



# BRIERCREST

## CHRISTIAN ACADEMY

### Online Registration through Briercrest Live, v12

The "A, B, Cs": Steps for selecting classes and completing the online registration process:

- A. PREPARE YOUR ACADEMIC DOCUMENTS
- B. DECIDE WHICH COURSES YOU WILL SELECT
- C. REGISTER ONLINE @ BRIERCREST LIVE

*Let's Get Started!*

#### A. 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 our [Vice-Principal](#) 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. Confirm your academic support recommendations or requirements, if applicable:
  - 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 12c; you are strongly encouraged to consider registering for the recommended support systems as well.
  - b. *Returning students:* If you receive 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 12c; you are strongly encouraged to consider registering for the recommended support systems as well.

## *Time to Make Some Choices!*

All of the documents you will need for the rest of these steps are posted online:

<https://www.briercrestchristianacademy.ca/> → [Academics](#) → [Course Planning](#)

### B. DECIDE WHICH COURSES YOU WILL SELECT:

- ☐ 3. **Print the “[BCA Course Planning & Credit Audit Form](#)”** (or pick one up from the office); referring to your transcript (Step 1), check off the courses you’ve already taken.
  
- ☐ 4. Ensure that you are meeting the following **graduation requirements** from the [BCA Grad Requirements Policy](#):
  - 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
  
- ☐ 5. Consult the **“[Pre-Requisite Courses at a Glance.](#)”**
  
- ☐ 6. Consult the **“[BCA Course Selection Planning Guides by Grade.](#)”**
  
- ☐ 7. **Print out the “[BCA Course Timetable](#)”** (or pick one up from the office); highlight the courses you plan on selecting for the upcoming year.
  - a. Please note that the availability of courses depends on the number of registered students and the availability of staff to teach the course. Therefore, courses may not be offered due either to low registration or to an unexpected change in staff availability.

## *Time to Sign Up!*

### C. REGISTER ONLINE @ BRIERCREST LIVE:

*\*The availability of the items starred below will be dependent upon the most current COVID-19 "Return to Campus" guidelines.*

- ☐ 8. Log in to [Briercrest Live](#) (link also provided on BCA website).
  
- ☐ 9. Proceed through the **registration steps** as prompted.
  - a. **When you register, you must fill *everytime slot in each term*:** At BCA this year, we have six time slots during each of our first two terms and three time slots during our third term; you can enroll in a **customizable combination** of courses, paid tutoring sessions, Student Centre and Briercrest College first-year courses (available to our grade 12 students), as well as private options such as music lessons through Briercrest Conservatory of the Performing Arts\*.
  
- ☐ 10. Select your **Period 2 and Period 4 courses for Sept. - April** (Terms 1 & 2) in **"Term 4"** in the online registration system:
  - a. **Periods 2 and 4 at BCA** are dedicated to our courses which span at least two terms (Christian Ethics, Chapel, Small Groups, Choir, Leadership, Photography and PHA-specific programming) AND to "School Flex Period".
  - b. In the context of our online registration system, both **Periods 2 and 4** for Terms 1 - 2 are listed in a term designated in Briercrest Live as **Term 4** because they aren't completely contained within Terms 1, 2 or 3. We're sorry this is a little confusing, but it's necessary for our data management tracking system.
  - c. **REQUIRED:** In **Term 4**, please select **"Christian Ethics" in Period 2** (runs during Terms 1 & 2). Select the section that is appropriate to your grade and/or to your cohort.
  - d. **OPTIONAL:** In **Term 4**, if you wish, select a Leadership, Choir or Photography course option (runs during Term 1 & 2).

- ☐ 11. Select your **Period 2 course for May & June** (Term 3) in **"Term 3"** in the online registration system:
- a. Term 3 at BCA is special. We offer an alternate schedule providing two two-month intensive courses, along with a "Chapel/Small Groups/School Flex Period." This schedule is designed to accommodate courses and experiences which benefit from the warmer weather, improved travel conditions and the longer class sessions. The schedule for our grade nine cohort remains a little more traditional to allow students the increased variety which benefits this educational group.
  - b. **REQUIRED:** In **Term 3**, please select **"Chapel/Small Groups/School Flex Period"** in **Period 2**.
    - i. During this period, students will engage in **required-attendance activities**, including chapels, assemblies, homerooms, small discipleship groups, House League events and other special features of life at BCA.
    - ii. On days when students do not have a specific activity scheduled for their grade level, they will be free to make up missed quizzes or arrange for **extra help** from their teachers.
- ☐ 12. Please **enter a selection for each time slot available in each term**, whether you have a designated course in that time slot or not.
- a. All **dorm students** are required to take both morning and afternoon classes in each term; spare periods may be approved for senior students only. Application for such should be made to both the relevant Dorm RD and the BCA administration.
  - b. Due to the fact that we have more course time slots (11) 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 (Dorm students, please refer to bullet "i" above).

c. Registration options include the following selections (in addition to regular courses):

i. "No Scheduled Class":

If you are not required to and do not wish to select a specific course in a particular time period, you may select "No Scheduled Class." During these available time slots, you may, for example, choose to take private music lessons\*; study in the Student Centre\*, the Library\* or in one of the on-campus coffee shops\*; work out in the gym\*; or return home or to your dorm with your parent's/guardian's permission, etc. If your teachers are available, you may request extra help with your course materials.

ii. "Tutoring":

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 time slot; our team will make every effort to secure a tutor for you during that time, although this is dependent on the fluctuating availability of tutors.

iii. "College Course":

If you are a grade 12 student planning to take a college course, please select "College Course" in the relevant time slot(s). You must receive approval in advance through our Vice-Principal in order to make this selection.

iv. \*\*"College Course in Lieu of CE30":

If you are a grade 12 student planning to take an eligible Briercrest course in lieu of your CE30 credit specifically, please select "College in Lieu of CE30" in the **Period 2** Christian Ethics (CE) time slot in **Term 4** of the online registration system. The college course itself will take place in either Term 1 or Term 2. You will still be expected to attend BCA Chapel throughout the year. You must receive approval in advance through our Vice-Principal in order to make this selection.

v. "Student Centre":

If you are *required* by our team to study in the Student Centre, please select "Student Centre" for the relevant time slot(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 time slot(s).

vi. "Online Course":

If you are planning to enroll in an online course\*\*\*, please select "Online Course" for the time slot(s) during which you plan to work on the course materials. You are welcome to study in the Student Centre\* during these times.

- a. \*\*\*Prairie South Virtual School partners with us in the provision of online courses at no extra charge. Online courses taken through other service providers would result in an additional cost.

vii. "Driver's Ed.":

If you are taking Driver's Education, please select "Driver's Ed." during the designated time slot: Period 7 (after school) in Term 1.

viii. PHA-Specific Programming:

If you are a PHA student, please select "PHA On/Off Ice Training" during the time slots relevant to your team:

TEAM	Term 1	Term 2	Term 3
PHA U15	Periods 5 & 6	Periods 5 & 6	Period 3
PHA U16	Periods 5 & 6	Periods 5 & 6	Period 3
PHA U17	Periods 1 & 3	Periods 1 & 3	Period 1
PHA U18	Periods 1 & 3	Periods 1 & 3	Period 1

**NOTE FOR GRADE NINE COHORT:** During P1 in the first week of school, our grade nine students will have special high school orientation activities.

Please do not hesitate to contact our [BCA Office](#) if you need assistance at any point.