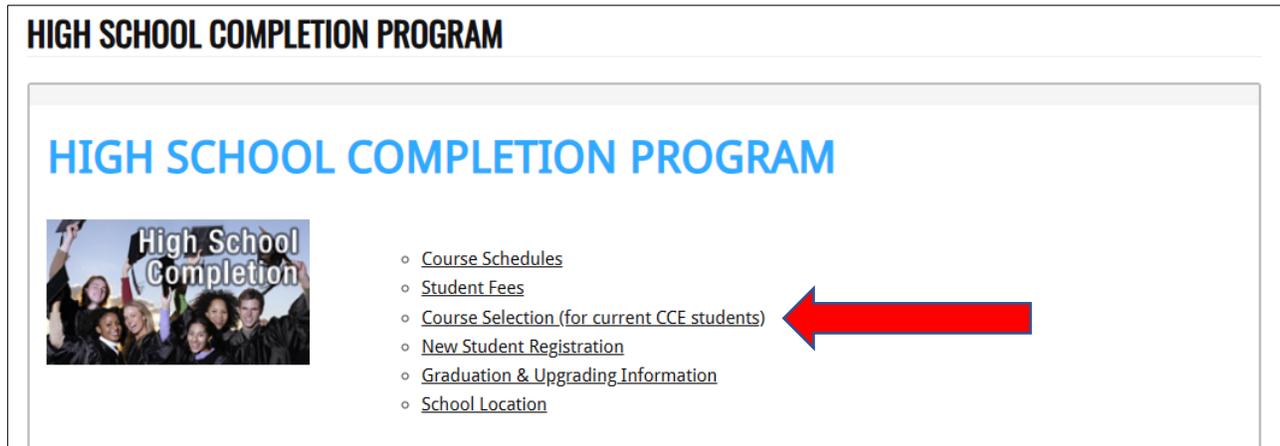


BCCE HIGH SCHOOL – HOW TO SELECT COURSES

These instructions are for students who completed the high school application process OR are currently taking a high school course or completed the Foundations English 7 course with BCCE. **If you already received your email link – [SKIP to Step 7](#)**

1. Go to the BCCE High School Webpage: <https://www.burnabyce.ca/high-school-completion/>
2. Click on “[Course Selection \(for current CCE students\)](#)”



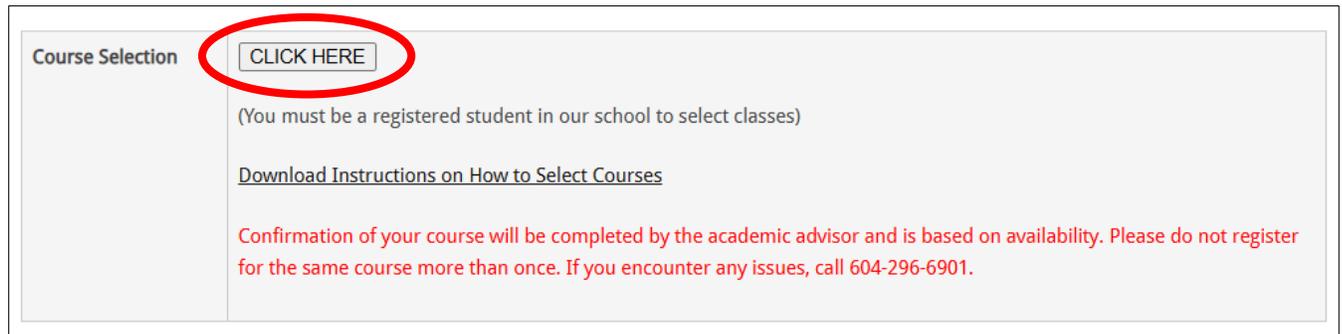
HIGH SCHOOL COMPLETION PROGRAM

HIGH SCHOOL COMPLETION PROGRAM



- [Course Schedules](#)
- [Student Fees](#)
- [Course Selection \(for current CCE students\)](#)
- [New Student Registration](#)
- [Graduation & Upgrading Information](#)
- [School Location](#)

3. Next to “[Course Selection](#)” press on **CLICK HERE**



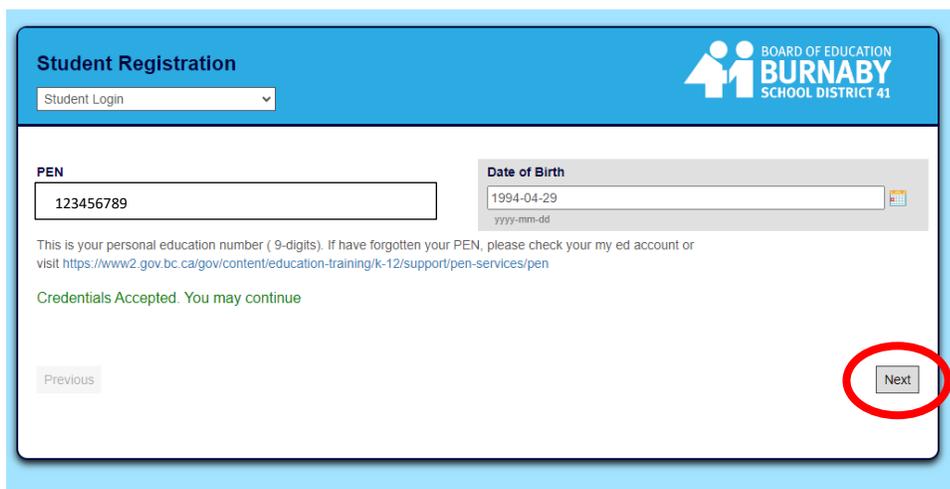
Course Selection **CLICK HERE**

(You must be a registered student in our school to select classes)

[Download 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
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. 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
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

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.

Powered by Laserfiche Forms

7. Next, login to your email account. Open the email from noreply-ls@sd41.bc.ca - it should look like the message below. Click on the link.

CCE High School Registration Form

noreply-ls@sd41.bc.ca
To: BurnabyCCE ContinuingEd

3:29 PM

Hello

Below is the link to the High School Registration form. Your PEN 12345678 you will need this to register. Please note that you will only be able to register for one course at a time. You may use this link for as many courses as you need, you do not need to fill out the pre-registration form again at this time. This link is valid until the registration term is closed.

<https://registration.sd41.bc.ca/Forms/highschoolreg>

8. Enter your PEN and Date of Birth. Select 'Accept' and click **NEXT**.

High School Course Registration



Verification

Page 1 of 2

PEN*

123456789

Date of Birth*

31/01/1991

dd/mm/yyyy

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

Next

9. Select the Term. **PLEASE SELECT THE CORRECT TERM, IT IS 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

High School Course Registration



High School Course Selection

Page 2 of 2

Term*

Select the term you would like to register for

Q2

Q3

S2

Filter list by course name

Select a course you would like to register for

[Empty dropdown]

10. Under "Filter list by course name", choose the High School course that you want.

Term*

Select the term you would like to register for

Q3

Filter list by course name

Select a course you would like to register for

ANATOMY AND PHYSIOLOGY 12

CHEMISTRY 11

CHEMISTRY 12

COMPOSITION 11

COMPOSITION 12

ENGLISH FIRST PEOPLES 12

ENGLISH STUDIES 12

FOUNDATIONS OF MATHEMATICS 11

FOUNDATIONS OF MATHEMATICS 12

MATH UPGRADING (ALL LEVELS)

PHILOSOPHY 12

PRE-CALCULUS 11

PRE-CALCULUS 12

SOCIAL JUSTICE 12

WORKPLACE MATHEMATICS 11

Transcript*

Upload

Course Schedule Times

Course Selection

Course List

Id	Course Name	Seats Avail.	Start Date	End D
96	ANATOMY AND PHYSIOLOGY 12	30	4/9/2024 12	6/27/2024 1

11. Upload a copy of your transcript. If you do not have a transcript – you can upload a report card or a copy of an email from your teacher or a CCE staff member.

The screenshot shows a registration form with several sections. The 'Term' dropdown is set to 'Q3'. The 'Transcript' section, which includes an 'Upload' button, is circled in red. Below it are sections for 'Course Schedule Times', 'Course Selection', and 'Course List'. At the bottom, there is a table header with columns: 'Id', 'Course Name', 'Seats Avail.', and 'Start Date'.

NOTE: If you are currently enrolled in a BCCE class, you can login to your MyEducation account to view your current class mark. <https://myeducation.gov.bc.ca/asp/en/logon.do> - You can take a picture or screenshot of your mark and upload it into the transcript section.

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

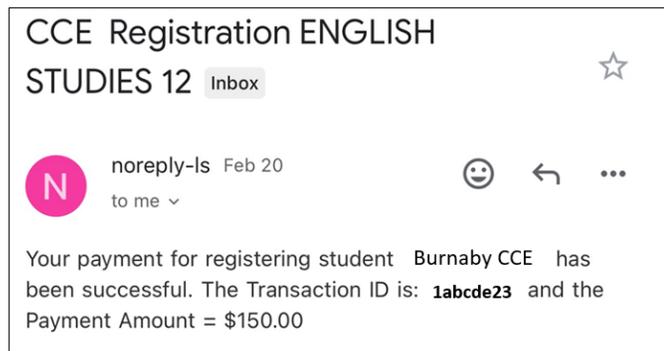
The screenshot shows a 'Selected Course' page for 'ANATOMY AND PHYSIOLOGY 12'. It includes a table with columns: 'Id', 'Course Name', 'Seats Avail.', 'Start Date', 'End Date', 'Location', 'Schedule', 'Course Code', and 'Section Number'. Below the table, there are sections for 'Course Materials Deposit Fee' (\$150.00) and 'Total Fee' (\$150.00). A list of terms and conditions follows. At the bottom, a green 'Add to cart' button is circled in red.

Id*	Course Name	Seats Avail.	Start Date	End Date	Location	Schedule	Course Code	Section Number
96	ANATOMY AND PHYSIOLOGY 12	30	4/9/2024	6/27/2024	NBAEC	AM(T,R)	MATPH12	N310-3

13. Once you click 'Add to cart' – you will be emailed a link to pay a \$150 course materials deposit (book deposit). **NOTE: The deposit must be paid using a credit card such as a Visa or MasterCard.**

The screenshot shows an email titled 'CCE High School Registration Form'. The sender is 'noreply-ls@sd41.bc.ca' from 'BurnabyCCE ContinuingEd'. The email body contains the text: 'Please click the link below to complete course payment for registering student Burnaby CCE' followed by a blue 'Click Here' link. A warning at the bottom states: 'If payment is not received within 48 hours, the registration will not be processed.'

14. Once you have paid the materials deposit, you will receive another email confirming the payment. The 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 High School webpage
 - To withdraw or cancel your course, click on 'Withdrawal' on the High School 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	CLICK HERE Download the instructions on how to select courses. <p>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.</p>
Withdrawal	CLICK HERE <p>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.</p>
Course Verification	CLICK HERE <p>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.</p>