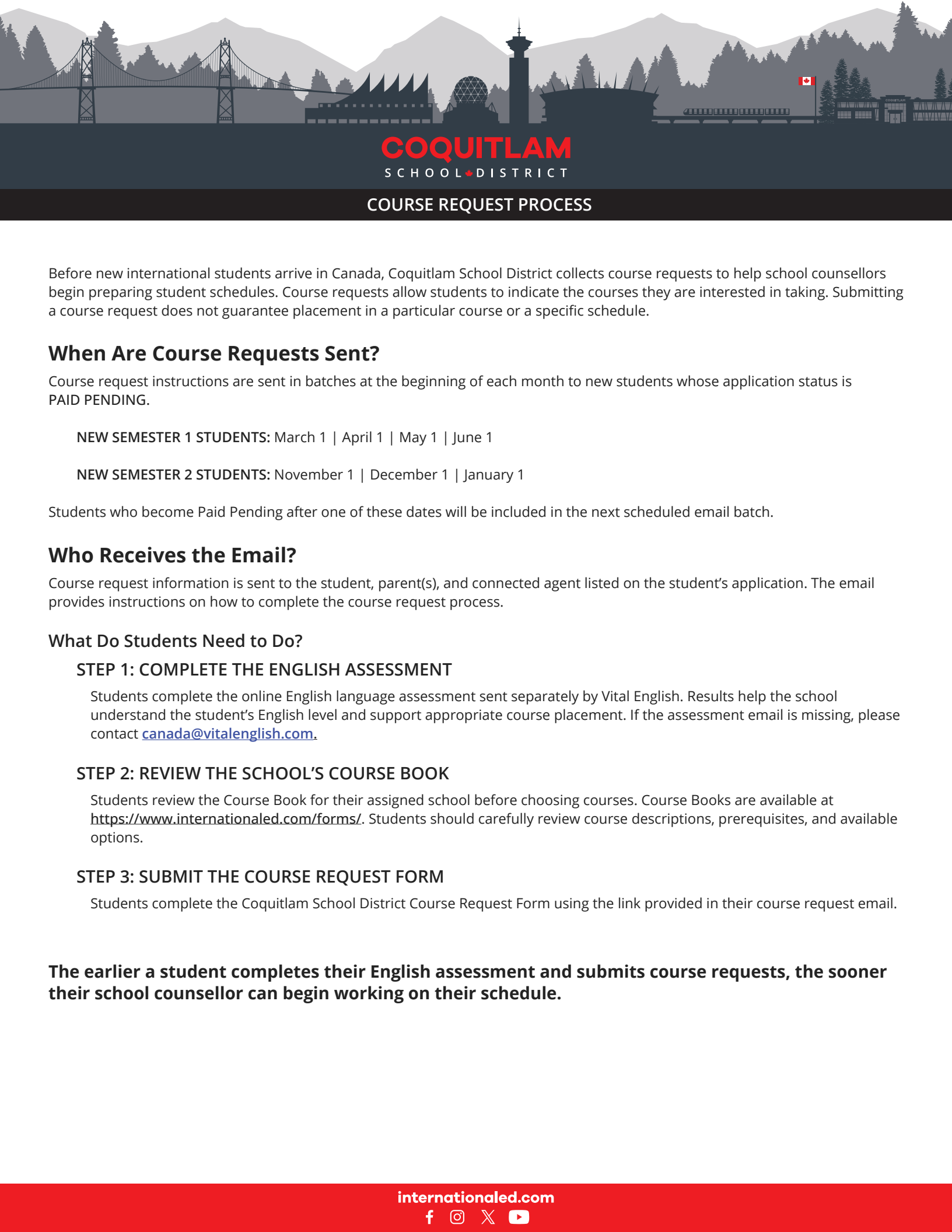




COURSE REQUEST PROCESS

Before new international students arrive in Canada, Coquitlam School District collects course requests to help school counsellors begin preparing student schedules. Course requests allow students to indicate the courses they are interested in taking. Submitting a course request does not guarantee placement in a particular course or a specific schedule.

When Are Course Requests Sent?

Course request instructions are sent in batches at the beginning of each month to new students whose application status is PAID PENDING.

NEW SEMESTER 1 STUDENTS: March 1 | April 1 | May 1 | June 1

NEW SEMESTER 2 STUDENTS: November 1 | December 1 | January 1

Students who become Paid Pending after one of these dates will be included in the next scheduled email batch.

Who Receives the Email?

Course request information is sent to the student, parent(s), and connected agent listed on the student's application. The email provides instructions on how to complete the course request process.

What Do Students Need to Do?

STEP 1: COMPLETE THE ENGLISH ASSESSMENT

Students complete the online English language assessment sent separately by Vital English. Results help the school understand the student's English level and support appropriate course placement. If the assessment email is missing, please contact canada@vitalenglish.com.

STEP 2: REVIEW THE SCHOOL'S COURSE BOOK

Students review the Course Book for their assigned school before choosing courses. Course Books are available at <https://www.internationalled.com/forms/>. Students should carefully review course descriptions, prerequisites, and available options.

STEP 3: SUBMIT THE COURSE REQUEST FORM

Students complete the Coquitlam School District Course Request Form using the link provided in their course request email.

The earlier a student completes their English assessment and submits course requests, the sooner their school counsellor can begin working on their schedule.

AFTER COURSE REQUESTS ARE SUBMITTED

How Are Course Requests Used?

Once submitted, course request information is shared directly with the school counsellors at the student's assigned school. Counsellors use the student's requests, English assessment, and academic information to begin planning an appropriate class schedule before arrival. The schedule is not considered final at this stage.

Are Requested Courses Guaranteed?

No. Course requests help counsellors understand a student's academic needs and interests, but specific courses cannot be guaranteed. Final course placement may be affected by:

- Class and seat availability
- Scheduling or timetable conflicts
- English language level
- Course prerequisites and previous academic experience
- Graduation requirements, where applicable
- Other school or scheduling considerations

For these reasons, a student's final schedule may differ from the courses originally requested.

When Is the Schedule Finalized?

Student schedules are finalized after students arrive in Canada and meet with their school counsellor. During this meeting, the counsellor can review course requests, discuss academic goals and previous studies, review English language placement where applicable, explain the schedule, and make adjustments where appropriate and possible.

What If There Is a Problem with the Schedule?

If a student has concerns about their schedule, they should meet with their school counsellor as soon as possible and within the first week of classes. Schools have firm deadlines for course change requests, and changes may not be possible after these deadlines have passed.