



## York Catholic DSB students

1. Login in as **Student** and enter a Username and Password (leaving no spaces)
2. Username & Password is the 9-digit student OEN number located on the student's report card
3. The system will prompt you for a new password after successfully logging in the first time but just reset your password using the same OEN number.
4. First time users will be prompted to enter a valid email address in order to receive confirmation and communication from the Continuing Education Dept.
5. Click "**Submit**" after entering email address
6. Click on HOME tab (top right corner ) to continue
7. Browse the "**Current Classes Available**" under the Secondary heading
8. Select the course you are interested in registering for
9. In the CLASS SEARCH panel, scroll down to view all the Course & Location available
10. Select the Course and Location you want and Click on "**Open**"
11. Review the information to ensure that it is correct before clicking on "**Register**"
12. After completing your registration online, grades 9-12 students will be pending approval until a Guidance Counselor approves it.
13. Once the registration has been approved students ( Grades 9-12) will receive another email notification that their registration has been approved for admission.
14. Grade 8 students will be approved automatically after completing their registration online.
15. Students can register until the first day of classes.
16. To retrieve a lost password, click on the words "Forgot Password" found under the login box. On the next page, enter the email address that you originally entered when you first logged in to the portfolio home page.

# Secondary - On-line Registration Procedures

## for CREDIT & NON CREDIT COURSES

### Non York Catholic DSB & VISA Students

1. Browse the **“Current Classes Available”** under the Secondary heading
2. Select the course you are interested in registering for
3. In the CLASS SEARCH panel, scroll down to view all the Course & Location available
4. Select the Course and Location you want and Click on **“Open”**
5. Scroll down to the bottom of the page and click on the **View Registration Form** link
6. Click on **“Secondary Registration Form”**
7. You will be re-directed to an On-line Registration form.  
Make sure you have the student OEN (Ontario Education Number) handy since this is one of the mandatory fields required. The 9-digit student OEN number is located on the student’s report card.
8. Grade 9-12 students ONLY must upload a copy of their Credit Counselling Summary (CCS) in the registration form. You will not be able to continue and complete the registration without this upload.
9. Enter a valid email address in order to receive confirmation and communication from the Continuing Education Dept.
10. Click **“Submit”** at the end of the registration form
11. You will receive an email with the registration information.
12. After completing the registration online, students (Grades 9-12) will be pending approval until a Guidance Counselor approves it.
13. Once the registration has been approved grades 9-12 students will receive another email notification that their registration has been approved for admission.
14. Grade 8 students will be approved automatically after completing their registration online.
15. . You cannot unregister online. You will need to contact the Continuing Education Dept. for this purpose.

# General Policies - for Secondary Programs

## General Policies for Secondary Programs

**CANCELLATIONS:** Decisions to run courses are based on more than 18 registrants per course and the availability of qualified teachers. Site locations may also change. After completing your registration online, you will receive an email notification that you have been approved for admission. However, your approved status may change if the course does not receive the required number of student enrolment. If this should occur, then the course may be cancelled or moved to another location. If your course status changes, you will receive an email with instructions to accept or decline the change.

**CANCELLATION POLICY:** The YCDSB reserves the right to cancel courses due to insufficient enrolment and/or teacher availability.

**CANCELLATION OF COURSES:** Not all classes that are offered will automatically run. Even after you have been approved, a course may be moved to a different location or cancelled because of low enrolment. It is the responsibility of the registrants to check the Continuing Education webpage frequently and especially before the opening day of a course to see whether the course has been cancelled or moved to a new site. This will assist the registrant to consider the next step and avoid disappointment.

**CLASSROOM SUPPORT:** The York Catholic District School Board is committed to making programs accessible and supportive to students of all abilities. If you require further information, please contact the Secondary Principal of the Continuing Education Department prior to registering.

### **ELIGIBILITY: (According to new Ministry policy)**

Secondary students (grades 9-12) who

- wish to upgrade their mark
- failed a course lower than 35% or who wish to obtain a full credit not previously taken towards their diploma.
- received a mark of 35% to 49% .
- Available to grade 8 students (Semester 1 or at Summer school) who take Learning Strategies or International Languages or Grade 9 Electives.

**PLEASE NOTE:** *Grade 8 students currently identified through the IPRC process, which are receiving special programming, are not eligible to enroll in the Learning Strategies (GLS) since a GLE course will be part of their grade 9 compulsory courses.*

**ATTENDANCE & LATES TO CLASS:** Prompt, daily attendance is expected. Students are expected to attend from the first day of classes. Students who incur more than 3 absences face the risk of being withdrawn. Please keep this in mind when scheduling holidays. Students with excessive lates can be withdrawn.

# General Policies - for Secondary Programs

**FEES:** A non-refundable consumable fee may be required for some specialized courses. A \$25 fee will be charged for any Returned Cheque

**FULL DISCLOSURE:** Failure to provide information about a student's ability to learn will result in the withdrawal of the student from the program(s) or course(s).

**INCLEMENT WEATHER & EMERGENCY CLASS CANCELLATIONS:** Should classes be cancelled due to inclement weather or an emergency of some type; staff, students, parents and adults will need to refer to the YCDSB website or call the Continuing Education Department at 416-221-5051 extension 13609. Every effort will be made to communicate any class cancellations.

**REPORT CARDS:** Final report cards will be issued on the last day of class. Report cards must be personally picked up at school. After the program ends, all unclaimed report cards can be picked up at the CEC, Continuing Education Dept., 320 Bloomington Road W, Aurora. Unclaimed report cards will not be mailed. All final marks will be electronically submitted for YCDSB students. Final marks for non-YCDSB students will be mailed to the home school. Marks for courses that finish within the semester will be included on the student transcript at the beginning of next semester, when the day school updates the student's file. Graduating students are responsible for submitting their final report card to the University/College.

**TEXTBOOK DEPOSIT:** Text books need to be provided by the student. (info will be provided by teacher). A text book deposit is required for the all credit courses (cheque only). The deposit cheque will be returned to the student on the last day of class if the book(s) are returned

**TRANSCRIPTS or CCS:** Transcript or Credit Counselling Summary (CCS) sheet must be uploaded with the online registration form. Failing to submit a copy of your transcript or CCS will result in your registration form being "unapproved."

**VISA STUDENTS:** Visa students must have appropriate documentation. Visa students taking a full credit course are required to pay a fee of \$1,650.00 per course. Visa students are to pay by certified cheque only, payable in full to YCDSB, at registration.