

HIGH SCHOOL COURSES

Frequently Asked Questions

How can I register for classes?

- Registration is a multi-step process. Please review the steps below:
- [Step 1](#): Prepare and submit in documents for pre-approval in a [Student Registration](#) form. *Documents must include a Canadian transcript.*
- [Step 2](#): When you have been activated in our system, you will receive an email with your PEN (Personal Education Number) & a link to select your courses.
- [Step 3](#): Click on the link and follow the [Instructions on How to Select Courses](#).

When can I register for classes?

- Registration for evening classes will be open in August and January*
 - Registration for daytime classes will be open in August, November, March, and June*
 - You may also check the homepage for the most up-to-date registration dates
- *dates are subject to change


How do I find out what courses I am missing to get my high school diploma?

- Please contact the office at 604-296-6901 to book a phone appointment with our Academic Advisor.

How can I get a copy of my current high school transcript?

- You will need to contact the Ministry of Education – [Request High School Transcript](#)

What if I do not have a BC or Canadian high school transcript?

- You will need to complete an English assessment test to determine your English level.
 - Please go to the foundations program page of our website - [Foundations Program](#) and register as a new student (blue button) → 
 - The online assessment requires payment of a \$35 non-refundable fee.

Why can't I find the course that I need/want?

- Check the course schedule in the brochure and on the website homepage to see if it is being offered.
- If the course is listed on the schedule, but not available for course selection, this means the course is cancelled or full. Please contact the office at 604-296-6901 with any questions.

How do I know if my course registration was successful?

- Visit the high school page on our website [High School Completion Program](#)
- Click on the 'Course Verification' button, enter your PEN and DOB and click 'Next'

Why was my course registration cancelled?

- If you do not pay the \$150 materials deposit within 48 hours, you will be automatically removed from any class that you register for.
- There may have been an insufficient number of registrants to run the course.