



How to Guide:

Incoming Grade 9s

Completing Course Requests in MyEd BC



1. Login to MyEd BC Student Portal

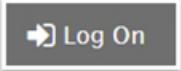
MyEducation BC Prod

Login ID

[Request an account](#)

Password


[I forgot my password](#)

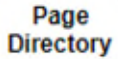
 Log On

2. Click 'My Info' (Top Tab)


Sooke 2021-2022
Sample Student

Pages **My Info** **Academics** **Groups** **Calendar** **Locker**

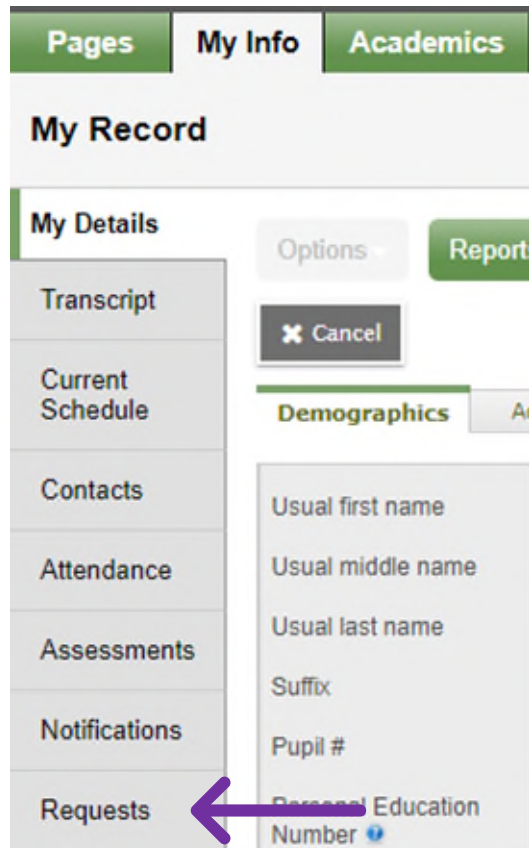
 Home

 Page Directory

Welcome to MyEducation BC PRODUCTION



3. My Info (Top Tab) > Requests (Side Menu)



4 a. Grade Specific Instructions (English)

Instructions

Incoming Grade 9s

All Gr 9 students enroll in a **minimum** of nine (9) courses: ←

- Six (6) are preloaded **Required Courses**; and
- Three (3) are **Elective Requests**.

Students also select two (2) **Alternate Requests** in case one or more of their elective requests are full.

Requests for courses beyond a student's grade level will be based on availability and space. Such accommodations need to be discussed with your school counsellor.

Course Request Breakdown:

Required Courses:

Grade 9 students are preloaded into the following six (6) required courses: ←

- Careers 9
- English Language Arts 9
- Mathematics 9
- Physical and Health Education 9
- Science 9
- Social Studies 9

Elective Requests:

Students must request three (3). ←

Alternate Requests:

Students must request two (2). ←

Resources:


[Grade 9 Course Requests Guide](#) ←

1. **Minimum 9 Courses**
2. **Required Courses**
3. **Elective & Alternate Requests**
4. **Resources – Course Request Guide**

4 b. Grade Specific Instructions (French Immersion)

Instructions

Incoming Grade 9s (French Immersion)

All Gr 9 students enroll in a **minimum** of nine (9) courses: 


- Seven (7) are preloaded **Required Courses**; and
- Two (2) are **Elective Requests**.

Students also select two (2) **Alternate Requests** in case one or more of their elective requests are full.

Requests for courses beyond a student's grade level will be based on availability and space. Such accommodations need to be discussed with your school counsellor.


Course Request Breakdown:

Required Courses:


Grade 9 students are preloaded into the following seven (7) required courses: 

- Education a la Carriere 9
- English Language Arts 9
- Français Langue Seconde 9
- Mathématiques 9
- Physical and Health Education (PHE) 9
- Sciences Humaines 9
- Sciences Naturelles 9

Elective Requests:

Students must request two (2). 

Alternate Requests:

Students must request two (2). 


Resources:

[Grade 9 Course Requests Guide](#) 

1. **Minimum 9 Courses**
 2. **Required Courses**
 3. **Elective & Alternate Requests**
 4. **Resources – Course Request Guide**

5 a. Primary Requests (English)

Primary requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
 <input type="button" value="Select..."/>	Grade 9 Program	MCE-09	CAREER EDUCATION 9	N	0.0
		MEN-09	ENGLISH LANGUAGE ARTS 9	N	0.0
		MMA-09	MATHEMATICS 9	N	0.0
		MPHE-09	PHYSICAL AND HEALTH EDUCATION 9	N	0.0
		MSC-09	SCIENCE 9	N	0.0
		MSS-09	SOCIAL STUDIES 9	N	0.0
<input type="button" value="Select..."/>	Electives				
<input type="button" value="Select..."/>	Choice Program: Academies				
<input type="button" value="Select..."/>	Choice Program: Continued				

Alternate requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
<input type="button" value="Select..."/>	Alternates				

Notes for counsellor


Use **'Select'** Buttons to see specific instructions and course options:

1. **Grade 9 Program** Courses are pre-loaded
2. Students only select:
 - a. 3 Electives from either **Electives** or **Choice Programs**
 - b. 2 **Alternates**

'Notes for counsellor' section can be used for listing preference order of electives.

5 b. Primary Requests (French Immersion)

Primary requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
 <input type="button" value="Select..."/>	Grade 9 Program	FECF-09	EDUCATION A LA CARRIERE 9	N	0.0
		FFRAL09	FRANÇAIS LANGUE SECONDE-IMMERSION 9	N	0.0
		FMTHF09	MATHÉMATIQUES 9	N	0.0
		FSCF-09	SCIENCES 9	N	0.0
		FSCHF09	SCIENCES HUMAINES 9	N	0.0
		MEN-09	ENGLISH LANGUAGE ARTS 9	N	0.0
		MPHE-09	PHYSICAL AND HEALTH EDUCATION 9	N	0.0
<input type="button" value="Select..."/>	Electives				
<input type="button" value="Select..."/>	Choice Program: Academies				
<input type="button" value="Select..."/>	Choice Program: Continued				

Alternate requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
<input type="button" value="Select..."/>	Alternates				

Notes for counsellor

Use **'Select'** Buttons to see specific instructions and course options:

1. **Grade 9 Program** Courses are pre-loaded
2. Students only select:
 - a. 2 Electives from either **Electives** or **Choice Programs**
 - b. 2 **Alternates**

'Notes for counsellor' section can be used for listing preference order of electives.

6. Subject Area Specific Instructions: e.g. Alternate Requests

Instructions

Alternate Requests:
Students must request two (2).

1:10 | XLDCA09HEE

Select All 1 of 19 selected

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status	Alternate priority
<input type="checkbox"/>	XLDCA09HEE	Home Economics Exploratory 9	Regular	0.0			0
<input type="checkbox"/>	YHEC-0D	Stagecraft Costuming & Design 9	Regular	4.0			0
<input type="checkbox"/>	XLDCD09FDC	Textiles 9	Regular	0.0			0
<input type="checkbox"/>	MADIT09	Computing Foundations 9		0.0			0
<input checked="" type="checkbox"/>	MADM-09	Metalwork/Drafting 9		0.0			0
<input type="checkbox"/>	MADW-09AW	Woodwork 9 - Artistic Wood		0.0			0
<input type="checkbox"/>	MADW-09	Woodwork/Electronics 9		0.0			0
<input type="checkbox"/>	MDNC-09	Dance Foundations 9 - Beginner	Regular	0.0			0
<input type="checkbox"/>	MDNC-09I	Dance Foundations 9 - Intermediate	Regular	0.0			0
<input type="checkbox"/>	MDR--09	Drama 9	Regular	0.0			0

OK Cancel

Navigation:

Use **Navigation Slides (Up, Down, Left & Right)** to see area specific instructions.

Use **Drop Down Menus** to navigate between option pages.


Selecting requests:

1. **Identify** your request by **'checking'** the box
2. **Confirm** your requests in each area by clicking on **'OK'**
3. **Changes/edits** can be made in each area by **'unchecking'** the box and clicking on **'OK'**

7. Post: Submitting completed requests

Notes for counsellor

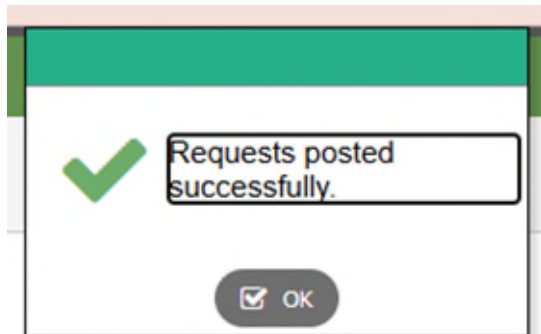


 Post

Last posted time: 1/19/2025 6:20 PM

Approved time:

When all course requests are complete, click on **'Post'**



Green or Red banners – NO ISSUE

Make sure you have submitted:

- 8 Requests; and
- 2 Alternates

