



TECHNICAL-VOCATIONAL HIGH SCHOOL

1555 Wall Street, Winnipeg, Manitoba R3E 2S2

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March 4, 2021

Dear Student & Parents/Guardians:

It is time to register for the next school year. You will be selecting the courses electronically from the Tec-Voc website (tecvoc.ca). Please follow the directions in this pamphlet and complete the process together. Applications are due by **March 22nd**.

If you are graduating and not sure what to do next year, please consider coming back to pursue a post-secondary vocational program (download the PDF and complete).

Please refer to the school handbook 2021-22 found online for more information prior to selecting courses. Guidance counsellors will be available to assist students during the following times:












| Date | Available during 12:30 - 1:15 in the computer science lab (313) |
|----------------------|--|
| Monday - MARCH 15 | Ms. Falkenberg |
| Tuesday - MARCH 16 | Ms. Parnell |
| Wednesday - MARCH 17 | Mr. Au |
| Thursday - MARCH 18 | Ms. Falkenberg |



ON LINE COURSE
APPLICATION INSTRUCTIONS
2021-22

NOTE → It is encouraged that the student completes this process with a parent/guardian at home. Students may use the school's computers to print out their applications if needed.













PLEASE COMPLETE THE FOLLOWING STEPS:

-  Open your browser of choice (use Chrome, Firefox, or Safari)
-  Go to Tec-Voc High School's web site – www.tecvoc.ca → Click on **Official Website**
-  Under **STUDENT RESOURCES** → **ONLINE REGISTRATION 2021 - 2022**
-  Log into **online registration link** with your network user name, and password
-  Read the ***Terms and Conditions*** page. These must be accepted in order to proceed.
-  Under the **Pre-Registration** tab → select **Academic Year – 2021 - 2022**
-  Under the **School** tab → Select **Tec-Voc**
-  Leave the **Program** tab blank
-  In the **Vocation** tab → select **Academic Courses**
-  Click on the blue **Add Preregistration** button (TEC-VOC will display under this button)
-  Before you go any further, please view courses you have already taken and courses still required for graduation in the **Course History & Grad Requirements** tab.

This will give you an idea of where you are at in terms of graduation. Here you will find your credits earned and credits in progress. The code IP stands for In Progress.

Once you are done reviewing, it is now time to pick your courses!



-  Go back to the **Course Requests** tab
-  Click on **Preregistration School** → select the grade level the system gives you.
-  In the **Graduation Diploma** tab leave it as **English**
-  Select compulsory courses from the **Compulsory Subject Areas** list
-  Click on the **Course Code – Description** windows to view choices
-  Once you are done the selections, click on the blue **Add Compulsory** button. The desired courses should be loaded. If you've made a mistake, click on the **X** at the end of the mistaken course and select **OK**. Then choose the correct course and **Add Compulsory** again.
-  Once all of your required courses are selected, begin selecting your **Optional Course Selections**.
-  Change **Grade Level** to **All** (makes it easier to find courses).
-  Click on **Course Code – Description** to view all available courses.
-  Click on **Add** to save your request (Be aware of the grade level you are selecting – use the course codes in the handbook to make sure you have selected the correct course).
-  Then continue selecting optional courses. If you are entering grade 11, you need to select **1 major vocational area (worth 4 credits)** and if you are entering grade 12 continue with the grade 12 vocation.
-  Once you have completed selecting your optional courses, review all of your choices keeping in mind graduation course requirements and your course history. Remember, you can take up to 10 courses in the regular timetable but can take more if you choose unscheduled courses that are during the noon hour, early morning or after school classes.





If you are happy with all of your choices →select **Finalize Preregistration**.

A reminder window will appear warning you that no changes can be made after you select the **Finalize** button (click **OK**).



To view your finalized application → select the **Report** tab at the top of the page → select **Registration and Course Request Form – Tec Voc**.

You must print these pages **back to back (select Two-sided as an option please)** and have your parent or guardian sign off on it and return to the *guidance office* by **March 22nd**.

If they disagree with your choices, have them cross out the selected course and write in the course they want you to take along with the course code with parent/ guardian initials beside it. **Also review your personal information to make sure it is accurate and up-to-date. If there are mistakes, simply cross out the errors and print the new information in.**

THIS ON LINE PORTION DOES NOT MEAN YOU ARE REGISTERED!

YOU MUST HAND IN THE COMPLETED PAPER COPY WITH A PARENT OR GUARDIAN'S SIGNATURE ON ALL REQUIRED PAGES TO BE REGISTERED.

