Online Course Requests Student Instructions 2022 – 2023

When you log onto your MyEdBC Student Portal, you will be able to select Course Requests by going to the **My Info** top tab > **Requests** side tab.

Requests are entered in *'Entry Mode'* view which is the default view. You can use the blue hyperlinks of Entry mode >> and << Exit entry mode to toggle between the two views.

In entry mode you will see the **Instructions** block with information provided by the school.

Primary Requests

Primary requests refer to your first choice course selections within each available Subject Area. To choose from a list of available requests click the **Select** button:

Be sure to read any additional instructions provided. There may be more than one page of requests available to choose from. Use the drop down menu and/or the forward and back arrows to move between pages of requests:

<	1:10 |MAF--12--S ▼	>			0 of 23 select
	1:10 |MAF--12--S				
Sele	2:110 |MICTP12--S	ourseDescription	Academic level	Credit	Prequisite
	3:210 |MVAMT12--S				
☐	MAF--12--S	FA: ART FOUNDATIONS 12	Regular	4.0	

Select course requests by placing a check mark next to the course(s) you are selecting and click **OK:**

4 of 8 selected

Select	CourseNumber	CourseDescription	Academic level	Credit	Prequisite	Status
☐	MCOM-12--S	EN: COMMUNICATIONS 12	Regular	4.0		
☑	MFOM-12--S	MA: FOUNDATIONS OF MATHEMATICS 12	Regular	4.0		
☑	MBI--12--S	SC: BIOLOGY 12	Regular	4.0		
☐	MCH--12--S	SC: CHEMISTRY 12	Regular	4.0		
☐	MPH--12--S	SC: PHYSICS 12	Regular	4.0		
☑	MGEO-12--S	SS: GEOGRAPHY 12	Regular	4.0		
☐	MHI--12--S	SS: HISTORY 12	Regular	4.0		

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☑ OK   ✖ Cancel

If you are currently taking a course from the list there will be no check box available and the **Status** column will indicate *Course in progress.* If you need to request a course that you are currently taking, please see a counsellor to add this request for you as you are unable to add it yourself.

<	1:10 |MAF--12--S ∨	>				2 of 16 selected
Select	CourseNumber	CourseDescription	Academic level	Credit	Prequisite	Status
☐	MAF--12--S	FA: ART FOUNDATIONS 12	Regular	4.0		
☑	MCAFT12--S	CAFETERIA TRAINING 12	Regular	4.0		
	MAT--12--S	AUTOMOTIVE TECHNOLOGY 12	Regular	4.0		Course in progress
☐	MCJ--12--S	CARPENTRY & JOINERY 12	Regular	4.0		
☐	MDFT-12--S	FA: MEDIA ARTS: FILM & TELEVISION 12	Regular	4.0		
☐	MDNC-12--S	FA: DANCE: CHOREOGRAPHY 12	Regular	4.0		
☐	MDNP-12--S	FA: DANCE: PERFORMANCE 12	Regular	4.0		
☑	MFDN-12--S	HE: FOODS AND NUTRITION 12	Regular	4.0		
☐	MFR--12--S	FRENCH 12	Regular	4.0		
☐	MIMG-12--S	FA: INSTRUMENTAL MUSIC 12: GUITAR	Regular	4.0		

‹   ›

OK   Cancel

Alternate Requests

This section will appear underneath your Primary Requests. When you click on the *Select* button you will notice an additional column title *Alternate Priority* which allows you to prioritize your course selections. Select 2 Alternates.

Subject area	Alternate						
Instructions	**Select Alternate Courses** Further information can be provided here.						

< | 1:10 |MAF--12--S | > | 2 of 22 selected

Select	CourseNumber	CourseDescription	Academic level	Credit	Prequisite	Status	Alternate priority
☑	MAF--12--S	FA: ART FOUNDATIONS 12	Regular	4.0			1
	MAT--12--S	AUTOMOTIVE TECHNOLOGY 12	Regular	4.0		Course in progress	0
	MCAFT12--S	CAFETERIA TRAINING 12	Regular	4.0		Course in progress	0
☐	MCALC12--S	MA: CALCULUS 12	Regular	4.0			0
☐	MCJ--12--S	CARPENTRY & JOINERY 12	Regular	4.0			0
☐	MDFT-12--S	FA: MEDIA ARTS: FILM & TELEVISION 12	Regular	4.0			2
☑	MDNC-12--S	FA: DANCE: CHOREOGRAPHY 12	Regular	4.0			0
☐	MDNP-12--S	FA: DANCE: PERFORMANCE 12	Regular	4.0			0
☐	MFDN-12--S	HE: FOODS AND NUTRITION 12	Regular	4.0			0
☐	MFR--12--S	FRENCH 12	Regular	4.0			0

☑ OK   ✖ Cancel

Notes for Counsellor

This is the area where you can enter a note for your counsellor.

Notes for counsellor

Enter note for counsellor here.

Posting

Once you have completed your course selection you must click the **Post** button at the bottom of the entry mode screen. You are able to re-post your course selections as long as the course selection window is open.

🔗 Post   Last posted time: Approved time:

If you have forgotten/lost your MyEd BC Portal password and need to have it reset, please email elginpark@surreyschools.ca

Type MyEd BC Portal Login in the subject line. In the body of the email, include your First and Last Name, Student #, and what issue you are having.