

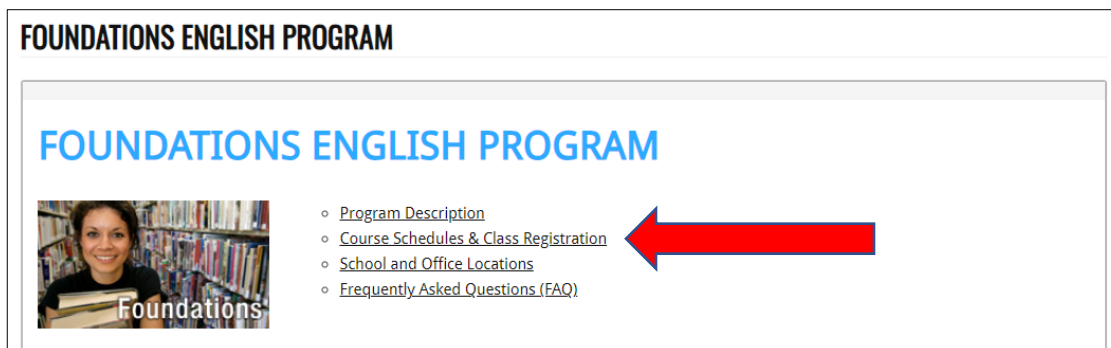
# FOUNDATIONS – HOW TO REGISTER FOR CLASSES

**NOTE: if you are registering from the link that you were emailed – SKIP to Step 7**

1. Go to the BCCE Foundations Webpage:

<https://www.burnabyccce.ca/foundations/>

2. Click on “Course Schedules & Class Registration”

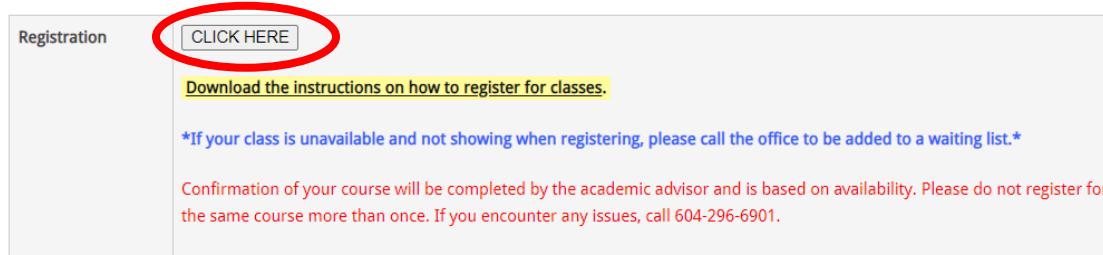


FOUNDATIONS ENGLISH PROGRAM

FOUNDATIONS ENGLISH PROGRAM

- [Program Description](#)
- [Course Schedules & Class Registration](#)
- [School and Office Locations](#)
- [Frequently Asked Questions \(FAQ\)](#)

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



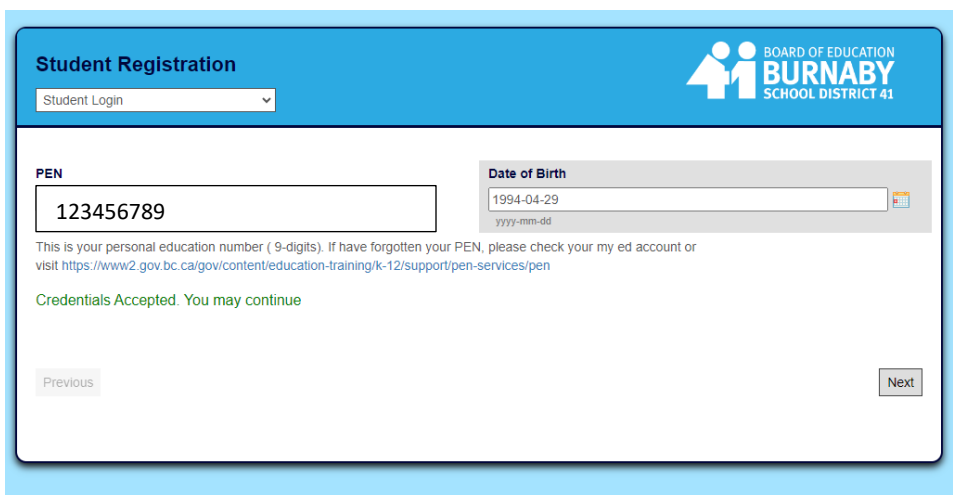
Registration **CLICK HERE**

[Download the instructions on how to register for classes.](#)

*\*If your class is unavailable and not showing when registering, please call the office to be added to a waiting list.\**

Confirmation of your course will be completed by the academic advisor and is based on availability. Please do not register for the same course more than once. If you encounter any issues, call 604-296-6901.

4. Enter your PEN (Personal Education Number) and your Date of Birth. If the information is correct, a message will appear “Credentials Accepted. You may continue. Click **NEXT**.”



**Student Registration**

Student Login

**PEN**  
123456789

**Date of Birth**  
1994-04-29

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

Previous Next

# FOUNDATIONS – HOW TO REGISTER FOR CLASSES

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

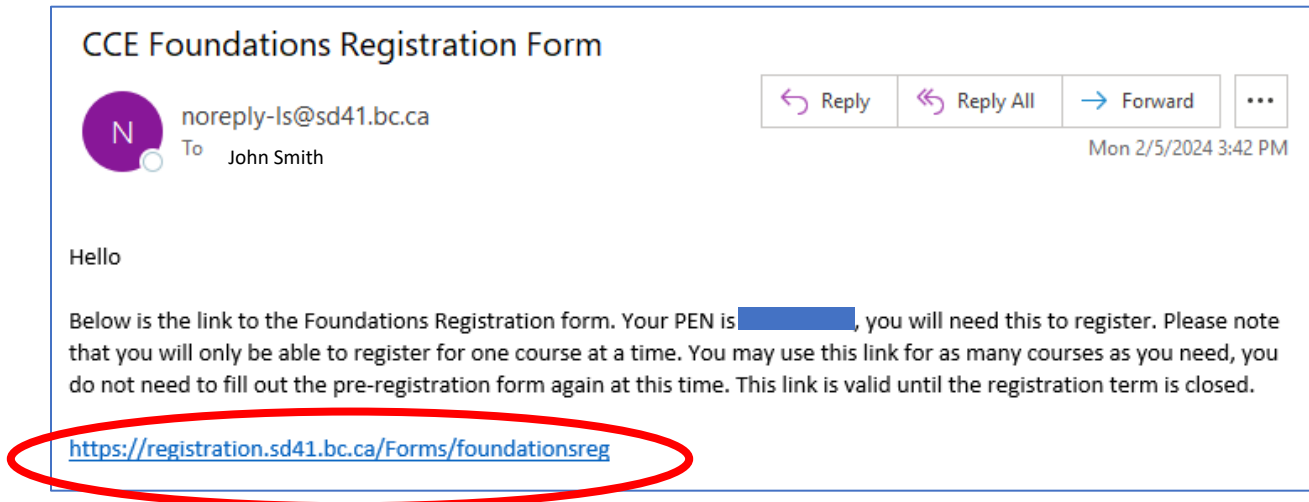
The screenshot shows the 'Student Registration' form for Burnaby School District 41. The page title is 'Student Registration' and the dropdown menu is set to 'Information Check'. The logo for the Board of Education Burnaby School District 41 is in the top right. The main heading is 'Please verify the following information is correct'. There are two text input fields: 'First Name' with 'John' and 'Last Name' with 'Smith'. A red-bordered box contains an important note: '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.' Below this, there is an 'Email' field with 'burnabvcc@burnabvschools.ca' and a checkbox 'I would like to update my email' which is unchecked. A note says 'Please confirm this email is correct. If not select the checkbox to update your email.' There is also a note 'Please select to update your email.' Below the email field is a 'Phone Number' field with '604-296-6901' and a note 'Only fill in this field if your home phone number has changed' with an empty input field. At the bottom, there are 'Previous' and 'Next' buttons.

6. Complete the following questions. Click **SUBMIT**. Your pre-registration form has been submitted!

The screenshot shows two parts of the registration process. On the left is the 'Student Registration' form for 'Academic History'. The logo for the Board of Education Burnaby School District 41 is in the top right. The heading is 'Academic History'. There are three questions with radio button options: 'Have you graduated from high school in any country?' (Yes/No), 'Do you have your BC Graduation Diploma?' (Yes/No), and 'Which Graduation Program are you planning to complete?' (Regular Graduation Program/Adult Graduation Program). A note says 'For more information please visit high school - program description'. At the bottom, there are 'Previous' and 'Next' buttons, and a 'Submit' button which is circled in red. On the right is a 'Thank you!' confirmation page. It says 'Your form has been submitted.' and lists four steps: '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.', and 'Step 4 - Click on the link and complete your course registration. Please check your email for confirmation.' At the bottom of the confirmation page, it says 'Powered by Laserfiche Forms'.

# FOUNDATIONS – HOW TO REGISTER FOR CLASSES

- Next, login to your email account (gmail, yahoo, etc). Open the email from CCE, it should look like the one below:



- Click on the link. Enter your PEN and Date of Birth. From the drop-down menu, select the level of Foundations you are CURRENTLY in. (Ex: if you already took Foundations 1, select Foundations 1. If you have not taken a class yet, select New Student. And click **NEXT**.

Foundations Course Registration

Verification  
Page 1 of 2

BOARD OF EDUCATION  
**BURNABY**  
SCHOOL DISTRICT 41

PEN\*  
123456789

Date of Birth\*  
31-01-1991

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

1  
2  
3  
4  
5  
6  
7

New Student

Next

# FOUNDATIONS – HOW TO REGISTER FOR CLASSES

9. 17. Select the Term you would like. **PLEASE SELECT THE CORRECT TERM.**

Daytime Term: Q1 = September

Evening Term: S1 = September

The screenshot shows the 'Foundations Course Registration' page. The 'Term' dropdown menu is open, with 'Q3' selected and circled in red. The page header includes 'Foundations Course Selection' and 'Page 2 of 2'. The Board of Education BURNABY SCHOOL DISTRICT 41 logo is in the top right corner.

10. Choose your Foundations Level

The screenshot shows the 'Foundations Course Registration' page. The 'Filter list by course name' dropdown menu is open, with the list of course levels circled in red. The page header includes 'Foundations Course Selection' and 'Page 2 of 2'. The Board of Education BURNABY SCHOOL DISTRICT 41 logo is in the top right corner.

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

12. Under [Selected Course](#), select the ID Number that corresponds with your course

The screenshot shows the 'Course List' and 'Selected Course' sections. 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' section has a dropdown menu for 'Id\*' circled in red.

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

# FOUNDATIONS – HOW TO REGISTER FOR CLASSES

13. 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 course materials are returned in good condition at the end of the course, a full refund will be issued.
3. 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.
4. 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**

Previous Next

**A message will appear, and you must select “OK” or “CONFIRM”**

registration.sd41.bc.ca says

\*\*\*CAUTION\*\*\*  
Please do not exit this page when loading screen is present.

OK

21 4/15/2024 1 6/24/2024 1 NBAEC AM(M,W,F) M

**Then you will receive this notice.**

We have received your course application!

You will receive an email confirming your course selection.

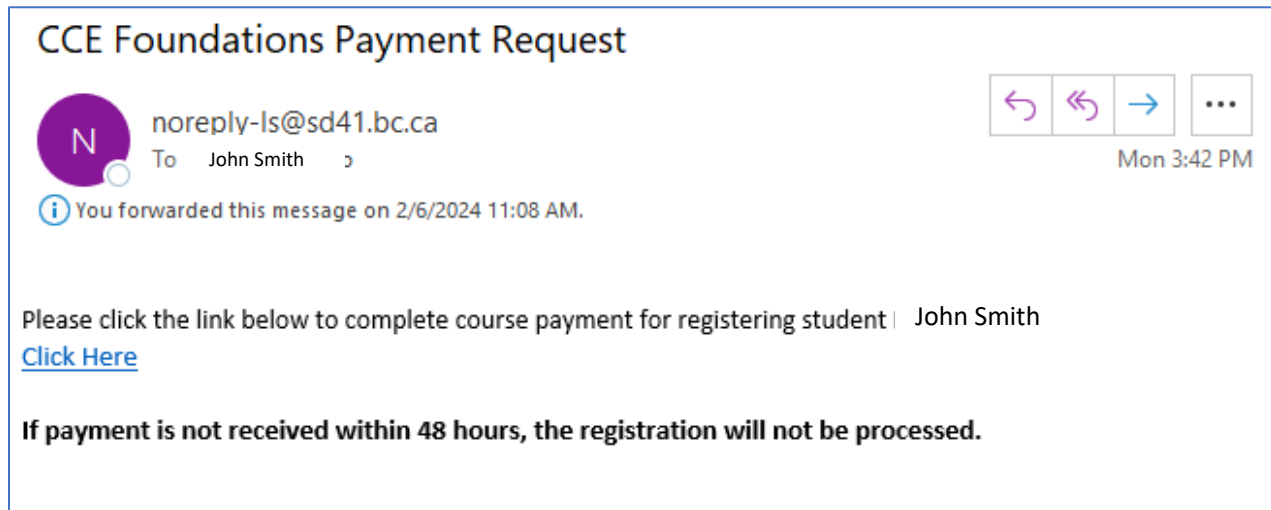
**The email will contain a secure link to make payment. If payment is not received within 48 hours, the registration will not be processed.**

Powered by Laserfiche Forms

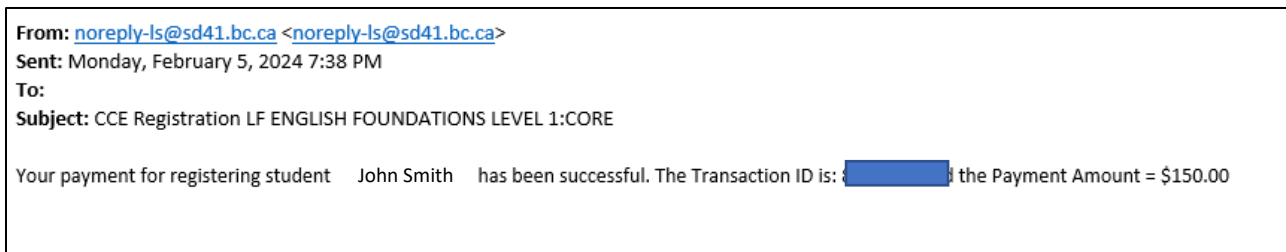
# FOUNDATIONS – HOW TO REGISTER FOR CLASSES

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

**NOTE: The deposit must be paid using a credit card such as a Visa or MasterCard.**



15. Once you have paid the materials deposit, you will receive another email confirming the payment. If it is not successful, you will need to attempt payment again.



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

# FOUNDATIONS – HOW TO REGISTER FOR CLASSES

## PLEASE NOTE:

- You can confirm your course registration by clicking on 'Course Verification' on the Foundations webpage - <https://www.burnabyce.ca/foundations/>

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.

- If you need to withdraw or cancel 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.