Online Course Requests

When you log onto your MyEdBC Student Portal, you will are 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:

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 ▾	>				
	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		

☑ OK   ✖ Cancel

There may be more than one Subject Area to choose requests from. Repeat this process for each Subject Area you need to select Requests from.

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

If your school is collecting Alternate Requests, this section will appear underneath your Primary Requests. When you click on the *Select* button you will notice an additional column titled *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	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: