



# A Post Secondary Checklist

## FOR GRADUATING STUDENTS

A MONTH-BY-MONTH PLANNER FOR YOUR FINAL YEAR AT TERRY FOX 2017/2018

The following information is provided to assist you in planning for graduation. If you have any questions about details, please visit the Counselling or Career Centre and the Career Centre website. Access the site via Terry Fox homepage/Career Resource Centre.

**EMAIL Ms. Moorhouse to SIGN-UP TO RECEIVE SCHOLARSHIP INFO & POST SECONDARY INFO:**

[cmoorhouse@sd43.bc.ca](mailto:cmoorhouse@sd43.bc.ca) Provide first name and last name.

### SEPTEMBER

- ☐ **Wed., Sept. 27** Attend a **Canadian Universities Event at Pinetree Secondary School** from **6:30-8:00pm in the school gym**. Parents are welcome. This is an SD43# event. Meet recruiters from over 50 Canadian universities.

### OCTOBER

- ☐ Plan for your life after Terry Fox: visit your Counsellor and /or the Career Centre (Ms. Moorhouse) on **Tuesdays & Thursdays**. Check to see if you meet college/university entrance requirements.
- ☐ Most post secondary institutions begin accepting applications for admission (UBC, Douglas, UVic, SFU etc.)
- ☐ Attend the **First Scholarship Meeting** on **Thurs., October 5** @ lunch in the Library Computer Lab.
- ☐ **Tues., OCT 17** Attend **POST SECONDARY Info Night at TERRY FOX**...your parents are encouraged to attend.
- ☐ If you are planning to go to the USA, register for the SAT exam (required by most US universities)
  - o [www.collegeboard.com](http://www.collegeboard.com)
- ☐ Sign up for the Terry Fox Secondary App! Receive information in a timely manner.
- ☐ Discuss plans with your parents to help keep them informed.
- ☐ Begin to develop your **Personal Portfolio**:
  - o *Reference letters*: request any letters of reference you may need...ask people early so they have time to think and do an outstanding job for you. If you need to supply names for references be sure you have their permission before giving names e.g.: teachers, community employees, ministers, etc.)
  - o *Personal letters*: prepare a personal letter for applications essay. Work on it now and have it ready for production in November. Spend time on it.
  - o *Resume*: keep updated
  - o *Brag sheet(s)*: keep updated (paper copies in the Career Centre)
- ☐ **Tues., Oct 24** Attend **UBC Info Night at 7pm in the Terry Fox Theatre**
- ☐ **Thurs., Oct. 26** Attend **Western Univ. Info Session** in the **Career Centre in Block E**
- ☐ **START A FINANCIAL AID AND POST SECONDARY APPLICATIONS FILE NOW**
  - o Include up-to-date **Personal Financial File** (*reference letter, personal letter, resume, brag sheet*).
  - o Book an appointment early with Principal, Vice-Principal, staff member, employers and volunteer placements to discuss the letter of reference with you.
  - o Keep copies of all reference letters and important documents.
  - o Be sure you have a Social Insurance Number...[www.servicecanada.gc.ca](http://www.servicecanada.gc.ca).
  - o Know your PEN# as it is required for post secondary applications.
  - o Check financial aid opportunities with all institutions you may attend.
  - o Add notes on Scholarships and Bursaries that you have researched.
  - o **Check to see if you require TOEFL/IELTS (Less than 3-4 years in a Canadian ENGLISH School).**

### NOVEMBER

- ☐ Watch for information in the **RAVEN**

- ☐ **Tues., Nov. 21** A **Univ. of Calgary** recruiter will be in the Commons to answer questions.
- ☐ **Thurs., Nov. 23** Attend McGill Univ. info session at lunch time in Room 229.
- ☐ **Tues., Nov. 28** Attend Univ. of Alberta info session at lunch time in Room 229.
- ☐ Register for the **Student Transcript Service** in order for the Ministry of Education to transfer OFFICIAL MARKS to Post Secondary Schools <http://www.studenttranscripts.gov.bc.ca>
- ☐ **BCIT begins accepting applications** for most full-time technology programs on Nov. 1.  
<https://www.bcit.ca/admission/whentoapply.shtml>
- ☐ **BCIT accepts applications year round for trades programs.**
- ☐ Apply to Ontario Universities via [www.ouac.on.ca/105](http://www.ouac.on.ca/105).
- ☐ First draft of *personal letter/essay* should be done.
- ☐ Read the FINANCIAL AID/SCHOLARSHIP portion of university calendars and websites. Look for **ALL POSSIBLE AWARDS AND SCHOLARSHIPS THAT YOU MAY BE ELIGIBLE FOR.**
- ☐ Attend **Scholarship Meeting #2 on Thurs., November 16** @ lunch in the Library Computer Lab.

## DECEMBER

- ☐ Continue to apply for **Post-Secondary Schools applications** online. Be careful to ensure you submit it correctly and make a back up copy of any **confirmation number** that you are given.
- ☐ **Dec. 1** is application deadline to UBC for **Major Entrance Scholarship** consideration.

The future is not a gift  
...it is an achievement.

## JANUARY

- ☐ Attend **Scholarship Update Meeting #3 on January 18** @ lunch time in the Library Computer Lab.
- ☐ **Jan. 15** is final application **deadline for UBC.**
- ☐ Deadlines begin for application to Ontario universities.
- ☐ Do you plan to make a spring tour of any schools you might want to attend? See Career Centre for assistance.
- ☐ *Personal letter/essay* complete.

## FEBRUARY

- ☐ Attend Scholarship Meeting #4 on **February 15** @ lunch time in the Library Computer Lab.
- ☐ **Feb. 28** is final application deadline to **SFU & UVic.**
- ☐ If you are planning to apply for university housing...this usually starts now.

## MARCH

- ☐ Attend Scholarship Update #4 on **March 10** @8 am in the Library Computer Lab.
- ☐ SCHOLARSHIPS...majority of applications now DUE.
- ☐ LOCALLY SPONSORED AWARDS, SCHOLARSHIPS AND BURSARIES WILL BE AVAILABLE THIS MONTH FOR APPLICATION.
- ☐ HAVE THE FOLLOWING INFORMATION READY for applications:
  - budget plan
  - financial statement
  - **Personal Portfolio**
  - Statement of Standing, available from counsellor or Career Centre

## APRIL

- ☐ Attend Scholarship Update #5 on **April 14** @ lunch time in the Library Computer Lab.
- ☐ **Local scholarship applications are DUE NOW**
- ☐ **READ RAVEN DAILY AT THIS TIME OF YEAR...CRUCIAL!**

## MAY

- ☐ Accept or decline post-secondary offer of admission and pay tuition deposit.
- ☐ Keep your marks UP! Admission offers are based on FINAL grades!!!
- ☐ Orientation evenings for students accepted to Douglas College.

## JUNE

- ☐ Student Loan applications usually available in early June at [www.studentaidbc.ca](http://www.studentaidbc.ca).
- ☐ Course registration begins for students admitted to UBC.



## JULY AND AUGUST

- ☐ You will receive transcripts at the end of July letting you know if you graduated or not.
- ☐ You will likely register and choose courses at Post-Secondary School. The higher your marks, the earlier you will be able to choose your courses.
- ☐ You may wish to go to an orientation session at a post secondary school.

**If you win an Award or scholarship send the sponsor a LETTER OF THANKS. Also, don't forget to thank others who helped you along the way EG: school secretary, teachers, etc. Let Ms. Menard or Ms. Moorhouse know if you win any scholarships so we can acknowledge your accomplishments at commencement.**

Canadian Universities.....<http://www.universitystudy.ca> (program search)

B.C. Post Secondary Application Service &

& BC Education Planner.....<https://apply.educationplannerbc.ca/>

B.C. Transfer Guide.....<http://www.bctransferguide.ca/>

Ontario University Application Centre.....<https://www.ouac.on.ca/guide/105-about/>

Alberta University Application Service.....<http://applyalberta.ca>

Apprenticeship Information.....<http://www.itabc.ca/>

**For all other links, visit the Career Centre website via 'Quick Links' on Terry Fox homepage!**

### Post Secondary Application Process:

1Apply online before the admission deadline! (you will need your PEN#)

- 1) Most universities will not require you to submit your transcript or self-report grades at the time of application, but the online application may sometimes allow you to do this.
- 2) Submit university scholarship applications separately. Visit the university website for more info and deadlines. (UBC has a different process – apply for admission by Dec. 1 to be automatically considered for the major entrance scholarship, other scholarships are available as separate applications – check their website.)
- 3) Once you submit your application for admission, the university/college will contact you via email and acknowledge receipt of your application and inform you of your next steps. You will be given a student# and passcode to be used to access your new student account.
- 4) Next steps will include submitting your transcript (upload) or self-reporting online. This information must be submitted by the posted deadline. You may be asked to submit supplementary information if your program requires it.
- 5) The university/college will then make an offer of admission or decline your application.
- 6) If you receive an offer from a university, you will be asked to accept your offer by a given deadline and you may be asked to give a tuition deposit.