

BRIERCREST

CHRISTIAN ACADEMY

Online Registration through Briercrest Live, v4

Steps for selecting classes and completing the online registration process:

PREPARE YOUR ACADEMIC DOCUMENTS:

1. **Access your transcript** so that you can see which courses you've already completed.
 - a. *Returning BCA students:* You will have access to your school transcript to see which credits you have within Briercrest Live.
 - b. *Saskatchewan students new to BCA:* Please refer to your most recent school transcript or a government transcript for a record of the courses you have credit for.
 - c. *Out-of-province students new to BCA:* Please consult with one of our administrators *prior* to selecting courses online in order to have your current transcript assessed for transfer credits. Our administrator will send you a provisional list of equivalent transfer credits for Saskatchewan courses so that you can register online in this system.
2. Academic Support Recommendations or Requirements:
 - a. New students: If you received a "**Conditional Accept**" letter during your application process, you will find therein a list of required or recommended support systems designed to encourage your success. You will need to schedule the required supports into your schedule as detailed in 10b; you are strongly encouraged to consider registering for the recommended support systems as well.
 - b. Returning students: If you received a "**BCA Academic Feedback**" email, you will find therein a list of required or recommended support systems designed to encourage your success. You will need to schedule the required supports into your schedule as detailed in 10b; you are strongly encouraged to consider registering for the recommended support systems as well.

DECIDE WHICH COURSES YOU WILL SELECT:

3. All of the documents you need for the rest of these steps are posted online:
www.briercrestchristianacademy → Academics → Course Planning
(<https://www.briercrestchristianacademy.ca/academics/courseplanning/>)
4. Print the “BCA Planning & Course Audit Form” (or pick one up from the office); check off the courses you’ve already taken.
5. Consult the “Pre-Requisite Courses at a Glance.”
6. Consult the “BCA Course Registration Planning Guide: Information by Grade.”
7. Print out the “BCA School Year Class Schedule” (or pick one up from the office); highlight the courses you plan on selecting for next year.
 - a. Please note that availability of courses depends on the number of registered students and availability of staff to teach the course. Therefore, there may be a course that will not be offered due to low registration or staff availability.

REGISTER ONLINE @ BRIERCREST LIVE:

8. Log in to [Briercrest Live](#) (link provided on BCA website).
9. Proceed through the [registration steps](#) as prompted.
10. **Fill every timeslot in each term:** At BCA, we have six timeslots during terms 1 and 2 , as well as two timeslots in term 3, in which you can enroll in a [customizable combination](#) of courses, junior sports, private music lessons, paid tutoring sessions, Student Centre and/or Briercrest College first year courses that available to our grade 12 students. We also have special courses in periods 2 and 4 that run across the first two terms from September through April; these special courses take place in a term designated in Briercrest Live as Term 4.
 - a. In order to acquire the [24 credits](#) needed for high school graduation in Saskatchewan, students typically enroll in the following number of courses:
 - i. Grade 9: course load as set for your grade level
 - ii. Grade 10: minimum of 9 courses; maximum of 11 courses
 - iii. Grade 11: minimum of 8 courses; maximum of 11 courses
 - iv. Grade 12: minimum of 7 courses; maximum of 11 courses
 - b. [Your BCA schedule for each term needs to reflect a selection for each timeslot available, whether you have a designated course in that timeslot or not.](#)
 - i. Due to the fact that we have more course timeslots (14) available during the school year than the *minimum* number of courses required each year as part of your graduation track, you may choose to select the “[No Scheduled Class](#)” option for one or more classes. During these “No Scheduled Class” timeslots, you may, for

example, choose to take private music lessons, study in the Student Centre or in one of the on-campus coffee shops, work out in the gym, return home or to the dorm with your parent's/guardian's permission, etc.

- ii. All students taking one or more classes (morning and/or afternoon) in term 3 (May & June): Please enroll, as required, in "Summer CE" during the scheduled FLEX timeslot. The two chapel/small group sessions per week are part of your Christian Ethics credit at BCA.
- iii. If you are planning to enroll in tutoring sessions—either as part of our requirement or at your request—please select "Tutoring" in your preferred timeslot; our team will make effort to secure a tutor for you during that time, although this is dependent on the fluctuating availability of tutors.
- iv. If you are planning to pursue a junior sport in one or more of the timeslots, please select "Junior Sport" in the designated timeslot(s).
- v. If you are a grade 12 student planning to take a college course, please select "College Course" in the relevant timeslot(s).
- vi. If you are a grade 12 student planning to take an eligible Briercrest course in lieu of your CE30 credit, please select "College in Lieu of CE30" in the period 2 Christian Ethics (CE) timeslots in terms 1 and 2.
- vii. If you are *required* by our team to study in the Student Centre, please select "Student Centre" for the relevant timeslot(s); if you are just wanting to study independently in the Student Centre at times throughout your day, and are not required by our team to do so, you can enter "No Scheduled Class" for the relevant timeslot(s).
- viii. If you are planning to enroll in an online course, please select "Online Course" for the timeslot(s) during which you plan to work on the course materials. You are welcome to study in the Student Centre during these times.
- ix. If you are taking Driver's Ed., please select "Driver's Ed." during the designated timeslot(s).
- x. If you are a PHA student, please select two of the following team- and activity-appropriate options during the relevant timeslot(s):
 1. PHA Midget Varsity: On Ice
 2. PHA Midget Varsity: Off Ice
 3. PHA Elite 15: On Ice
 4. PHA Elite 15: Off Ice