

# BCCE FOUNDATIONS – HOW TO SELECT COURSES


**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 & Course Selection”

## FOUNDATIONS ENGLISH PROGRAM

### FOUNDATIONS ENGLISH PROGRAM



- [Program Description](#)
- [Course Schedules & Course Selection](#)
- [School and Office Locations](#)
- **[NEW STUDENTS CLICK HERE](#)**

3. Next to “Course Selection” press on **CLICK HERE**

Course Selection

**CLICK HERE**


**Download the instructions on how to select courses.**

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**

5. Make sure your name, email and phone number are correct. Do NOT use a Hotmail email address. Click **NEXT**.

**Student Registration**

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**  
burnabyce@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**

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.

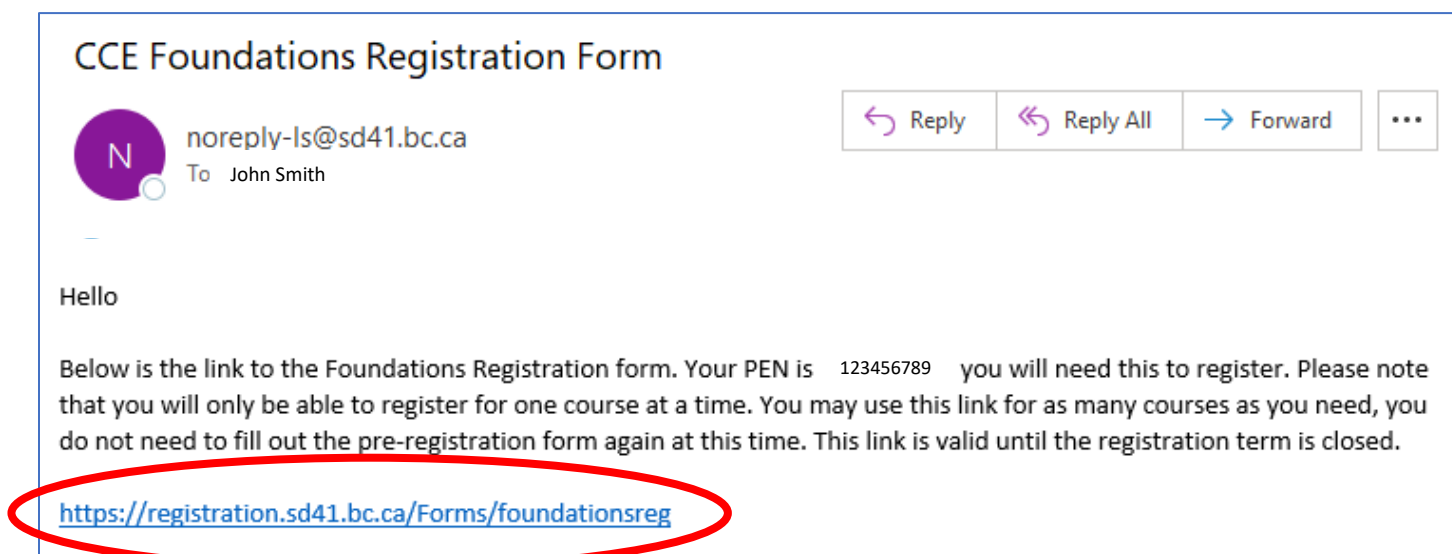
**Step 2** - Your registration is now awaiting approval.

**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.

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7. Next, login to your email account (gmail, yahoo, etc). Open the email from [noreply-ls@sd41.bc.ca](mailto:noreply-ls@sd41.bc.ca) - it should look like the one below. Click on the link.



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

The screenshot shows the 'Foundations Course Registration' form for the 'BOARD OF EDUCATION BURNABY SCHOOL DISTRICT 41'. At the top, there is a 'Verification' bar and 'Page 1 of 2'. The form has two input fields: 'PEN\*' with the value '123456789' and 'Date of Birth\*' with the value '31-01-1991'. Below these fields, there is a message: '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'. A green message states 'Credentials Accepted. You may continue'. A certification statement follows: '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.\*'. Below this, there are radio buttons for 'Accept' (selected) and 'Decline'. A dropdown menu is open for the question 'What is the last level of Foundations you have taken?\*', showing options from 'New Student' to '7'. The 'Next' button is circled in red.

9. Select the Term. **PLEASE SELECT THE CORRECT TERM, IT IS ALSO LISTED ON THE SCHEDULE.**

Day Terms	Evening Terms
Q1 = Fall	S1 = Fall – Mon & Wed N1 = Fall – Tues, Wed & Thurs
Q2 = Winter	S2 = Winter – Mon & Wed N1 = Winter – Tues, Wed & Thurs
Q3 = Spring	N3 = Spring – Tues, Wed & Thurs
Q4 = Summer	There are no evening classes in summer

10. Under “Filter list by course name”, choose the Foundations Level you want.

11. View 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

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	6/24/2024	NBAEC	AM(M,W,F)	MENFB10	NE2Az-3
105	LF ENGLISH LEVEL 2: CORE	22	4/15/2024	6/24/2024	SBAEC	AM(M,W,F)	MENFB10	SE2Az-3

Id*	Course Name	Fee	Seats Avail.	Start Date	End Date	Location	Schedule	Course Code	Section Number
		150.00							

**NOTE: If a class is not showing in the list it may be full or cancelled. Contact the office to confirm if the class is available. If the class is full, you can request to add your name to the waiting list.**

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!

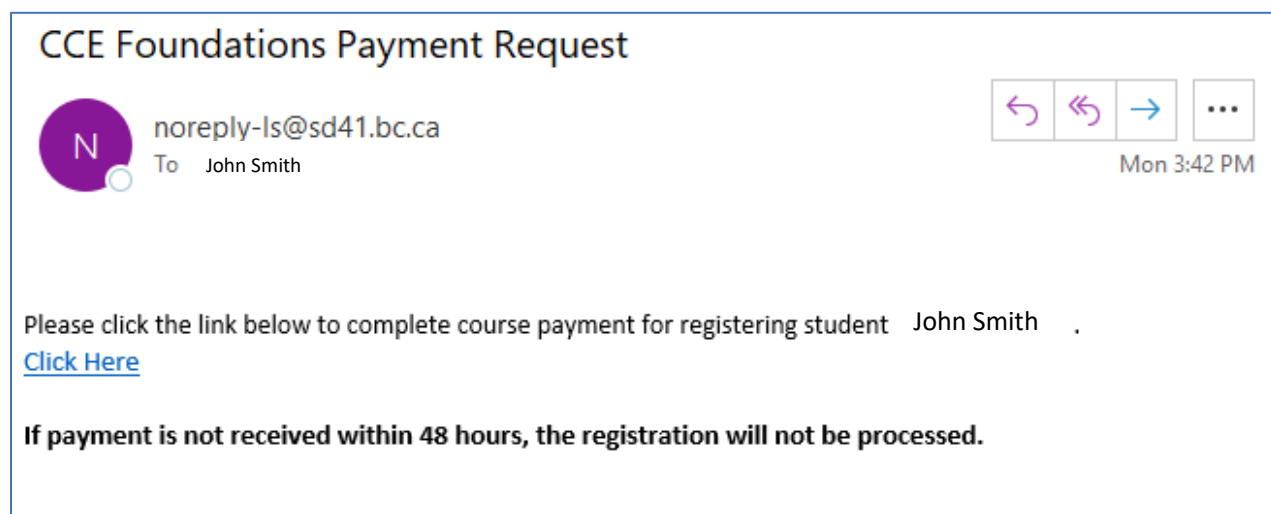
You will receive an email confirming your course selection.

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

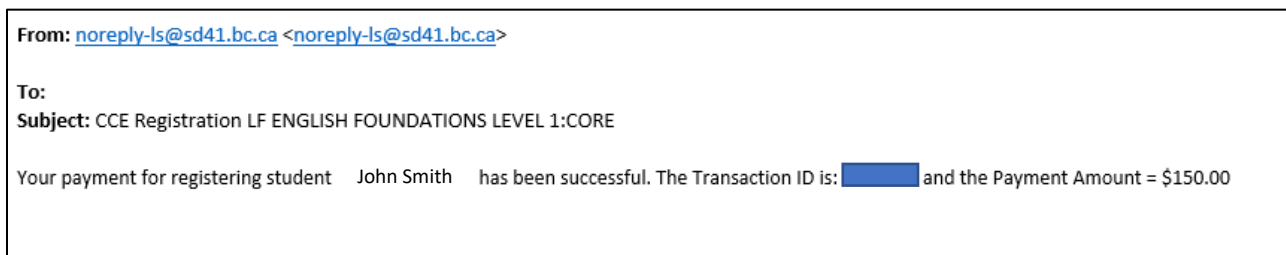
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14. Check your email for the confirmation and link to pay a \$150 materials deposit.

**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:**

- To confirm your course registration, click on 'Course Verification' on the Foundations webpage
- To withdraw or cancel your course, click on 'Withdrawal' on the Foundations webpage

**\*\*If you are withdrawing/cancelling after classes have started, follow all steps below:**

1. Inform your instructor
2. Return the textbook(s)
3. Withdraw yourself from the class

Course Selection	<a href="#">CLICK HERE</a>  <b><u>Download the instructions on how to select courses.</u></b>  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.
Withdrawal	<a href="#">CLICK HERE</a>  Please use the Withdrawal button if you wish to withdraw from a course or cancel your course registration. If you have started the course, you must inform your teacher before submitting this form.
Course Verification	<a href="#">CLICK HERE</a>  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.