

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.burnabyce.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
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>

Credentials Accepted. You may continue

Previous **Next**

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

Student Registration BOARD OF EDUCATION BURNABY SCHOOL DISTRICT 41

Information Check

Please verify the following information is correct

First Name
John

Last Name
Smith

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.

Email
burnabycce@burnabyschools.ca
Please confirm this email is correct. If not select the checkbox to update your email.

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

Phone Number
604-296-6901

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

Previous **Next**

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

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 **Submit** Next

Thank you!

Your form has been submitted.

Step 1 - The 1st step of your registration is now complete.

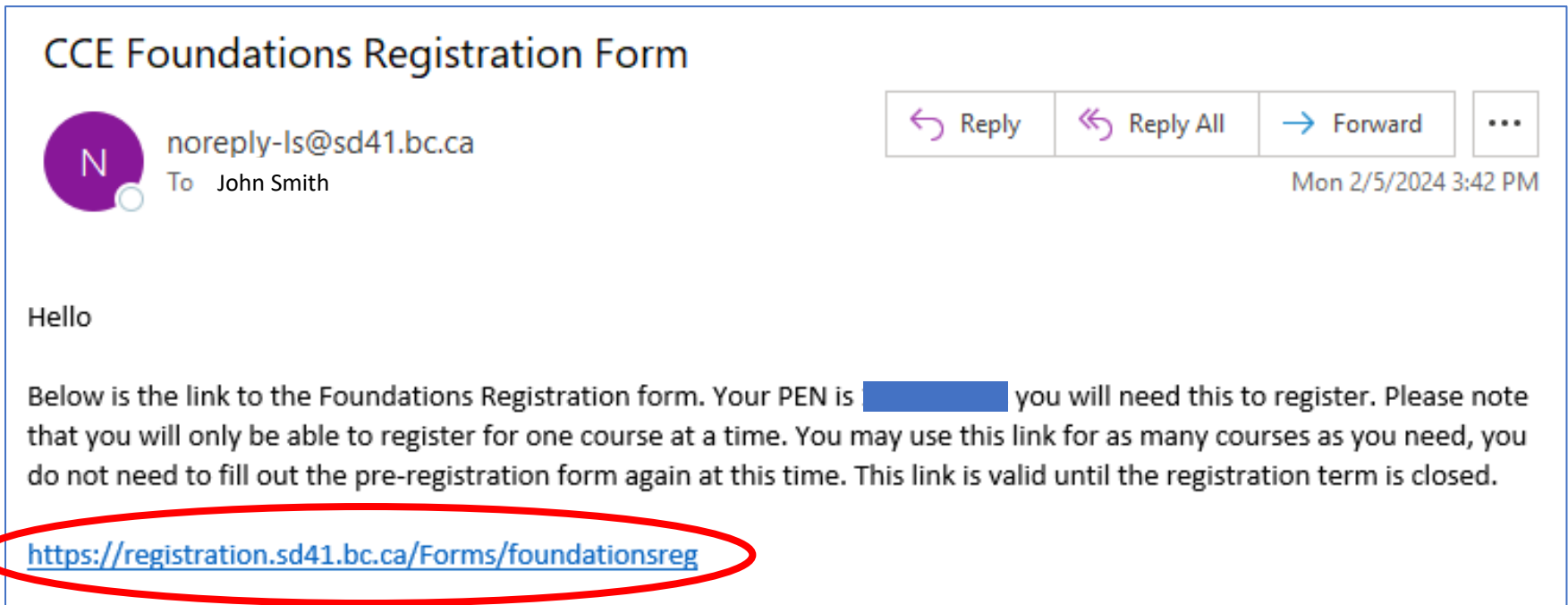
Step 2 - Your registration is now awaiting approval.

Step 3 - Once approved, you will be sent an email with a link to complete your course registration.

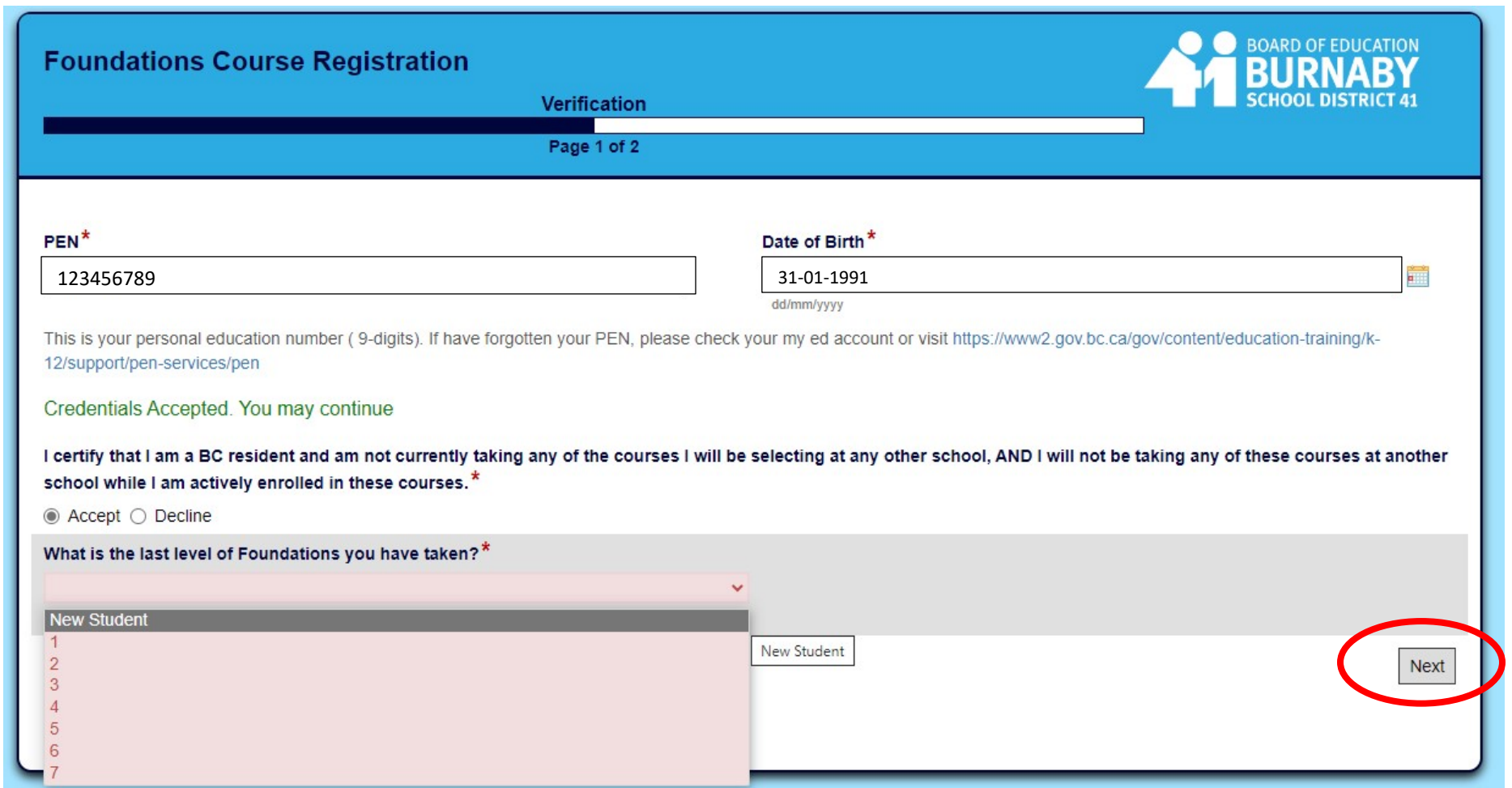
Step 4 - Click on the link and complete your course registration. Please check your email for confirmation.

Powered by Laserfiche Forms

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

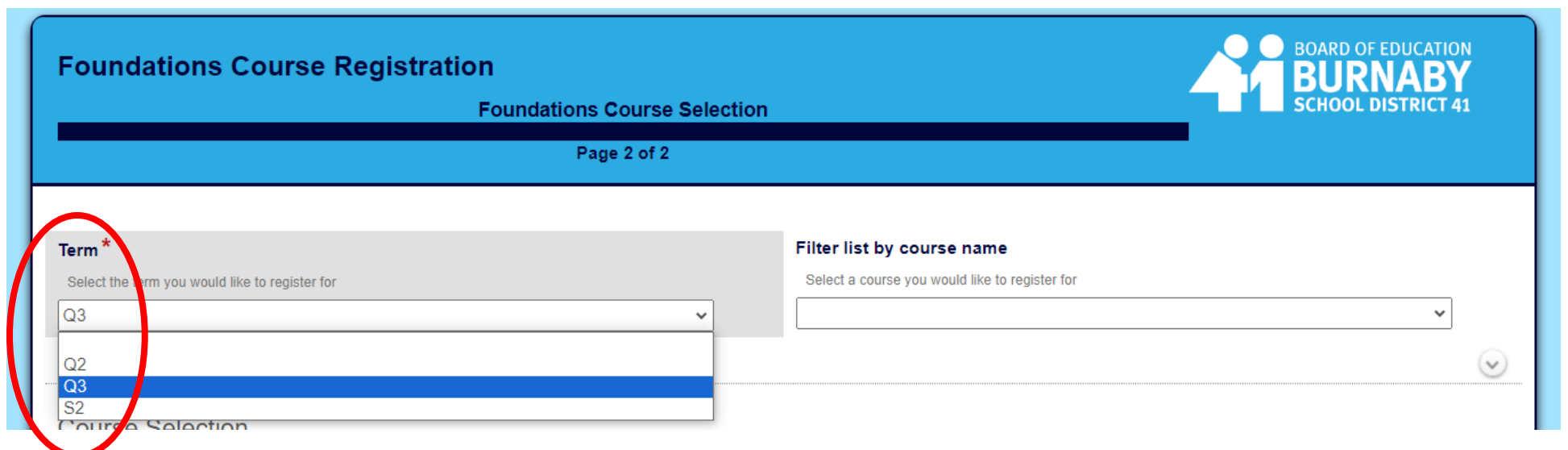


8. Click on the link. Enter your PEN and Date of Birth. From the drop-down menu, select the level of Foundations you are CURRENTLY in. (Ex: if you already took Foundations 1, select Foundations 1. If you have not taken a class yet, select New Student. And click NEXT.



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

TERM S2 = Evening February classes



10. Select "Filter list by course name" and choose your Foundations level

Foundations Course Registration

Foundations Course Selection

Page 2 of 2

BOARD OF EDUCATION
BURNABY
SCHOOL DISTRICT 41

Term*
Select the term you would like to register for
Q3

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

- 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
- LF SOCIAL STUDIES

Course Schedule Times

Course Selection

Course List

Id	Course Name	Seats Avail.	Start Date	End Date
103	LF ENGLISH FOUNDATIONS LEVEL 1: CORE	22	4/15/2024 1	6/24/2024 1

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 matches with your course

Course List

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

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	Fee	Seats Avail.	Start Date	End Date	Location	Schedule	Course Code	Section Number
<input type="text"/>	<input type="text"/>	150.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

13. Scroll to the bottom of the page and click 'Add to cart'.

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

Previous Next

A message will appear, and you must select "OK" or "CONFIRM"

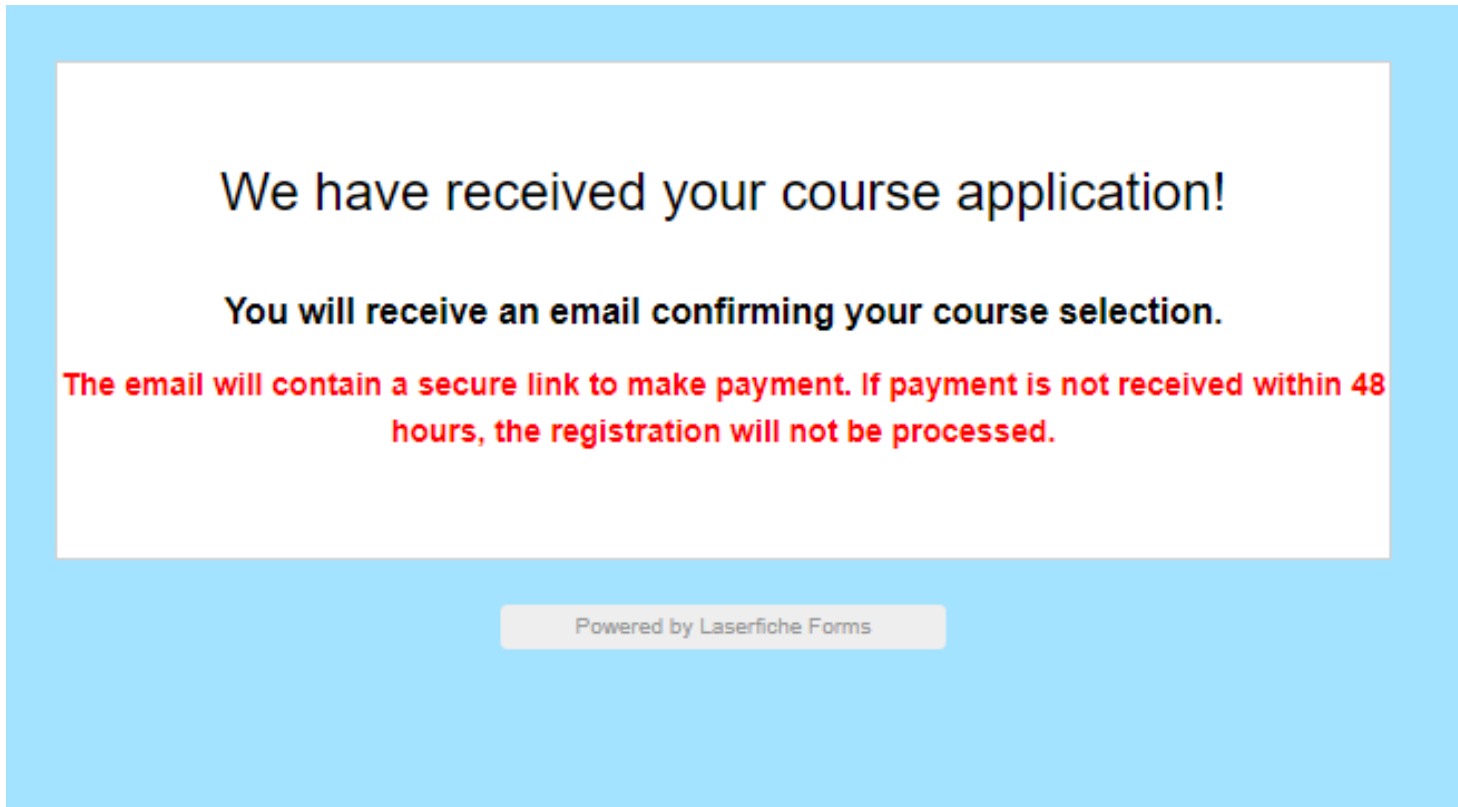
registration.sd41.bc.ca says

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

OK

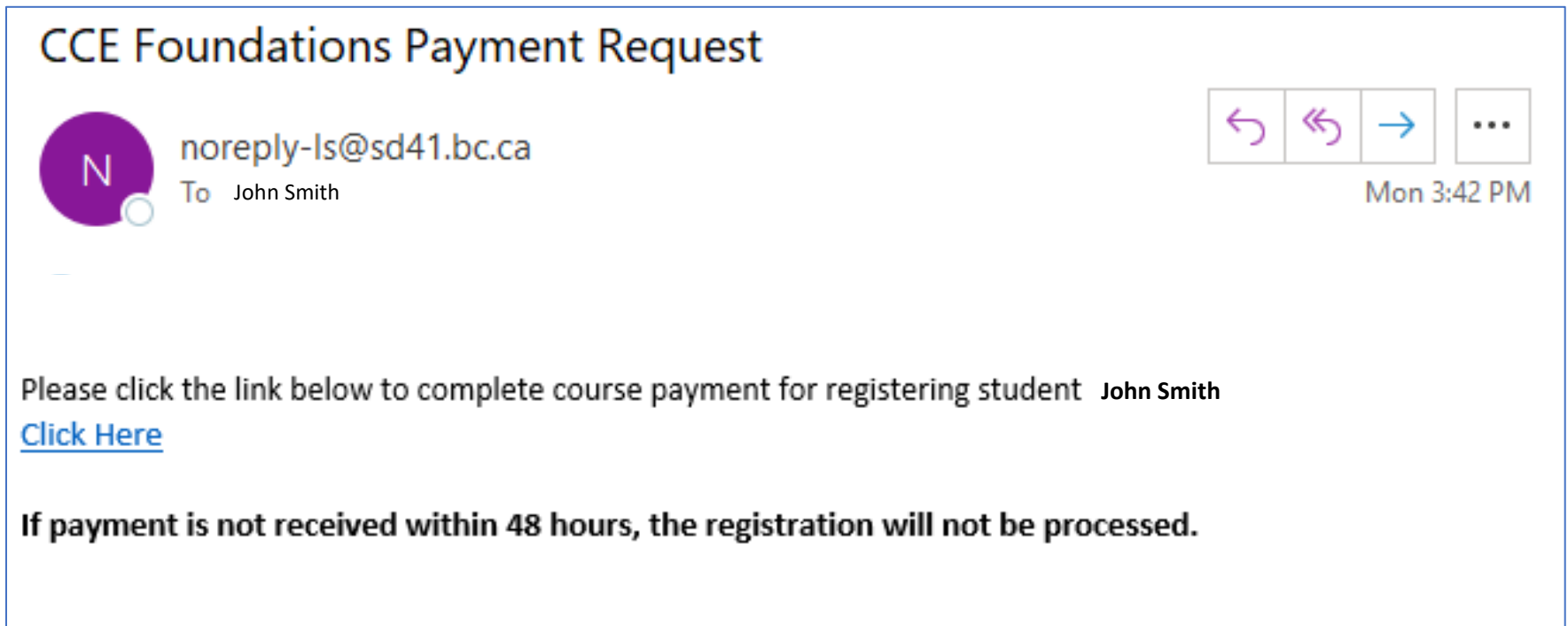
21	4/15/2024 1	6/24/2024 1	NBAEC	AM(M,W,F)
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Then you will receive this notice.

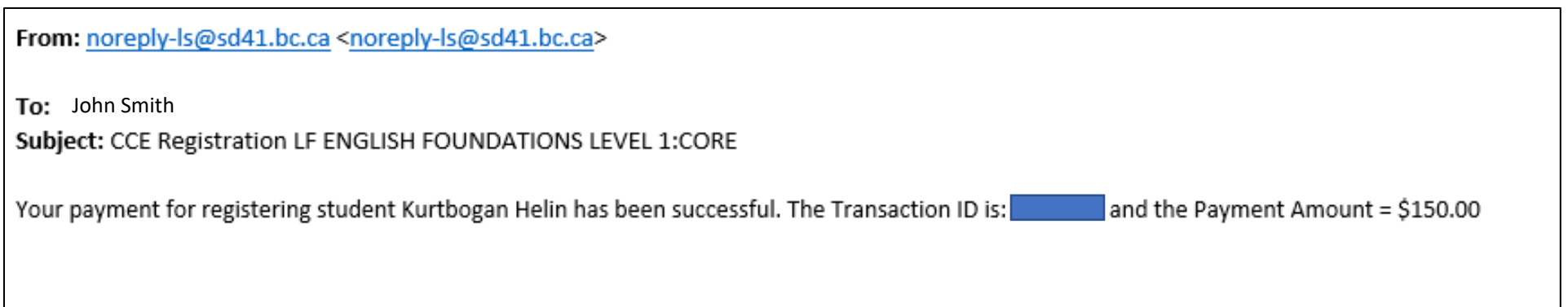


14. Check your email for the confirmation and link to pay a \$150 materials deposit.

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.

PLEASE NOTE:

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

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