

How to Register for Courses

Login: _____

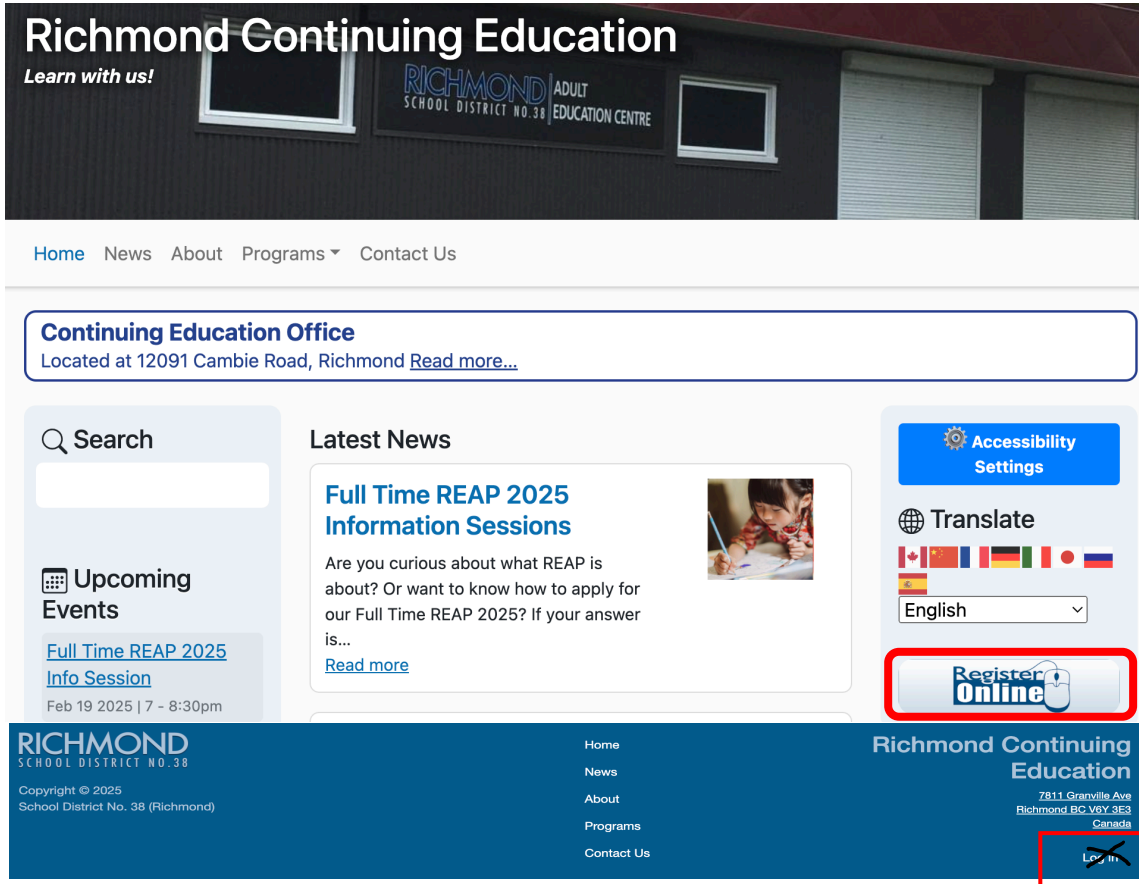
Password: _____

Website: www.richmondce.ca

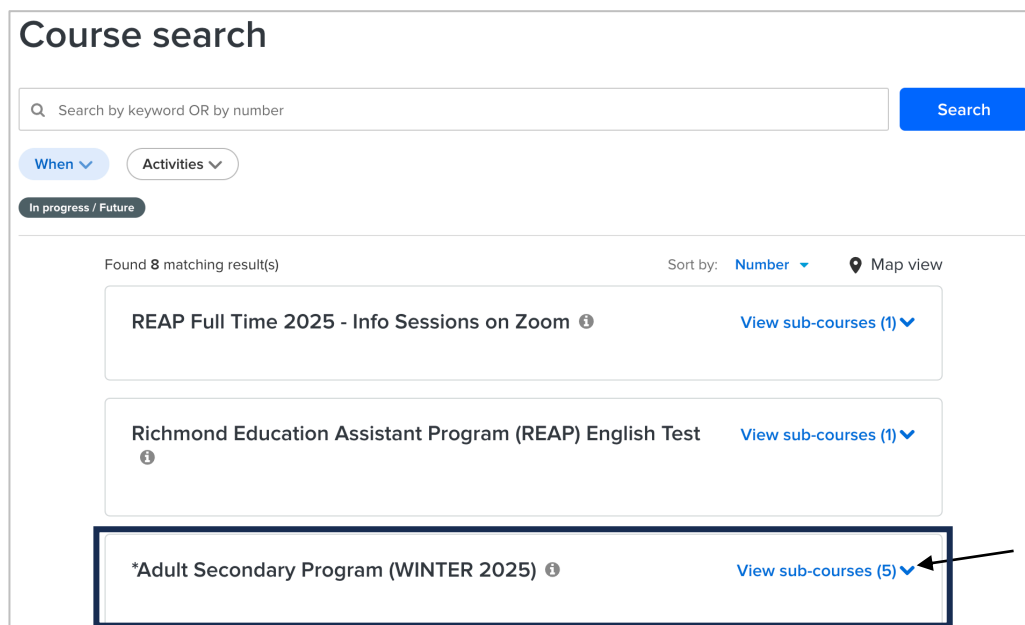
Click on “Register Online” (not Login)

Help – 604.668.7899 ext 2

Note: This will look different on cellphones. The "Register Online" button is located at the end of the screen.



Under Course search, choose “Adult Secondary Program” – click on down arrow



Choose the category of courses you are interested in e.g. Foundation Language Arts (FLA) – click on down arrow for individual courses.

The screenshot shows a web interface for course selection. At the top, a light blue box contains the text 'Foundation Language Arts (FLA) FALL 2024' followed by an information icon. To its right is a link 'View sub-courses (24)' with a small upward-pointing arrow below it. An arrow points from the right to this link. Below this box are two course cards. The first card is labeled 'Full' in a red box and contains the text 'English: FLA Level 1A AM' with an information icon. It lists details: '#25201(A)-1A / Age at least 16 yrs but less than 90 yrs', 'Adult Education Centre, 12091 Cambie Rd, Richmond', and 'September 9, 2024 - November 6, 2024 MTWTh @ 9 am to 11:30 am'. A link 'View fee details' is in the top right. The second card is for 'English: FLA Level 1A PM' with an information icon. It lists details: '#25201(A)-2A / Age at least 16 yrs but less than 90 yrs', 'Adult Education Centre, 12091 Cambie Rd, Richmond', and 'September 9, 2024 - November 6, 2024 MTWTh @ 12 pm to 2:30 pm'. A link 'View fee details' is in the top right, and a blue 'Enroll Now' button is in the bottom right. An arrow points from the right to this button.

Find the course and time you would like to register for and click the “Enroll Now” blue button to register.


- If the button “Enroll Now” is not available, it may mean that it is not time to register yet OR the course is full.

Enter your Login name and Password.

The sign-in form has a title 'Sign in'. Below it is a label 'Login name' followed by a text input field with the placeholder 'Enter your Login name'. Below that is a label 'Password' followed by a password input field. Under the password field is a link 'Forgot your password?'. At the bottom is a large orange button labeled 'Sign in'. Below the button is the text 'Don't have an account? Join' with a link 'Join'.

If a course is full, click on the course name – the following will appear. Add yourself to the waiting list by clicking on the box “+ Waiting List”.

Full

English: FLA Level 1A-EVE 

[View fee details](#)


#25201(A)-3A / Age at least 16 yrs but less than 90 yrs

Adult Education Centre, 12091 Cambie Rd, Richmond

September 10, 2024 - January 14, 2025 T & Th @ 6:30-9:00 pm

Course Search My Cart

Start > Course search > Course detail

 Sorry this course is full. Please add your name to the waitlist by clicking on the course name, then "Add to Waitlist".

English: FLA Level 1A-EVE

Course Fall 2024 | #25201(A)-3A

Sep 10, 2024 - Jan 14, 2025

Age at least 16 yrs but less than 90 ADULT SECONDARY GRADUATION FLA yrs, Mixed

Activity location
Adult Education Centre, 12091 Cambie Rd, Richmond

[View fee details](#)

Full

Waiting List registration is open.


+ Waiting List

You will then be asked to enter your Login name and Password.

Click “Add to cart”


Start Course Search My Cart

Start > Course search > Enroll course form


 The sub-course is full. You will be placed on the waiting list.

Enroll in English: FLA Level 1A PM

* Required fields

Who are you enrolling? 

Participant *

Enrollment Details 

Fee summary

Subtotal	\$0.00
Taxes	\$0.00
Total	\$0.00

[Register another participant](#)

Add to cart

Click “Finish”

RICHMOND
SCHOOL DISTRICT NO.38

Welcome, John | My Account | Sign Out

Start Course Search **My Cart(1)**

Start > Shopping cart

Shopping Cart

John Doe JD 1 item, \$0.00 in total.

English: FLA Level 1A PM - 25201(A) -01C \$0.00

COURSE

Waiting list

Order Summary

Subtotal \$0.00

Due Now \$0.00

Enter coupon code Apply

Finish

If you have successfully registered for a course or a waitlist, you will receive a transaction receipt from RCE@sd38.bc.ca confirming your registration or waitlist (Pending Enrolment).

To sign in or create an account:

www.richmondce.ca > click on “Register Online” and click on “Create an Account” in the top right corner (as below).

Register Online then **RICHMOND**
SCHOOL DISTRICT NO.38

Sign In | Create an Account

If you have already created an account, simply enter your login name and password. If you are not sure, please contact the office at 604-668-7899 ext. 2.