGLISH LEVEL 5/6/7: LF ENGLISH LEVEL 5/6/7: LF ENGLISH LEVEL 5/6/7:	OMP-KEAD OMP-WRITE COMP-WRITE
	DE 22 4/15/2024 1 6/24/2024 1 NEAEC AM/	(M W E) MENEA10 NE1A- 2

19. Review the <u>Course List</u> and make note of the Course's <u>ID #</u> (note the location/schedule)
20. Under <u>Selected Course</u>, select the ID Number that corresponds with your course

Id	Course Name	Se	ats Avail.	Start Date	End Date	Location	Schedule	Course Code	Section Number
104	LF ENGLISH LE EL 2: CORE	24	ļ	4/15/2024 1	6/24/2024 1	NBAEC	AM(M,W,F)	MENFB10	NE2Az-3
105	LF ENGLISH ZEVEL 2: CORE	22	1	4/15/2024 1	6/24/2024 1	SBAEC	AM(M,W,F)	MENFB10	SE2Az-3
Sel Plea	ected Course se put the ID of the course you would like to register	into the field below	column on the	e left most side).					



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'.

Course Materials Deposit Fee	
\$ 150.00	
Total Fee	
\$ 150.00	
1. The fees noted are refundable.	
2. Course Materials Deposit Fee Refund - If co	urse materials are returned in good condition at the end of the course, a full refund will be issued.
3. International Student refunds - A written re-	uest for a refund must be received before the start of the second class. A \$35.00 processing fee will be charged.
4. Please click on "Add to cart" and then follo ***Warning*** Clicking the "Add to cart" is a o	w further instructions. ne 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 e processed.	mail to the applicant with a secure link to make payment. If payment is not received within 48 hours, the registration will not
	Add to cart
Previous	

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 <u>credit card</u>.

CCE Foundations Payment Request	
Noreply-Is@sd41.bc.ca To O John Smith I You forwarded this message on 2/6/2024 11:08 AM.	← ← ← ← ← ← ← ← ← ← ← ← ← ← ← ← ← ← ←
Please click the link below to complete course payment for registering student John <u>Click Here</u>	Smith.
If payment is not received within 48 hours, the registration will not be processed	I.

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 <u>https://www.burnabycce.ca/foundations/</u>
- 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)
 - \circ Withdraw yourself from the class

Please do not register for	e same course more than once. If you encounter any issues, please call 604-296-6901.	
Withdrawal	CLICK HERE	
Please use the Withdrawa	utton if you wish to withdraw from a course. If you have started the course, please also let your teacher	know.
Course Verification	CLICK HERE	