

FVDES Registration Process Simplified

What do I need to register for a FVDES course?

Before you choose to register for a course(s) please have the following items with you:

1. Copy of **VALID** Canadian Citizenship (Birth Certificate, Passport, Permanent Resident Card, Citizenship Card, Study Permit, Work Permit, Drivers License, or Status Card).
2. Proof of Residency in B.C. (Student/Parent Driver's License, Utility Bill, or a Property Tax Assessment). The address on this document **MUST** match the address on your registration form.
3. Copy of either last report card, transcript, or your Permanent Record Card (PRC)
4. If you are registered at another school you must also provide a copy of your current school timetable. This timetable **MUST** have the name of the school and the student's name on it.

Step 1

Make sure you have the above pieces of ID / Documentation before you start the registration process. This will ensure your registration gets processed without delay.

Step 2

Will you register **online** or **in-person** at the FVDES office?

Online Registration

Go to Step #3

In-Person Registration

Go to Step #4

Step #3 Online Registration

The online registration is the quickest way to register for a FVDES course. If you have the supporting documents / ID ready, the whole process should take 10-15 minutes.

Online Registration:

1. Go to www.fvdes.com
2. Click on the 'Registration' Link at the top of the page.
3. Click on the 'Register Now' link on the drop down menu that appears
4. This will open up the Registration Page.
5. Click the 'Online' link within your program area (Gr. 10-12, K-Gr.7, Gr. 8-9 Full-time, Gr.8-9 Cross-Enrolled)
6. At this point you will need to let the registration desk how the supporting ID/Documentation will be sent to the school (Either faxed, mailed, attachment, or dropped off. To quicken the registration process I would recommend using an attachment. The easiest way is to take a photo with your cell phone and attach them as an email.
7. After this a number of questions will be needed to answer. Take your time in answering these questions.
8. The 2nd part of the registration is your Student Learning Plan (SLP). This is where you choose your course(s) and you tell us some things about your learning styles, etc.
9. At this point your registration is complete unless you have a book deposit to pay.
10. To see if you have any book deposits that need to be paid go to (<http://www.fvdes.com/courses/secondary>). If you do, you can pay with cash, debit, bank certified cheque, or money order at the school or you can phone Shelley, our registration receptionist, and pay with a credit card. Please note, we do not accept personal cheques.
11. If your registration package was complete and all your ID/Supporting Documents were VALID then you will receive an email within 3-4 business days with information on how to start your course(s).

Please phone me if you have any concerns about the registration process. My number is 604-701-4910 (Ext. 5547) or toll free at 1-800-663-3381 (Ext. 5547)



Shelley, FVDES Registration Receptionist

Step #4 In-Person Registration



You can complete the registration in person at the school. Come into FVDES at 46361 Yale Road with your supporting ID/documents and Shelley, our receptionist, will help you through the process. Some of the courses do have a refundable book deposit that needs to be paid at registration. Please check this link

for the course deposits
(<http://www.fvdes.com/courses/secondary>).

Remember to bring cash, debit, or a credit card to pay book deposits at the time of registration.

