

Monthly Checklist

Things to do before graduation.

September

- ❑ Complete any course changes in the first week. **Ensure that your courses will satisfy graduation requirements** and/or entrance to the post-secondary program of your choice.
- ❑ Arrange an informal meeting with the staff in the Career Room or with a counsellor for post secondary/career planning.
- ❑ Check requirements for admission to a number of post secondary institutions that you consider attending.
- ❑ Register for the S.A.T. exam - www.collegeboard.com. (Required if attending most post secondary institutions in the U.S.) Our school code is 821276.
- ❑ ESL students - register to write the TOEFL exam if you have been in an English speaking country for less than four years; check each post secondary institution for their English language requirements and second language requirements.
- ❑ Record important dates in your calendar. Include provincial exam schedule, scholarship meetings, post secondary day, and other due dates.
- ❑ If you plan to apply for scholarships or bursaries, check the internet, Times, and scholarship binders. Locate application forms in the scholarship file cabinet in the Career Resource Centre, Room 3065.
- ❑ IB students - confirm that courses will lead to appropriate IB/AP exams. Diploma students work toward completing Extended Essay before November.
- ❑ Career Preparation students - check with your work experience placement teacher for details on your placement.

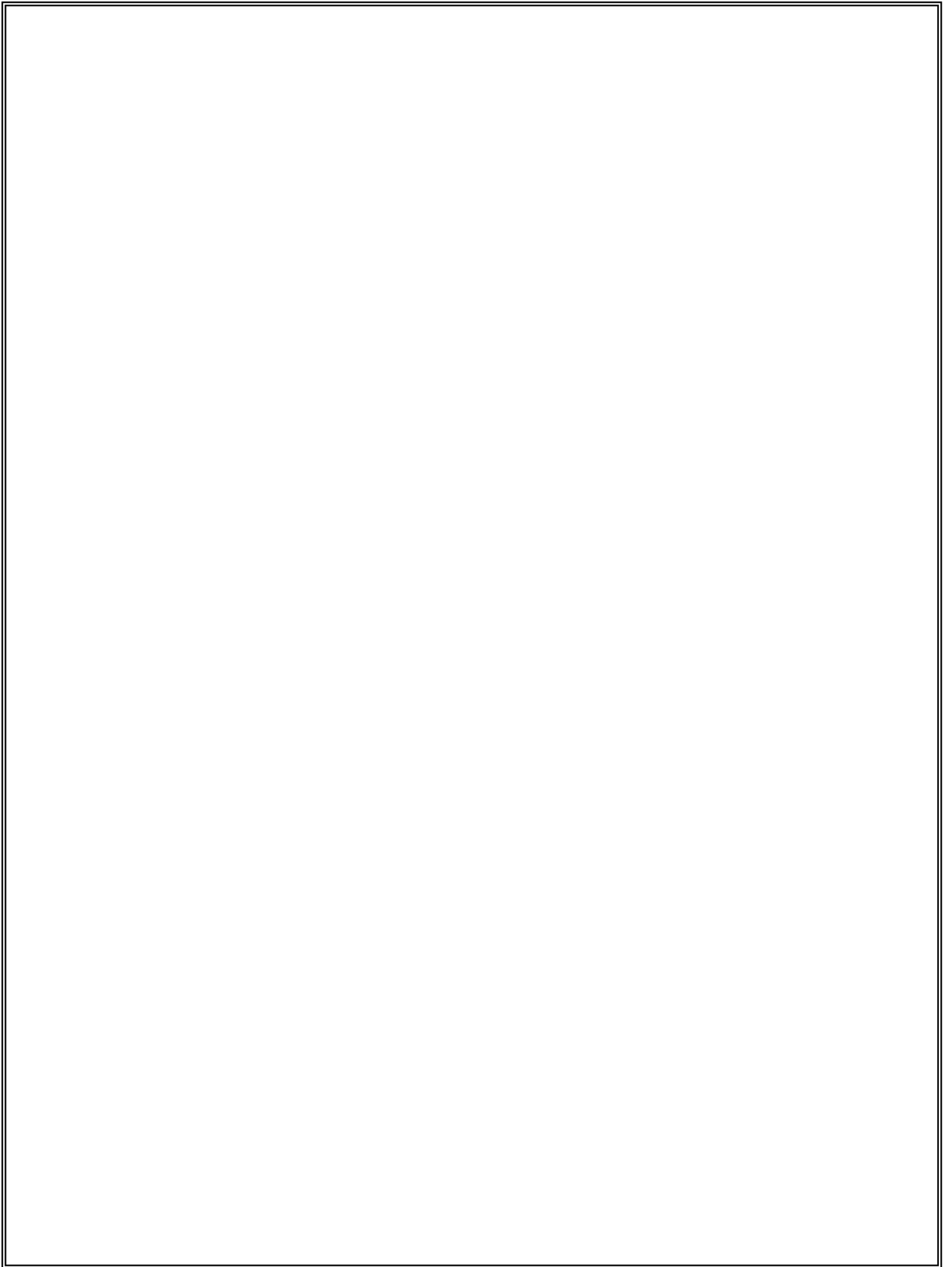
October

- ❑ Grade 12 Assembly on October 25th ~ in Block 4, counsellors will be talking to the students during large group sessions. Topics covered will be grad requirements, post secondary issues, scholarship information and dinner / dance and commencement information.
- ❑ Obtain a college/university viewbook, contact the Registrar's office or check out the websites of the post secondary institutions that you plan to attend for information about admissions, courses, programs, scholarships, housing, financial aid deadlines (scholarships) and application deadlines. Viewbooks to borrow and a list of websites are available in the Career Resource Centre.
- ❑ P.S.A.T. will be held October 12th. Obtain materials from Career Resource Room. You must sign up in advance and there is a \$20 fee.
- ❑ To attend an Ontario university you must apply through the Ontario Universities' Application Centre, www.ouac.on.ca/ouac-105 before mid-January.
- ❑ Douglas College begins accepting applications mid-October. All students should be applying through www.applybc.ca
- ❑ BCIT applications are accepted year round depending on the program. You must check individual program requirements and due dates. Apply at www.bcit.ca or through www.applybc.ca
- ❑ Attend any university/college information meetings, open houses, presentation visits, etc.
- ❑ Begin your personal file; reference letters, personal letters, resume, copies of all documents, etc. (Note: ESL students often require copies of immigration papers for post secondary application.) **Save all correspondence received from post secondary institutions.**
- ❑ IB students - Register for IB exams. Extended Essay should be in final stages.
- ❑ Attend scholarship meeting, Oct. 26th, 3:00 in the multipurpose room.
- ❑ **REQUEST ANY LETTERS OF REFERENCE YOU MAY NEED.** Supply the referee with detailed information about yourself by giving them a completed brag sheet. Brag sheets are available in the Career Resource Centre or use the digital template at www.pmsblues.net—Programs & Services—Career Centre

Please give the referee **at least** two weeks notice to write the letter.

November

- ❑ Scholarship Meeting, November 16th, 3:00 in the multipurpose room. A quick workshop on the Local Scholarship Application forms.
- ❑ Make an appointment to discuss your post secondary plans with a counselor or the Career Facilitator. Application dates generally vary. Please check. Most British Columbia universities require applications in by February 28th (except UBC which is January 31st) It is recommended that students complete applications by the end of December or early January. Colleges begin to take applications in October - apply early!
- ❑ Check your Transcript Verification Report (this will be provided in your Phoenix) to confirm the accuracy of your record at the Ministry. See your school counsellor for details.
- ❑ Apply for a Social Insurance Number if you don't already have one. Applications are available in the Career Centre or local government office. www.servicecanada.gc.ca Look under "Programs and Services for you"
- ❑ Continue to check the Times, the Career Centre bulletin boards, and the Port Moody website (www.pmsblues.net) for upcoming scholarship and post secondary information.
- ❑ First Nations students - contact Aboriginal Education (604 461-7386), your Band office, or Friendship Centre for information about financial assistance for post secondary education. Also visit the Career Centre for assistance.
- ❑ IB students - any changes in IB exam registration must be completed.
- ❑ Make arrangements to write Language Proficiency Index test (LPI) if it is required for your post secondary program. Port Moody will offer the LPI on April 19th (deadline April 10th, 2012). Register online at www.lpitest.ca. Approximate cost is \$109 + HST
- ❑ UBC major entrance scholarship - Port Moody nominates top grade 12 students planning to attend this institution. Hand Brag Sheet to Mr. Chang for consideration.
- ❑ Get your grad photo taken between Nov. 22 -27th. Reserve sittings on-line at www.artonagroup.com
- ❑ Attend the Career Fair at Gleneagle on November 18th from 9am to 12pm.



December

- ❑ Scholarship packages for local and district scholarships/bursaries will be distributed on Wednesday, December 14th, 3:00 in the multipurpose room - be there!
- ❑ If you are writing exams in January, begin preparing for them now.
- ❑ Record application deadlines, including early admission, for post secondary institutions. Deadlines vary between institutions and programs.
- ❑ BCIT applications - check carefully for additional requirements, e.g. resume, references, statement of intent, statement of standing.
- ❑ Apply for BC post secondary colleges and universities using the PASBC website, www.pas.bc.ca. Most colleges and universities prefer students to apply online. Apply for eastern universities now, Ontario applications are processed through www.ouac.ca.
- ❑ Last day to register to rewrite a provincial exam in January is December 13th.

January

- ❑ Record the exact time and date of government examinations - you will need photo identification for the exams. Exams take place January 23th to January 27th.
- ❑ Major entrance scholarships begin arriving at the school.
- ❑ AP exam registration will occur.
- ❑ Complete a Post Secondary Institutions Choices form online this month. This form authorizes the Ministry of Education to send your interim grades to BC post secondary institutions in May, as well as your transcript of grades in July to the institutions you have requested on the form, available at www.bced.gov.bc.ca/exams.
- ❑ Due date for application to UBC is January 31st.

February

- ❑ Due date for admission applications to most BC universities is Feb. 28th.
- ❑ SFU entrance scholarship deadline is February 28th. Students must process their own application forms.
- ❑ Contact the Financial Aid Office, check the website or check the scholarship binder in the Career Centre for financial aid information of your chosen post secondary institution.
- ❑ Plan for a spring visit to your post secondary institution.
- ❑ If you are leaving your home community to continue your training or education, contact the housing office or check the website of your post secondary institution for information about housing. *You must apply early.*
- ❑ IB students - final copy of the Extended Essay and the Theory of Knowledge Essay must be submitted to the IB Coordinator.

March

- ❑ Complete local and district scholarship application package. Due date is March 2nd
- ❑ Make arrangements to write the Test of English as a Foreign Language (TOEFL) and/or The Language Proficiency Index Test (LPI) if it is a requirement for your post secondary program. Port Moody will offer the LPI test April 19th (deadline to register is April 10th). Approximate cost is \$109 + HST- register www.lpitest.ca

April

- ❑ Ensure that any changes in registration for provincial exams have been made. Let the office know of any changes in your address.
- ❑ Term 1, Semester 2 marks and Semester 1 final marks are electronically transferred to post secondary institutions.
- ❑ LPI April 19th → must have registered online by April 10th.
- ❑ April 27th - Grad Transitions/CAS Exit interviews.
- ❑ April 27th—May 6th - Valedictorian Speeches
- ❑ April 30th - Deadline for PSI Course Selection Forms to be filled out if you wish interim marks to be sent to B.C. PSIs and the OUAC

May

- ❑ Students who have applied to university and meet early admission requirements (depends on percentages) should be receiving letters of acceptance.
- ❑ Attend Douglas College, SFU or UBC advising sessions held at the school or at the institutions. Receive general program requirements for your area of interest and registration information.
- ❑ May 10th is the last day to register to rewrite June provincial exams.
- ❑ Prepare for June exams.
- ❑ IB students must make arrangements with teachers of non-IB courses to miss classes for IB/AP exams.
- ❑ May 16th - Athletic Banquet, 5 - 7pm

June

- ❑ Government student loan applications should be completed online, www.aved.gov.bc.ca/studentaidbc/. Apply as soon as possible.
- ❑ Record the time and place of your exams in your calendar.
- ❑ Course registration will begin at some post secondary institutions.
- ❑ Ensure that you receive your Passport to Education stamps - see your counsellor.
- ❑ Attend Awards Night on June 6th
- ❑ Attend Grad Dinner & Dance, Saturday, June 2nd at the Renaissance Vancouver Hotel Harbourside.
- ❑ Attend Commencement Ceremonies at the Orpheum on June 16th.
- ❑ If you are fortunate enough to receive a scholarship or bursary, remember to send a thank you card to the organization that has provided this award.
- ❑ Students who move during the summer - it is a good idea to supply the school with your new address and phone number.
- ❑ School and provincial exams will be held June 18th—28th. Photo ID is required.

