

# BRIERCREST

## CHRISTIAN ACADEMY

### BCA Course Registration Schedule for 2019-2020, v3: PARENTS/GUARDIANS

#### Values:

1. To provide a comprehensive and timely course selection process for all students, both new and returning.
2. To inform parents and students about relevant course options at each grade level in a specifically tailored process.
3. To run online registration during the school year so that parents and students can more easily access course selection advice.
4. To enable senior students to have priority access to secure placement in May for the courses they need to graduate the following year.
5. To enable all students who register in May to have optimal access to their desired course selections for the next school year.
6. To enable students at each grade level to have a specific window of time during the school year (a weekend plus a week and a half) of dedicated access to online course registration.
7. To promote timely collection of important information (via online forms) from parents and students to allow optimal preparation for students' arrival in the new school year.

#### Schedule for Course Education, Planning and Online Registration:

Date	Grade Group & Topic
Thursday, May 9	Grades 11 & 12: Introduction to 1 <sup>st</sup> year BCS Courses
Monday, May 13	Grade 11: Course Planning for Grade 12
May 28 – June 7	Grade 11: Online Course for Registration for Grade 12
Friday, May 17	Grade 10: Course Planning for Grade 11
June 4 – 14	Grade 10: Online Course Registration for Grade 11
Friday, May 24	Grade 9: Course Planning for Grade 10
June 11 – 21	Grade 9 Online Course Registration for Grade 10
June 18 – August 23	General Online Course Registration for all other new and returning students; you may register if you miss your dedicated registration week

#### Schedule for Online Form Submission:

All forms listed on the following page **must be completed and submitted for each student, both new and returning, in order to open his/her access to online course registration.** This should be done prior to each child's dedicated registration week. Please contact the office if you need assistance with this process: 306-756-3303; [bca@briercrest.ca](mailto:bca@briercrest.ca).

**Forms to be completed by **parents/guardians** for each student, both new and returning (click on link to access form):**

- [Registration for BCA School Communication with Parents & Guardians](#)
- [BCA Students' Commitment to Standards and Lifestyle: Parent Form](#)
- [BCA Consent for Medical Treatment and Administration of Medications During Enrolment at BCA](#)
- [BCA Media Release Consent: Parent Form](#)
- [BCA Responsible Use of Technology Policy: Parent Form](#)
- From the Briercrest Financial Services Office: [BCA Payment Plan Agreement Form](#)
- New students only: [Request for Transfer of Student Records](#)

**Forms to be completed by **students**, both new and returning (students will need to access these links through the form sent specifically to them):**

- BCA Students' Commitment to Standards and Lifestyle: Student Form
- BCA Responsible Use of Technology Policy: Student Form
- BCA Student Contact Information: Student Form

#### **Information Central:**

Check out <https://www.briercrestchristianacademy.ca/academics/courseplanning/>:

- ✓ Timetables
- ✓ Year schedules
- ✓ Course information
- ✓ Classes available at each grade level
- ✓ Courses and credits required for graduation
- ✓ Instructions for online course registration
- ✓ Career counseling