

2014-2015

A Month-by-Month Graduation & Post-Secondary Planner (for Grade 12 students in their final year at Belmont)

The following information is provided to assist you in your planning for graduation and beyond. If you have any questions, please visit the Belmont Counselling website, check out the resources located in the career centre, and/or see your counsellor.

SEPTEMBER-OCTOBER

- See your Counsellor to ensure you have all the credits and requirements necessary for GRADUATION. Review the **Graduation Checklist** (on our website) to ensure that you will be meeting or exceeding the minimum requirements of 80 credits by next June.
- Familiarize yourself with the Belmont Counselling Department's website at <http://belmont.sd62.bc.ca/CounsellingCentreHome.aspx>
- Start fulfilling the 'Graduation Transitions' requirements. Collect the various log sheets located in the Career Centre and see Mrs. Nicholson and/or Mrs. Hyde for guidance, if necessary.
- Inquire about the outside-the-timetable tutorials regarding scholarship applications and post-secondary preparation, facilitated by Mr. Froess (Semester I) and Mr. Feser (Semester II).
- Visit the Grad and Career Centre to get more ideas for your "Life after Belmont". Look for information about exchanges, Lync Programs and other post-secondary opportunities.
- Peruse through various university & college 'view books' and check out their websites to research 'who offers what'. Educate yourself about the different entrance requirements at each institution for programs of interest.
- Stay informed about upcoming events by reading Belmont's "This Week in the Doghouse" and by visiting our school website!

Upcoming Fall Events:

1. **Wednesday, November 5, 2014 - Post-Secondary Planning Evening** for parents & students @ 6:30pm in Belmont's cafeteria
2. **Wednesday November 12, 2014- Camosun College Information Evening** for parents and students @ 6:30pm in Belmont's Cafeteria
3. **Wednesday November 19, 2014 - UVIC Information Evening** for parents and students @ 6:30pm in Belmont's cafeteria
4. **Wednesday November 26, 2014 - Scholarship Planning Evening** for parents & students @ 6:30pm in Belmont's cafeteria

Start a "Post-Secondary Application" File: (paper-based or electronic)

1. Save this Grad Planner as the first item in your file.
2. Include up-to-date resume, reference letters, and a personal statement.
3. Book an appointment with the teacher(s), counsellor and/or administrator from whom you would like a letter of reference.
4. Keep copies of *all* reference letters and other important documents.
5. Be sure you have applied for a Social Insurance Number.
(Go to www.servicecanada.gc.ca to apply.)
6. Research financial aid opportunities from the institutions you hope to attend. Visit their websites to access this information.
7. If you are planning to attend a university in Ontario, obtain an information about OUAC (Ontario University Application Centre) on line.
8. If you are planning to attend a school in the USA you must register for the SAT exam, which is required by most American universities.
(<http://sat.collegeboard.org/home>)
9. Discuss your plans with your parents to keep them informed.

Start a "Scholarship Application and Financial Aid" File:

1. Down load a copy of Belmont's **Money Matters** booklet from our website.
2. Enrol in the post-secondary preparation class. Check out the <http://scholarship12dl.weebly.com/> link for upcoming events, scholarship deadlines, links to post-secondary institutions, financial aid, and other important information.
3. Make an appointment with your counsellor to discuss your needs and plans.
4. Gather relevant letters of reference, certificates, and other documentations as needed for each application. **(Note: Ensure you allow your reference at least 2 weeks of preparation time when requesting a letter of reference.)**
5. If requested, include a personal statement for scholarship applications.
6. Begin your search by checking the online scholarship sites for upcoming opportunities and deadlines.
7. Ask your parents to check with their employers, unions and any organizations or associations they belong to, to find out if there are scholarships or bursaries available to you.

8. Read all applications carefully. Follow their directions exactly. If possible, submit the application *before* the due date.
9. Check with your counsellor to see if your courses make you eligible for Dogwood District/Authority Awards

NOVEMBER/DECEMBER

- See your counsellor to review your Ministry TVR to ensure its accuracy. This is an important draft version of your graduation diploma. Ask your counsellor if you may be eligible for external credits and be sure to hand in the appropriate documentation. (i.e. certificates for Drive Wise, Athlete programs, Dance, Music, Cadets, etc.)
- Apply to Camosun College. Acceptance into their programs is on a ‘first-come, first-served’ basis, as long as specified entrance requirements are met.
- Apply to University of Victoria for “Early Admission” (based on your Grade 11 marks).
- Check the application deadlines for any post-secondary institution(s) in which you are interested. **Ensure you apply on time.**
- When submitting applications, usually online, ensure you submit it correctly! **Make a back-up copy and record any confirmation number that you are given.**
- Prepare for your January final exams. Form a study group. Remember that a number of scholarships are related to academic performance.

Sending your marks to the PSI:

You **MUST** complete the PSI Selections forms electronically in order for the BC Ministry of Education to transfer your high school marks to the universities and/or colleges to which you applied. The Ministry of Education can only access your academic data *after* you complete the PSI selection form.

Note: This PSI Selection process must be completed electronically by accessing their site on the *student secure server* via the Counselling website. This must be completed as soon as possible. You will need your 9-digit PEN number.

Log onto the student secure web at: www.bced.gov.bc.ca/exams/

Complete the PSI Selections form - preferably before the end of May - to have your transcripts sent to post-secondary institutions.

Note: Students applying to post-secondary institutions outside of BC should check on the specific admission requirements of each institution and see their counsellor for help, if needed.

JANUARY/FEBRUARY

- Go online to check out the “major” academic/service scholarships that become available online at most university websites. Deadlines for the major university entrance award applications often fall at the end of January (and continue throughout the Spring, depending on the institution).
- Listen to announcements and check <http://scholarship12dl.weebly.com/> for post-secondary and scholarship information.
- Take advantage of the opportunity to re-write provincial exams (within one year of completion of the course) to improve your scholarship chances.
- Plan to make a spring tour of any universities to which you have applied.

MARCH/APRIL

- Check with your counsellor to ensure that everything is in order regarding your grad status, in order for you to participate in the June Graduation Ceremony.
- Semester One final marks and Semester Two Interim marks are transferred to the Ministry of Education and sent to post-secondary schools (only if you have electronically submitted your **PSI Choices** form to the Ministry), to allow universities and colleges to make offers of early admission.
- Locally-sponsored scholarship and bursary applications are available in the Grad Centre. **Note:** There are many opportunities open to students in academic, trades, and service areas.
- Let the school office know about any changes to your mailing address, email, or phone number.

MAY/JUNE

- Conditional Offers of Admission and Entrance Scholarship Offers are sent to students (contingent upon final their grades).
- BC Ministry of Education Dogwood District/Authority Awards applications are available for Fine Arts, Applied Skills, Athletics, Community Service and Second Languages.
- Apply for Student Loans in early June. Pamphlets are available in the Grad Centre or get information online at <http://www.canlearn.ca/eng/index.shtml>
- Remember to take advantage of provincial exam re-write opportunities.
- Belmont Graduation Ceremonies will be held at UVIC in June.
- On-line registration opens at many post-secondary institutions (early June) for timetabling and course selection.

SUMMER: JULY AND AUGUST

- Transcripts available from Ministry of Education at end of July.
- Unconditional Offers of Admission are sent out from post-secondary institutions based upon final grades from the July transcript.

- Students complete their post-secondary course registration and timetabling.

***These dates are given as a guideline only. Students are responsible for checking deadlines and other requirements from post-secondary websites and printed material.