

Online Course Requests Student Instructions 2018 – 2019

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 your 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:

Primary requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
	Academic	MBI-12-S	SC: BIOLOGY 12	N	4.0
		MEN-12-S	EN: ENGLISH 12	N	4.0
		MFOM-12-S	MA: FOUNDATIONS OF MATHEMATICS 12	N	4.0
		MGOE-12-S	SS: GEOGRAPHY 12	N	4.0
	Elective	MCAFT12-S	CAFETERIA TRAINING 12	N	4.0
		MCJ-12-S	CARPENTRY & JOINERY 12	N	4.0
		MDNC-12-S	FA: DANCE: CHOREOGRAPHY 12	N	4.0
		MFR-12-S	FRENCH 12	N	4.0

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 selected

1:10 |MAF--12--S

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite
<input type="checkbox"/>	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	Prerequisite	Status
<input type="checkbox"/>	MCOM-12--S	EN: COMMUNICATIONS 12	Regular	4.0		
<input checked="" type="checkbox"/>	MFOM-12--S	MA: FOUNDATIONS OF MATHEMATICS 12	Regular	4.0		
<input checked="" type="checkbox"/>	MBI--12--S	SC: BIOLOGY 12	Regular	4.0		
<input type="checkbox"/>	MCH--12--S	SC: CHEMISTRY 12	Regular	4.0		
<input type="checkbox"/>	MPH--12--S	SC: PHYSICS 12	Regular	4.0		
<input checked="" type="checkbox"/>	MGEO-12--S	SS: GEOGRAPHY 12	Regular	4.0		
<input type="checkbox"/>	MHI--12--S	SS: HISTORY 12	Regular	4.0		

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	Prerequisite	Status
<input type="checkbox"/>	MAF--12--S	FA: ART FOUNDATIONS 12	Regular	4.0		
<input checked="" type="checkbox"/>	MCAFT12--S	CAFETERIA TRAINING 12	Regular	4.0		
	MAT--12--S	AUTOMOTIVE TECHNOLOGY 12	Regular	4.0		Course in progress
<input type="checkbox"/>	MCJ--12--S	CARPENTRY & JOINERY 12	Regular	4.0		
<input type="checkbox"/>	MDFT-12--S	FA: MEDIA ARTS: FILM & TELEVISION 12	Regular	4.0		
<input type="checkbox"/>	MDNC-12--S	FA: DANCE: CHOREOGRAPHY 12	Regular	4.0		
<input type="checkbox"/>	MDNP-12--S	FA: DANCE: PERFORMANCE 12	Regular	4.0		
<input checked="" type="checkbox"/>	MFDN-12--S	HE: FOODS AND NUTRITION 12	Regular	4.0		
<input type="checkbox"/>	MFR--12--S	FRENCH 12	Regular	4.0		
<input type="checkbox"/>	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.

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	Prerequisite	Status	Alternate priority
<input checked="" type="checkbox"/>	MAF--12--S	FA: ART FOUNDATIONS 12	Regular	4.0			1
<input type="checkbox"/>	MAT--12--S	AUTOMOTIVE TECHNOLOGY 12	Regular	4.0		Course in progress	0
<input type="checkbox"/>	MCAFT12--S	CAFETERIA TRAINING 12	Regular	4.0		Course in progress	0
<input type="checkbox"/>	MCALC12--S	MA: CALCULUS 12	Regular	4.0			0
<input type="checkbox"/>	MCJ--12--S	CARPENTRY & JOINERY 12	Regular	4.0			0
<input type="checkbox"/>	MDFT-12--S	FA: MEDIA ARTS: FILM & TELEVISION 12	Regular	4.0			2
<input checked="" type="checkbox"/>	MDNC-12--S	FA: DANCE: CHOREOGRAPHY 12	Regular	4.0			0
<input type="checkbox"/>	MDNP-12--S	FA: DANCE: PERFORMANCE 12	Regular	4.0			0
<input type="checkbox"/>	MFDN-12--S	HE: FOODS AND NUTRITION 12	Regular	4.0			0
<input type="checkbox"/>	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.



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.