

APPLYING TO A CONTINUING EDUCATION COURSE  
*STEP-BY-STEP INSTRUCTIONS for YRDSB Winter Night School e-Learning*

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Registration for Winter Night School e-Learning is now open.

**Students must complete the following 4 steps in order for their registration to be approved:**

**1. SCHEDULE A GUIDANCE APPOINTMENT:**

Students must do so to determine if they qualify to take a Night School e-Learning course. Students can find the instructions on 'Scheduling a Guidance Appointment' in their *My Pathway Planner* under 'Resources'.

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**2. COURSE CHANGE FORM:**

Students then need to complete the Course Change Form and email this form to their Guidance Counsellor or drop it off to the Guidance and Career Education Office.

**3. BEGIN THE ONLINE REGISTRATION:**

Go to <http://www.yrdsb.ca/Pages/default.aspx> OR Google search YRDSB to be directed to the YRDSB homepage.

- Click on **Programs and Services**
- Under the heading "Other Ways to Earn Secondary Credits", select **Night School e-Learning**
- Select Winter **Registration** (December 7th- February 10th)
- After reading the "Before Applying" tabs across the top, scroll down and select

**YRDSB STUDENT**

(under Category A)

- Click on **Online Application**
- Select **Night School e-Learning**
- Students then select the subject for the course they are hoping to take
- Select course code - **\*Ensure the correct course code is selected\***
- Click on **Register**
- Proceed to personal information section, complete, and then proceed to payment

**4. EMAIL/DROP OFF RECEIPT:**

Once students have completed the application, they will be emailed a receipt of registration. Students then need to email their confirmation receipt from Continuing Education to their Guidance Counsellor or drop it off to the Guidance and Career Education Office.

**VERY IMPORTANT NOTE:**

- ★ Without the Counsellor's approval, the Continuing Education Department will not add students to the course. Please note that the \$20 registration fee has been waived for the Winter 2021 session.
- ★ Students will receive instructions via their gapps account from the Continuing Education Department on how to access the online course just prior to the beginning of semester 2.
- ★ Should the course be **cancelled**, individual students will receive an email through their gapps account from the Continuing Education Department.
- ★ Classes begin on **February 17, 2021** and end on **June 10, 2021**.