**Career Planning .... Grade 12 Suggested Checklist**

  

**September**

* Continue to analyze your interests /abilities/ values/ learning style/personality/beliefs as a means of evaluating your career/education goals.
* If you decided on potential routes already, or you have not done an occupational interest test, make an appointment with Mrs. Hatton to take/retake a test and learn how to research different occupations in more depth.
* Continue to talk to parents, counselors, teachers and business professionals about your career goals and post-secondary options.
* Your Grade 12 grades, especially from first semester, count heavily in post- secondary “conditional” admission. Although good grades are important all through high school, post-secondary institutions believe your grade 12 grades are often a good indication of how you might do in post-secondary studies.
* Meet with Mrs. Hatton in Guidance to find out what admitting averages were for the programs and institutions you are planning to apply to so you can work to meet that goal when you apply.
* Ensure that the courses you are taking satisfy admission requirements for the institution of your choice. If you checked last year, check again sometimes entrance requirements change! Meet with Mrs. Hatton, or check the web site for the specific institution and program of your choice for more information regarding specific program admission requirements (or contact the admissions/recruitment office at that institution).

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* Create a checklist of deadlines for admissions applications, payment of fees, financial aid applications, scholarship applications and other materials you will need to submit i.e.  portfolios, career investigations, resumes, documentation of required volunteer hours.
* Some institutions start accepting applications as early as November 1 for admission the following September – determine when is the time that will be most advantageous to “you” to apply. Check application deadlines and ask if there are early deadlines to qualify for certain programs or housing. Deadlines vary between institutions and may even vary depending upon program of interest at a particular institution.
* Record important dates in your calendar.
* Start a file for all important information you obtain or receive.

**October**

* If available, begin reviewing admission application forms for the institution(s) you plan on applying to – many applications may be online. Determine if you are applying to more than one institution as a back up plan. Remember, there is a non-refundable application fee to apply to each institution.
* Keep working on your grades; you will have to provide current mid term marks will your applications.
* If you don’t think you will have the marks to get into your first choice of institution, look at other options including transfer programs. See your Counselor for advice.
* Continue to seek out and attend Bow Valley’s Career & Post-Secondary Fairs in the fall, as well as Open House events at the institution(s) you plan to apply to. Make valuable contacts you can access later should you encounter questions as you proceed with application procedures. Mark your calendar with these events.

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* Continually check out all possible sources of financial aid. Seek out private organizations, such as churches, community groups, minority organizations, or professional associations that your parents belong to and write for more information and application forms.
* Some post-secondary institutions require separate application forms for scholarships or some scholarship applications may be automatic with your admission application – be sure to be clear on what is what – procedures differ greatly from institution to institution.

**November/December/January/February**

* Keeping in mind the institution(s) of your choice and 1st day applications are accepted vs application deadlines (investigated earlier this year), determine when would be best for “you” to apply for admission. This can be done on-line for most institutions. On-line is the preferred method of application submissions as there are safety nets put in place to ensure portions of the application form are completed, and completed correctly. If you apply on-line, you will usually be required to submit a credit card number for payment of the application fee – be prepared to provide this number.

ApplyAlberta is a new, secure, online application and transcript transfer system that students will use to:

* Apply to any Alberta public post-secondary institution through one portal, and
* Authorize institution(s) to request the transfer of their:
* Alberta Education high school transcripts
* Alberta post-secondary transcripts
* Students will not be charge a fee for these transcripts when  transferred through ApplyAlberta.

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 NOTE: Read “all” instructions very carefully to determine what information you will require “prior” to starting your online application i.e. name of program(s) of interest, current or final marks for all grade 12 courses being used for admission, list of courses registered in during Semester 2 that are being used for admission, your “Alberta Student Number” (9 digit), etc.

 Before starting to fill out an application form on-line determine: (1) if you can save completed portions and return to it later, should you come to a part where you need further instructions; (2) if or can or CANNOT go back online and make changes once the application form is submitted to the institution; (3) is there an option on the application form to select only one program of choice or is there an option to make a second choice?

 Check to see “when” and “what type” of transcript(s) needs to be sent to the institution. This varies “greatly” from institution to institution. You may be able to self-report, or you may need an “interim transcript” (current statement of marks) available from your high school counsellor, showing mid term marks for courses currently enrolled in and any final marks for grade 12 courses that you may have completed. You may also be required to submit proof of enrollment in required courses from your Semester 2, also available from your counsellor.

**Note: Failure to ensure your official transcript has been** **requested and received by the institution(s)** **you have applied** **to will result in your conditional offer being taken away**.

**The deadline for institutions to receive official transcripts from current Grade 12 students is usually August 1st for fall start. start.**

* If you plan on living in residence on campus of the institution of your choice, check application procedures and apply as soon as possible. Many places offer accommodation on a first come, first serve basis.
* Continually check, search and apply for sources of financial aid such as scholarships, bursaries, etc.

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* Double check admission and scholarship deadlines. Make sure you have met these deadlines.

**February/March**

* If any of the post-secondary institutions you are considering have an application deadline in March, be sure you meet this.
* For many institutions, you will receive an email address or institution login when you apply. Check this regularly to find out the status of your application and whether you need to do anything else to complete it (ie official transcript)
* If you have not received confirmation of your application, phone, write or email the institution.
* If you have not already done so, arrange for the appropriate type of transcript(s) to be sent to the post-secondary institution(s) you have applied to.
* If you receive a “conditional” offer of admission be sure to submit any requested (non- refundable) fee deposits to hold that seat for you. Failure to pay a deposit will result in your seat being given away. Fees submitted, as a deposit will later be applied to reduce the amount of tuition fees due.
* Remember conditional offers of admission still require you to meet academic requirements needed for that program of study. Upon receipt of your final marks in July (official transcript) an institution will make the final decision as to offer you a spot at their institution. Keep up the  hard work on your grades.
* Continually check, search and apply for sources of financial aid such as scholarships, bursaries, etc.
* Continue to make long-range plans with your family about how you’re going to pay for post-secondary education.

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* If you have applied for a program that requires additional material ( i.e. portfolio, career investigation, resume, etc.) be sure to meet these deadlines.

**APRIL/MAY**

* If you are interested in the Trades & Apprenticeship as your post-secondary option but did not access the school RAP program, seek out the names of companies that hire the trade of interest to you, Dept. Prepare a resume. Seek part time employment with these companies as a method of showing the employer you would make an excellent apprentice. Check out www.tradesecrets.alberta.ca to find more information about Apprenticeship Trades and training programs.
  + - * Many students may decide at this point, or earlier, not to enroll in post- secondary studies directly after high school. This is a personal choice, and may reflect the desire to seek employment and/or the need to do further career planning to assist with career decision-making. Perhaps the student needs to enroll in academic upgrading to later assist with gaining admission into intended area of study.
      * An excellent source for Career Planning and Job Search assistance is the Youth Employment Centre in Calgary [www.nextSteps.org](http://www.nextSteps.org)

                                           

* If applicable, see your counselor and research options available for academic upgrading. Investigate application procedures and deadlines to apply.

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* If you have enrolled, and have not already done so, be sure to attend a Course Selection & Registration Workshop. You may have to register for classes at this time. Understanding the multitude of codes used when selecting courses and registering on–line or through the telephone is very important. If you are assigned a specific time frame to register i.e. between 7 a.m. – 10 a.m. on a specific date, be sure to make access of this time. The earlier you register, the better your course selection will be. Follow the instructions from your institution carefully.
* Government Student Loan applications should now be available on- line or through paper. Be sure to follow instructions carefully. Access information through the student finance links available on www.alis.gov.ab.ca
* Update your resume and apply now, for summer employment. (Early April is highly recommended)

**June**

* If you have not already done so, request official transcripts be sent to Alberta institutions(s) of your choice, these can be located online at applyalberta.ca or for transcripts for other purposes, they can be located at myPass.alberta.ca
* If you have not already done so, make sure you have your student loan applications in by the end of June in order to receive the funds by the time school starts.
* Be sure to comply with requests for deposits, housing information, and other information requests from the post-secondary institution you’ve decided to attend.

**July**

* If you have not already done so, and you have accepted offers of admission to more than one institution, make a firm decision about which institution you will actually attend. Notify all the institutions of your choice.

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* Use the summer to earn extra money for post-secondary education.
* If applicable, look into off-campus housing, and secure a place to live. Watch for deadlines of payments and statements of fees.

**August**

* If you decide at the last minute that you want to pursue post-secondary education, you may still have a “walk in” option. During the two to three week period just before classes begin, post-secondary institutions sometimes discover that they still have room for students. If you apply you might get accepted.
* If moving, determine what you need to pack.
* If living at home clean out a space to accommodate your new  books, etc. You will need a focused study space.
* Ensure your finances are in place, and that your student loans will be available to you at the beginning of September.
* Receive scholarship confirmations, and ensure they have you attending the right institution.
* ***Congratulations and welcome to the next stage of your life!***

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