

Gordon Bell On-Line Registration Process for Students Applying for an Off-Campus Program

These instructions are for current Gordon Bell students who want to attend **Rising Sun** (Grades 10-12) or **Senior Off-Campus** (Grades 10-12). Please note that generally, all of your core grade 9 classes (Math, English, Science, Social Studies) must be completed prior to being accepted to one of these off-campus programs.

***Please note that **you will not be selecting compulsory and elective classes at this time**. These courses will be selected and inputted in the fall in consultation with your off-campus teacher.

Follow the instructions below to register on-line. Should you require a paper copy instead, please contact the school at 204-774-5401. If you are able, **please print and mail your signed application** in the postage-paid envelope provided to you back to the school.

Please read all of the steps below before continuing with the online registration process.

- 1) In your browser go to <https://courrequest.wsd1.org/mayetCR>
- 2) Log in with your network user name (do not include @live.wsd1.org) and student number. If you have changed your student number to a different password, then use the new password. If you have forgotten your password, please phone the school at 204-774-5401.
- 3) Please read the **“Terms and Conditions”** page. These must be accepted in order to proceed.
- 4) Ensure the **“Preregistration”** tab is selected.
- 5) Select **“Academic Year”** (2020-2021) and **“School”** (Gordon Bell). Please leave **“Program”** and **“Vocation”** blank.
- 6) Click **“Add Preregistration”**. You will see a box showing Gordon Bell and year of preregistration.
- 7) Students may view courses they have already taken and courses still required for graduation in the **“Course History and Grad Requirements”** tab (located below the Contact Information).
- 8) Select **“Course Requests”** tab. For the “Preregistration School” select **“Gordon Bell”**.
- 9) Select **“Finalize Preregistration”**. A reminder window will appear warning you that no changes can be made after you select the “finalize” button. **ONLY** click on the **“Finalize Preregistration”** if you have correctly followed the steps above.
- 10) This last click will submit your application to Gordon Bell High School. No changes can be made online once finalized. Be sure your parent/guardian sees your selections prior to hitting the **“Finalize Preregistration”** button. **After the finalized button has been clicked, changes can ONLY be made with a counsellor**. To view your finalized application, select the **“Report”** tab at the top of the page and print* the **“Registration and Course Request Form”** (six pages total). Once printed, please complete the following steps:
 1. At the top of the front page, clearly print the off-campus program you are registering for: Rising Sun, Senior Off-Campus or Fresh Start
 2. Review all contact information. If your address, phone number or any other contact info has changed, please cross out and print the changes in legibly.
 3. The parent/guardian is required to sign and date the bottom of all six pages. If you are 18 or older, you may sign for yourself.
 4. On page 4 of 6, please be sure to indicate if there are any health concerns. If not, check off the box “My child does not have any of the above listed health concerns.”
 5. Please return your signed application to the school as soon as you are able, as **we cannot guarantee space if not returned**. A postage-paid envelope has been provided for you to return your signed application at your earliest convenience

*If you do not have a printer, please contact the school’s main office at 204-774-5401. They will be happy to mail you a copy of the application for you to review, sign, and return.

For any questions, **please contact your assigned counsellor** via email or phone the school at 204-774-5401 who will pass on a message for them to get in touch with you.

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