

# CSS

## Post-Secondary Planning Guide



# Chilliwack Secondary School

46363 Yale Road, Chilliwack BC, V2P 6P8

Phone: 604.795.7295

## School Counsellors

Jodie Cornell

jodie\_cornell@sd33.bc.ca

Stephanie Linau

stephanie\_linau@sd33.bc.ca

Chris Olafson

chris\_olafson@sd33.bc.ca

## Career Advisor

Korilea Soltys

korilea\_soltys@sd33.bc.ca

The **Career Centre** is located just outside the counselling center and is a valuable source of career and post-secondary information for all students. A center where students, parents & teachers can access post-secondary, financial awards, work experience and other sources of career-related planning information, our Career Advisor is available to assist with career searches and address queries. Current financial awards information can be viewed online at [css.sd33.bc.ca](http://css.sd33.bc.ca)

## Post-Secondary Planning

This Guide is designed to help you explore your post high school options. The process will be different for each of you. Whether you are looking to attend a university, a technical school, the military, take a year off, or seek employment, it is our hope that the following information will make the transition easier. We encourage you to speak with your parents, counselor, teachers, and friends about your future plans. The information included in this material has been gleaned from a variety of sources and condensed into one packet to simplify the process of applying for admission into post-secondary institutions. By following the suggested procedures outlined here, you can be confident that you will have the best chance of being accepted at the school or program for which you qualify. Share this information with your parents and continue to talk with your counselor about course planning. All students are encouraged to make informed decisions when selecting their classes. You and your parents are encouraged to meet with your career advisor who will help you with your transition planning. In addition to offering individual meetings with students and parents, the Career Centre sponsors a series of presentations for parents and their university-bound students. A panel of university admissions representatives will share its unique Institutions Programs and application processes in the Fall of the Grade 12 year. A financial awards evening will be offered in September for all graduating Grade 12 students.

## Table of Contents

Post-Secondary Terms.....	3
BC Admission Requirements.....	4
Post-Secondary Options.....	5
Gap Year.....	6
Grade 12 Transitions/Checklist.....	7/8
Co-curricular Activities Resume.....	9
Factors About Yourself to Consider When Choosing a College.....	10
Resources.....	11
Campus Visits.....	11-14
Statement of Students' Rights and Responsibilities.....	15/16
Student School Transcripts.....	17
American College Admissions.....	18
SAT/ACT Testing.....	19/20
Information for Students with Disabilities .....	21
The Application Process.....	22
Top 10 Things that Students and Their Parents Need to Know About the Application Process .....	23
Financial Aid: Step by Step.....	24
Financial Awards Information.....	25/26/27

## **Post-Secondary Options**

### **An Alternative Year**

Some students may choose not to go directly to university after high school. Some will seek alternatives for a year such as travel or an internship experience. Students may request to defer their admissions to a university for one semester or one year, to explore other avenues. See more information on page 5 (Gap Year).

### **Business, Trade or Technical Programs**

The training provided by schools that offer specific programs, prepares students for employment in those fields. The length of a program varies from several weeks to several years. Costs also vary depending on the type and length of the program.

### **Apprenticeship Training**

An apprenticeship is a formal way of learning a trade or a skill by working with someone who works at that particular job. Programs typically include class work in addition to full time work. Apprenticeships usually cover periods of time specified by the labor union or government. Programs vary in length from a couple years and up to six years. An advantage to an apprenticeship is that rather than paying for the training, a student is being paid while learning a skill. The number of openings is limited and not all qualified applicants can enter such programs. Exams and interviews are often required.

### **Military Training**

Branches of the military offer training in almost 1500 different occupations. The training varies in length of time and may include classroom study, on-the-job training, or both. Enlistees are paid while in training. For more information go to <https://forces.ca/en/>

### **Working Full Time**

The Youth and Student Employment site <https://www.canada.ca/en/services/jobs/opportunities/student.html> offers a wide range of services to meet the employment needs of job seekers.

### **University and College**

University, institution of higher education, usually comprising a college of liberal arts and sciences and graduate and professional schools and having the authority to confer degrees in various fields of study. A university differs from a college in that it is usually larger, has a broader curriculum, and offers graduate and professional degrees in addition to undergraduate degrees.

### **Transfer Students**

There are many good reasons motivating students to have a transfer plan. The top reason students transfer is financial circumstances. Cost is a major factor in university completion. You'll be surprised at how much some schools differ from each other in price. Being able to live at home for some of your Post-Secondary education can help you save tens of thousands of dollars. Also, you could keep your job and work part-time while going to school. The growing trend to attend local universities and then transfer to a larger institution continues. For example, attending your first 2 years at UFV and then transferring to SFU for the last 2. To make sure your courses transfer, use the BC Transfer guide. <https://www.bctransferguide.ca/>

## Gap Year

It is common for a student to take a break after high school instead of going directly off to university. Some students work, do volunteer work, while others take time to learn a new skill or learn about another culture. As university admissions have become increasingly competitive, a number of students opt to defer admission and explore other avenues for a year before attending university. If you are considering taking a break, we recommend you go through the university application process in your Grade 12 year. The following list of programs highlights a few of the options available.

The website <https://www.cangap.ca/> provides Gap Year information and resources.

### Examples of Interim Programs

Go Abroad	<a href="https://www.goabroad.com/gap-year/search/canada/gap-year-1">https://www.goabroad.com/gap-year/search/canada/gap-year-1</a>
GVI	<a href="https://www.gvicanada.ca/gap-year/">https://www.gvicanada.ca/gap-year/</a>
Youth Challenge International	<a href="https://www.yci.org/">https://www.yci.org/</a>
OSCA	<a href="https://www.osca.ca/students/2013-11-07-06-58-16/gap-year.html">https://www.osca.ca/students/2013-11-07-06-58-16/gap-year.html</a>
Global Affairs Canada	<a href="https://www.international.gc.ca/">https://www.international.gc.ca/</a>
Cadip	<a href="https://www.cadip.org/">https://www.cadip.org/</a>
Oxfam	<a href="https://www.oxfam.org/">https://www.oxfam.org/</a>
Earth Watch Institute	<a href="https://earthwatch.org/">https://earthwatch.org/</a>
AIESEC	<a href="https://aiesec.org/">https://aiesec.org/</a>
Cross Cultural Solutions	<a href="https://www.crossculturalsolutions.org/">https://www.crossculturalsolutions.org/</a>

## Grade 12 Transitions: Student Checklist

✓ when completed:

### September

- Attend Careers/Choose BC day
- Verify entrance requirements for the program you are interested in at <http://www.educationplanner.bc.ca/> or [myblueprint.ca/postsecondary](http://myblueprint.ca/postsecondary)
- Final adjustments to school timetable to reflect entrance requirements met
- Follow the announcements for relevant grad, university and scholarship information
- Check [www.collegeboard.com](http://www.collegeboard.com) for SAT dates if interested in attending PSI in the United States
- Make an appointment with Career Counsellor
- Sign up for myblue print account

### October

- research scholarships on at least one of the following websites <http://www.studentscholarships.org> ; <http://www.educationplanner.bc.ca/> <http://css.sd33.bc.ca/students/scholarship-info> ; <https://yconic.com/>
- Complete PSI Choices form** (on secure website): this allows institutions access to your final grades in August through the Ministry, and ensures earliest possible confirmed acceptance
- Application process begins** at all universities/colleges(PSIs). Apply online at [www.applybc.ca](http://www.applybc.ca) (for multiple universities/colleges in BC) or specific Institutions on their website. Will need your PEN (you can get this from your counselor or your TVR or report card) and access to a credit card
- make appointment for a private session with UFV or UBC
- Check myblue print Mail box for events and updates
- Go to CSS Webpage GRAD for all Grad Info and dates of events
- attend UBC information Sessions if interested in UBC 31st
- Loran Nomination Deadline

### November

- create secure website at [www.bced.gov.bc.ca/exams](http://www.bced.gov.bc.ca/exams) (to find exam marks, get practice exams, download transcripts, do PSI form)
- attend Grad Info session in computer lab-verify transcript
- confirmation letters/emails** will be sent out from Institutions thanking you for your application, providing you with a contact person and asking for additional information they may require
- ask people for letters of reference
- Grad Transitions- ensure 70% or more of Capstone is complete
- Attend Financial Award Workshops
- Be aware of PSI(Post-Secondary Institutions) Scholarship Deadlines
- Be aware of PSI Scholarship deadlines-Centennial at UBC

### December

- prepare scholarship applications and attend information meetings
- Attend Financial Awards Workshops
- Be aware of all PSI Deadlines for Admission in the Fall.
- Check myblue print Mail box for events and updates

- Cmolik and Schulich Nomination Deadline

#### January

- ensure work experience/community service is uploaded to myblueprint
- Check myblue print Mail box for events and update

#### February

- self –report marks to Institutions (PSI's)** that require it (a letter or email will be sent to you detailing the process you need to follow)
- submit copy of transcript to PSI's** that require it
- Internal Scholarships due** to Mrs. Soltys by early Feb
- External/Specific Scholarships due** Late Feb to Library Lab

#### March

- attend PSI information sessions, tours, or student visits to familiarize yourself with the colleges/universities – various dates- check out university/college websites
- UFV/TWU academic advisors begin visiting CSS
- Check out the on line Scholarships for their deadlines
- Language entrance tests: LPI, CPT, TOFEL. Sign up online at various websites or the website of the institution you are applying to.
- March 1- Preliminary transcript information forwarded**
- Capstone interview

#### April

- Conditional letters of acceptance** based on the self-reported grades
- Pick courses and housing with your PSI

#### May

- Registration appointments begin** (May-Aug) these are online appointment dates where you choose your classes; see a University academic advisor prior to your date to ask specific questions about courses
- May1-Interim transcript information forwarded**

#### June

- start **Applying for student loans** <http://www.aved.gov.bc.ca/studentaidbc/ila/welcome.htm>
- Hand in your Scholarship Receipt Information sheet to Career Centre to process your award
- Show Thank you letter for the donor to Career Centre

**July/August** Final transcript information forwarded/Final Confirmation letters of acceptance or denial

## Activities Resume/Personal Profile

Potential employers and some universities like to know about a student's activities. The first step in preparing an activities record or resume is listing the things you have done. Any productive use of time applies. The following categories will help you organize your list. Hint: Take advantage of the resume builder on my blueprint. The information you enter can be added on and printed. Anyone applying to the financial awards program should have something like this to give to the people they ask for references from. For more information on writing a Personal Profile go to <https://you.ubc.ca/applying-ubc/how-to-apply/personal-profile?>

### Academic Honors

Department awards: what and when

A and B Honors

Other: title, description, year

### Athletics

Sports: position, leadership, year

Honors and Awards: title, description, year

### Co-curricular activities in school

List in order of significance either in terms of time commitment or achievement

Position, activity, time (hrs/wk), year

### Special Honors and Awards

Co-curricular Activities outside of school

Volunteer or community service: activity, year

Number of hours: brief description

### Work Experience

Job title (most recent first): duration, position, responsibilities, year

### Non-work summer experiences

Summer school, camp, etc

Experience, description, duration, year

### Travel

Location, duration, brief description

### Interest and hobbies

Skills acquired, duration, level of involvement, year

**A NOTE OF CAUTION:** All students should be aware of the implications of the image that they portray on the internet. It is extremely important to project a professional impression through voice mail messages, e-mail account titles, Facebook, Twitter, Instagram or other social networking sites.



## **Factors about Yourself to Consider When Choosing a University or College**

Examine your interests, abilities, goals, and expectations. It is crucial that you conduct a self-assessment. The process really begins and ends with you. An honest appraisal of your interests, finances and personality will help you choose universities which fulfill your needs.

### **Your Goals and Values**

- What do you value? What do you care most about? What concerns occupy your time, effort, and energy?
- What do you want to accomplish in the years ahead?
- What kind of person would you like to become? Of your unique gifts and strengths, which would you most like to develop?

### **Your Education**

- What are your academic interests? Which courses have you enjoyed the most? Which courses have been the most difficult for you?
- What do you choose to learn when you can learn on your own? Consider any interests which you have pursued beyond the classroom. What topics have you chosen for a research project? Which lab reports, independent projects, outside reading, or school activities have you chosen? What jobs or volunteer work have you done? What do your choices show about your interests and the way you like to learn?
- How do you learn best? What methods of teaching and style of teaching engage your interest and effort the most?
- What has been your most stimulating learning opportunity? How much do you genuinely like to read, discuss issues, and exchange ideas?

### **Your Activities and Interests**

- What activities do you enjoy outside the daily routine of school and other responsibilities? Which activities have meant the most to you?
  - After a long, hard day, what do you most enjoy doing? What do you do for fun; for relaxation?
- The World around You
- Have you ever encountered people who thought and acted differently than you did? What viewpoints have challenged you the most? How did you respond? What did you learn about yourself and others?
  - What distresses you most about the world around you? Assuming the obligation and the opportunity to change the world, where would you start?

### **Your Personality and Relationship to Others**

- Which relationships are most important to you and why?
- Generally, how do you respond to people who think and act differently from you?
- How do you respond to pressure, competition or challenge? How do you react to failure, disappointment or criticism?

## Resources

### **My blue print** myblueprint.ca

myBlueprint follows a comprehensive education and career planning process that meets the learning needs, interests, and aspirations of all students.

There are five comprehensive **Who Am I** assessments to help students discover their learning and personality styles, interests, desired knowledge, and motivation factors. Job specific compatibility surveys unlock powerful occupation matches based on real-world tasks to better inform student self-discovery.

The **high school course planner** (with optional Student Information System (SIS) integration) allows students to visually plan towards province-specific graduation requirements while instantly discovering their eligibility for every post-secondary pathway in Canada. Backward or forward planning with the most comprehensive post-secondary and career databases. Search, filter, and compare local, province-specific information on apprenticeships, programs, and occupations to ensure students make better decisions and are more prepared for the future.

In **my portfolio** keep track of important experiences, activities, achievements, skills, and more with highly configurable resume and cover letter builders. Classroom, core competency, or career portfolios (to name a few) help convey student learning with documents, images, videos, and more. Students can then easily share an interactive portfolio link with others.

**In Budget**, understand the basics of money management and improve your financial literacy with actionable budgets, learn how to set and track towards SMART goals, and discover what local employers are looking for with job search tools that provide local, up-to-date listings tied directly to your occupations of interest.

### Education Planner educationplannerbc.ca

EducationPlannerBC helps learners make well informed decisions about their education and career options. Use the Plan section to find articles and information about the different paths along the student journey. You can also use this application portal for admission to one or more BC Post-Secondary institutions.

### Government of Canada Education Planning

<https://www.canada.ca/en/services/benefits/education.html>

### Macleans Magazine university Rankings

<https://www.macleans.ca/education/university-rankings/university-rankings-2020/>

## **University Catalogs and Websites**

The primary source of information about a university is its catalog or website. They will offer the student the basic information provided in any university reference guide but in much greater detail. Everything you will want to know about a university will be included in its catalog and website except for facts about the character and atmosphere of the school. This is where visiting the school is important if you can. They are particularly useful in comparing the breadth and depth of major fields of concentration in describing the specific educational programs offered by the school.

### **University Representative Visits**

In late September, Representatives from many BC's Colleges and Universities as well as Training schools and Specific Job Training Sites will hold information sessions about their facility on for all Grade 11 and 12 students. Students will have time to attend 3 of these sessions. Parents are welcome to attend (along with students) the Mini-Forum which will be held after school and will consist of discussion opportunities with representatives from the above institutions.

Throughout the fall months, university representatives come to the high school to meet with students. This is a great way to learn more about these schools and the specific programs they offer. In addition to listening to a general presentation by the admission officer, students will have the opportunity to ask questions, discuss programs, and receive pamphlet material. A schedule of planned university representatives is published and posted in and around the Career Centre.

### **University Fairs and University Nights**

University Fairs and Nights afford the student another opportunity to speak directly with university and school recruiters and to obtain the various forms of information about the school and the programs they offer. These events are generally hosted at the university. Ideally, the student needs to prepare in advance to ask specific questions of the recruiters representing the university in which the student is interested. These events will allow a one-stop shopping approach if the student comes prepared. Prepare...find out which universities will be at the fair and target the ones you want to hit. They are usually placed in alphabetical order. Prepare a list of questions that are important to you (cars on campus, a radio station, meal plan, internship opportunities). Bring an empty backpack. You will acquire a bunch of catalogs, view books, or other handouts. Bring a notebook to jot down impressions and the name of the representative you met. Bring your parents but you don't have to hang out with them the whole time. Information about these events is posted on our bulletin boards when available.

### **Campus Visits**

Once the student has identified schools which are of interest, it is essential to visit the campus. Glossy pictures in a school publication become replaced by realistic, personalized experiences. The visit allows you to experience the character and atmosphere of the school and identify those schools which are the right fit. You can take advantage of visitations during Thanksgiving vacation, summer vacation and during the early fall weekends which are set up specifically to respond to the needs of prospective students. When you plan a campus visit, the following suggestions may prove helpful:

- ☑ Check with your career counselor regarding the procedures for making school visits during the school day.
- ☑ When you've decided to visit a university, check their website for a campus tour schedule or call the admission office. Some can arrange for you to meet a professor who teaches a subject you enjoy, or a coach of a sport you play.
- ☑ If you are very interested in a school, you may want to request an appointment or interview with an admissions counselor and go prepared with an unofficial copy of your transcript and a student resume.
- ☑ Try to visit the campus when school is in session.
- ☑ Use or identify the public transportation opportunities for visiting the campus.
- ☑ Be part of an organized campus tour and be sure to speak with the students as you travel throughout the campus.

- ☑ Eat in the dining hall or campus center.
- ☑ Visit those facilities of most concern to you, in areas of your intended major and sports facilities.
- ☑ Make sure to take down some notes concerning your visit shortly after your time on campus. If the school is at a distance, take pictures to record your impressions.
- ☑ People's views about a university can vary widely, so try to talk to as many people as possible. Whether your visit lasts an hour or a day, you should get all your questions answered. You already may have thought of many questions. Here are some you might want to add to your list.

### **During your visit:**

When You Talk to Students, Ask...

1. Are faculty members interested in students and accessible outside of class?
2. What do students do on the weekends?
3. Is the food good?
4. What is the library like as a place to study?...to do research?
5. Is it easy to access academic assistance/tutoring?
6. What do you like most about this university?...least?
7. How easy is it to get the classes you want at registration?
8. If you had it to do again, would you still choose this college?

### **If You Attend A Class, Ask Yourself...**

1. Am I intellectually challenged by what is taking place in the class?
2. Is there good rapport between professors and students?
3. Would I feel comfortable as a student in this setting?

### **As You Tour The Campus, Ask Yourself...**

1. Are classrooms and labs up-to-date?
2. Are dorms, common rooms, and bath areas updated/clean/comfortable?
3. Where are the laundry facilities?
4. What is the cafeteria like? What are the food options?
5. Where would I go if I needed medical or counselling attention?
6. Are the buildings and grounds well-kept? Will I feel safe here?
7. What is the surrounding town or city like? Would I feel comfortable here?

### **When Your Visit is Over...**

Try to write down your impressions of the college while they're still fresh in your mind. These questions may help you assess your visit.

1. What were your first impressions? campus/buildings/classrooms/students, etc.
2. Did students there seem like the type of people you would like to get to know?
3. Did you get a sense of what the quality of instruction and/or academic demands were?
4. How would you spend your downtime there? – clubs/athletics/activities/social atmosphere? Are the things you are interested in available?
5. Did you walk away thinking “I would like to spend more time here”?
6. Is getting around campus easy? Will travelling to and from home be easy?

**If You Cannot Visit...**

Sometimes it's impossible for you to visit a campus. You can still get the feel of a university by talking to recent graduates or current students who are from your area.

Check to see if colleges you are interested in will be visiting the school.

Call the admission office to find out when a representative will be in your area and to make an appointment to see him or her.

Many universities have virtual tours on their websites. There are computers in the counselling office and the library available to students for college research.

**The Canadian Armed Forces (CAF)** has a number of paid education programs.

Whether you're thinking of going to college, university or getting your post-grad degree, the CAF offers six paid education programs. If you qualify, the CAF will pay 100% of your school fees, including your tuition, books and academic equipment! Meanwhile, you'll earn an annual salary and a benefits package including health, dental, vision care, etc.

After you graduate from one of the paid education programs, you will be guaranteed a job in your field with the CAF. Your salary will continue to increase through professional experience and promotions.

Each program requires two months of service for every month of paid education. For more information about the service commitment, or about any of our paid education plans, visit <https://forces.ca/en/paid-education/>.

## COMMONLY USED POST-SECONDARY TERMS

**Prerequisite:** Courses or a grade point average (GPA required to get into a specific course or program).

**Calendar:** This is an official listing of all programs available at a specific post - secondary institution. It also provides information on admission requirements, important dates, tuition and fee schedules, and broad policies about the school.

**Post-Secondary:** Any public or private institution offering education or training after high school.

**Credit:** The weight or value given to a particular course at a school, college or university.

**Certificate Program:** A program, usually a year or less, in job specific training. Completion leads to employment or can transfer to a two-year program.

**Diploma Program or Associate Degree:** The completion of two years of full time study, resulting in a diploma. This can lead to either employment or can be transferred into a four-year undergraduate program at the same or another institution.

**Undergraduate Program:** The completion of four years of full time study resulting in a BA. (Bachelor of Arts) or a BSc. (Bachelor of Science). This can lead to employment or can prepare students to pursue a Post Graduate Degree (a Master's Degree, a Doctoral Degree or Professional Degree).

## POST SECONDARY TRAINING AND EDUCATION

Many jobs require education and training beyond high school graduation. In a competitive job market, having SPECIALIZED SKILLS AND KNOWLEDGE will provide you with an advantage. You need to make some selective decisions related to your interest and ambitions. The following information provides an overview of some of the major routes you can follow. Acquaint yourself with what each has to offer.

**HIGH SCHOOL GRADUATION IS ONLY A START! REMEMBER –** Each post-secondary institute has its own unique entrance requirements, depending on the specific faculty and program. Each student is responsible to check these carefully prior to course selection.

**UNIVERSITY COLLEGES** offer many types of programs ranging in length from two months to four years. Students can take the first year and/or second year of university transfer courses, some complete degree programs, a variety of diploma or certificate programs in career areas, or high school equivalency upgrading.

**UNIVERSITIES:** do not necessarily offer specific career training, but provide an enriched educational foundation for those interested in preparing for professional schools such as administration, engineering, childcare, education, social work, etc., or for those interested in simply learning for its own sake. Programs, requirements, and fees differ, so it is advisable to consult specific calendars and contact the Admission offices for each.

**NOTE: Please be aware of the admission timelines for Universities. See your counsellor for more information.**

## TYPES OF POST-SECONDARY EDUCATION

Early decisions about general career directions are helpful to enable you to select not only the appropriate post-secondary institution, but also the program or faculty. Also, there are required and recommended secondary school courses that must be taken to enter certain universities and programs. Check the calendars or admission guides of universities you wish to attend. These booklets outline the programs and entrance requirements and application dates are available from your school counsellor or the Career Advisor.

## **CURRENT MINIMUM B.C. UNIVERSITY ADMISSION REQUIREMENTS**

Research online at the following websites or see our Career Advisor.

British Columbia Institution of Technology Burnaby, BC [www.bcit.ca](http://www.bcit.ca)  
Capilano University North Vancouver, BC [www.capilanou.ca](http://www.capilanou.ca)  
Douglas College New Westminster, BC [www.douglas.bc.ca](http://www.douglas.bc.ca)  
Kwantlen University Surrey, BC [www.kwantlen.bc.ca](http://www.kwantlen.bc.ca)  
Trinity Western University Langley, BC [www.twu.ca](http://www.twu.ca)  
University of British Columbia Vancouver, BC [www.ubc.ca](http://www.ubc.ca)  
Thompson River University Kamloops, BC [www.tru.ca](http://www.tru.ca)  
University of the Fraser Valley Abbotsford/Chilliwack, BC [www.ufv.ca](http://www.ufv.ca)  
University of Northern BC Prince George, BC [www.unbc.ca](http://www.unbc.ca)  
University of Victoria Victoria, BC [www.uvic.ca](http://www.uvic.ca)  
(Check University calendars for up to date/official program details)

## **GRADE 12 ACADEMIC COURSES**

(Universities accept these courses, but further research is required)

- Biology 12
- Geology 12
- Pre-Calculus 12/Calculus
- Chemistry 12
- Physics 12
- History 12
- Geography 12
- BC First Nations 12
- English Literature 12
- Foundations 12
- Social Justice 12/Law 12
- Comparative Civilizations 12

(at most universities)

- Along with most language 12 courses

## **ADMISSIONS**

Admission into some programs is competitive, and your requirements change depending on your degree and campus of choice. All applicants must meet the universities general admission requirements and English Language Admission Standard. Specific Program admission requirements are additional to the general school requirements. Most university are looking for students that have breadth, rigor and relevancy to their course planning. For example, if you are interested in taking a Bachelor of Science degree, they will look at how many science courses in grade 11 and 12 you took and your grades in each.

## **Students' Rights and Responsibilities in the University Admissions Process**

### **Before You Apply**

- You have the right to receive factual and comprehensive information from colleges and universities about their admission, financial costs, aid opportunities, practices and packaging policies, and housing policies.
- If you consider applying under an early admission or early action decision plan, you have a right to complete information from the university about its processes and policies.

### **When You Are Offered Admission**

- You have the right to wait to respond to offers of admission and/or financial aid until May 1st (deadlines may differ for each school).
- Universities that request commitments to offers of admission and/or financial assistance prior to May 1st, must clearly offer you the opportunity to request an extension until May 1st. (this date may differ). They must grant you this extension and your request may not jeopardize your status for admission and/or financial aid. (This right does not apply to candidates admitted under an early decision program).

### **If You Are Placed On A Waiting List or Alternative List**

- The letter or email that notifies you of that placement should provide a history that describes the number of students on the wait list, the number offered admission, and the availability of financial aid and housing.
- Universities may require neither a deposit nor a written commitment as a condition of remaining on a wait list.
- Colleges are expected to notify you of the resolution of your wait list status by August 1st at the latest. (this date may differ)

## **When you apply to colleges and universities you have responsibilities**

### **Before You Apply**

- You have a responsibility to research and understand the policies and procedures of each college or university regarding application fees, financial aid, scholarships, and housing. You should also be sure that you understand the policies of each college/university regarding deposits that you may be required to make before you enroll.

### **As You Apply**

- You must complete all material that is required for application, and submit your application on or before the published deadlines. You should be the sole author of your applications.
- You should seek the assistance of your high school counselor early and throughout the application period.
- It is your responsibility to arrange, if appropriate, for visits to and/or interviews at universities of your choice.

### **After You Receive Your Admission Decisions**

- You must notify each college or university which accepts you whether you are accepting or rejecting its offer. You should make these notifications as soon as you have made a final decision as to the college that you wish to attend, but no later than the deadline date given.
- You may confirm your intention to enroll and, if required, submit a deposit to only one college or university. The exception to this arises if you are put on a wait list by a college or university and are later admitted to that institution. You may accept the offer and send a deposit. However, you must immediately notify a college or university at which you



previously indicated your intention to enroll.

- If you are accepted under an early decision plan, you must promptly withdraw the applications submitted to other colleges and universities and make no additional applications. If you are an early decision candidate and are seeking financial aid, you need not withdraw other applications until you have received notification about financial aid. If you think that your rights have been denied, you should contact the college or university immediately to request additional information or the extension of a reply date.

## **Student Transcripts**

A transcript is an official listing of your secondary school (high school) marks and credits received specific to a British Columbia Graduation Program.

A graduation certificate, sometimes referred to as a diploma or “Dogwood”, is your official graduation document.

### **Your Transcript Includes:**

A record of the courses you have successfully completed in a British Columbia Graduation Program  
Honors received

Participation in one or more special programs

Graduation status

Current marks and credits for grades 10-12 for your Graduation Program

If you are on the current Graduation Program (named the 2004 Graduation Program), grades 10 through 12 will be reported.

If you are on another Graduation Program (e.g. the Adult Graduation Program, or other graduation programs prior to 2004), grades 11 and 12 will be reported.

### **You can use the StudentTranscripts Service (STS) to:**

View or order your secondary school transcript

Send your secondary school transcripts to post-secondary institutions

Order your graduation certificate

View scholarships awarded by B.C.

View your provincial exam or graduation assessment results

### **Sending Transcripts to Post-Secondary Institutions**

To help transition from secondary school to post-secondary education, your transcripts can be sent to various universities, colleges and institutes.

Select your post-secondary institutions (PSIs) using the StudentTranscripts service between November and June of your graduation school year. Note: Results from August provincial exams are not available in time for September admission to post-secondary institutions

### **Before you access the StudentTranscripts Service as a current student, you will need:**

Your Personal Education Number (PEN)

Check your report card or contact your school to find your PEN. See [Find Your PEN](#)

A valid email address

Your date of birth

Your legal first and last name

You must register for a Basic BCeID account to access the StudentTranscripts Service.

For more information and to access the service go to <https://www2.gov.bc.ca/gov/content/education-training/k-12/support/transcripts-and-certificates/order-a-high-school-transcript-or-certificate>

## American College Admissions

### College Entrance Exams

While many colleges have gone test optional, most colleges still require standardized testing as part of the admissions process. Students should carefully review the admissions requirements of each college to which they plan to apply.

Tests you are likely to take are the SAT (Scholastic Aptitude Test) and the SAT Subject Tests. The ACT is another standardized test used for college admissions in the U.S. Introduced as a competitor to the Scholastic Aptitude Test, it was said to focus not on aptitude, but instead on academic achievement and mastery of the skills and knowledge taught in schools. According to the College Board, there are 20 test centers for SAT and SAT Subject Tests in British Columbia, Canada. Please note that before you register either of the SAT exams, you should choose your test date and test location. Each testing location is affiliated with an educational institution, such as high school, community college, or university. Sardis Secondary School: Address: 45460 Stevenson Road, Sardis, BC Center Code: 94328 is one such test site. Contact them for dates and times.

### The SAT

Listed below are some of the key changes the College Board has made to the SAT in recent years to make it more focused, clear, and useful.

- It better reflects what you learn in class. The best way to practice for the SAT is to take challenging courses in high school and work hard in those courses.
- SAT vocabulary words are gone.
- There's no penalty for guessing. You'll receive points for the questions you get right, but won't be penalized for choosing the wrong answer.
- It focuses more on the math that matters most for college and a wide variety of careers.
- Free practice for all students. College Board has partnered with Khan Academy to provide free SAT practice materials that can be personalized for you.

**Timing:** 3 hours; 3 hours 50 minutes with the optional essay

- 1 Evidence-Based Reading and Writing Test – 65 minute Reading section, 35 minute Language and Writing section
- 1 Math test – 55 minute section with calculator, 25 minute section without calculator
- 1 Essay – optional – 50 minutes

#### Scoring:

- No wrong-answer penalty
- Score is based out of 1600; 800 for Math, 800 for Evidence-Based Reading and Writing, optional Essay will receive a separate score
- Sub-scores and insight scores are available

#### Reading & Writing

- Reading and Writing are combined into "Evidence-Based Reading and Writing"
- Reading section does not contain sentence completion
- The section tests understanding from US and World Literature, History/Social Studies, and

#### Sciences

- Writing and Language section tests "Expression of Ideas" and "Standard English Conventions" through passages relating to Careers, History/Social Studies, Humanities, and Science.

## **Math**

- Concentrated focus on problem-solving and data analysis, “the heart of Algebra”, “Passport to Advanced Math”
- Real-world problem solving accompanied by informational graphics
- Calculator permitted for 37 questions, not permitted for 20 questions
- Multiple choice and grid-in questions, 1 enhanced grid-in question

## **Essay**

- Essay is optional
- Students have 50 minutes to analyze a 650-750 word document and draft an essay
- Tests reading, analysis, and writing skills; requires students to analyze a source document and explain how the author builds an argument
- Facts matter

**SAT Subject Tests** are one-hour exams designed to measure knowledge and the ability to apply knowledge in specific subject disciplines. A student may select up to three tests on any one test date. The SAT Subject Test in Writing is no longer administered because the SAT includes a writing test. This change has led some colleges and universities to change their admission policies on SAT Subject Tests. Like the SAT, scores range from 200-800. Tests are given in a wide range of math, science, social studies and world language areas. Since these tests measure what you have already learned in a given subject, it is best for students to take them as late as possible in the year. Colleges use SAT Subject Tests for admissions and placement purposes. As some colleges require these tests, it is important that the student fully research the requirements of the colleges of their choice. Your selections at the time of registration are not binding; you may change your mind on the day of the test and select from any of the Subject Tests offered on that day. It is extremely important to be aware of the testing deadlines for registration as the cost increases significantly for late registrations and the student cannot be assured that there will be room in their first choice testing site.

**The ACT** Another testing program which is frequently used for college admissions is offered by ACT. The ACT is a battery of tests consisting of four exams in the academic areas of English Usage, Mathematics Usage, Social Studies Reasoning, and Natural Sciences Reading. Four separate scores, plus a composite score average of the tests, are given. The ACT offers an optional Writing Test that should be taken if a student intends to apply to a college/university that requires it. Students should visit [www.act.org](http://www.act.org) to determine if any of the colleges that they are considering require a writing test. Dates for administration do not conflict with the College Board SAT exams. Most colleges will accept either ACT or SAT scores; others will specify which test is required. Students, again, should check the specific requirements of each college.

## **How do I know which college admission test to take?**

Students should take either the SAT or the ACT at least twice. Many colleges will accept scores from either test and you may attain an acceptable score on one test and not on the other. To find out which test a college would prefer, refer to one of the several college resource books, the specific college catalog, or contact the college admissions office.

## **How do I prepare for the tests?**

Actually, you have been preparing throughout your entire life. Students who have done an extensive amount of reading for pleasure and who have taken challenging courses, especially while in high school, are usually well prepared. A free SAT prep course is available through Khan Academy. Students are encouraged to visit [www.collegeboard.com](http://www.collegeboard.com) and [www.act.org](http://www.act.org) for preparation resources.

**What about taking admission test preparation courses?** In general, preparation courses will review skills in math and language arts topics. The course may also help you to identify or improve test-taking skills and become familiar with the format of the test. Short-term "cram courses" are not likely to improve abilities. Your abilities are relative to the effort and time you spend on the subject matter. Long-term courses that develop abilities in a particular area may have a greater effect on test results. There are also computer programs and test preparation books that some individuals find helpful.

**When should I take the tests?**

Take the SAT's for the first time in the spring of your Grade 11 year in high school. If you are not able to take the tests at these times, plan on taking them during the summer between Grade 11 and 12 year, and/or the fall of your Grade 12 year. Students may choose to take the SAT Subject Test after completing a yearlong course.

**May I take the tests more than once?**

Yes, you may take them as often as you wish. In fact, most colleges will accept your best composite score on the ACT or your best critical reading, math and writing score on the SAT, even though the scores may be from different test dates.

**How do colleges receive my scores?**

When completing the registration form you may identify the colleges where you want your scores sent. If you would prefer to have your scores sent at a later date, contact your guidance counselor for an additional score report form, or access your account at [www.collegeboard.com](http://www.collegeboard.com). There will be an additional expense if the scores are forwarded at a later date. Most colleges have access to scores through a computerized database.

**How are the tests given?**

The tests are given nationally on specific dates available online. Registration deadlines are well in advance of the test dates. The registration deadlines are available at their respective websites.

<https://www.topschoolsintheusa.com/>

### **Information for Students with Disabilities**

Students with identified physical or learning disabilities may want to investigate the programs and services which are specifically designed to meet their post-secondary educational needs. Students may want to make use of preparatory programs which help them to identify individual learning styles and develop organizational and study skills that maximize their strengths. Within a four-year college there are often special programs for students with learning disabilities which provide academic advising, tutorial support, and help in coordinating special services necessary for the student to function in regular classes. There is often a separate admission process to enter an LD program. Even in universities which provide no special programs for students with learning disabilities, individuals with learning disabilities may take advantage of tutorial or other support services which are available to all students and they may request appropriate modifications such as extended time or taping of lectures. As students explore post-secondary options, they should raise questions in each university setting about the availability of support services, the presence of trained LD specialists, and the provision for classroom modification, if necessary. In most instances, students should indicate in the application process the nature of accommodations that will be necessary, if any. If the school has a special learning support program, the student should also be in contact with the director of that program during the admissions process. Universities which have a program for students with learning disabilities frequently require professional assessments which document and identify the specific learning disability of the student.

### **UFV Workplace TASK**

UFV's Workplace TASK is an eight-month program that offers students with disabilities the opportunity to learn self-management and employment skills. TASK stands for Training in Attitudes, Skills, and Knowledge for the Workplace. It is a full-time program that runs four days a week from 8:30 to 2:30 each day from September to late April, in a safe and supportive classroom setting. And, depending on your personal circumstances, funding may be available to cover tuition costs, books and supplies. As a TASK student, you participate in a series of employability workshops, such as Workplace Hazardous Materials Information System (WHMIS), FoodSafe, First Aid, and WorldHost. You also learn basic computer skills and get support as you explore career options, prepare your résumé, and rehearse for interviews.

In addition, you take part in three community-based work experiences to gain valuable on-the-job experience with employers who recognize your potential.

Once you complete the Workplace TASK program, you have the skills and experience necessary to find employment in the community. Or you can pursue further studies at UFV or elsewhere to enhance your qualifications for employment.

## The Application Process

The process of choosing a school is one of the most important that you will make over the next several months. Not a simple task, it will take time, effort, and careful planning for you and your family. It is a process that requires research, discussion, interviews, and the ability to compare and contrast what you know about yourself and what you discern about the polished marketing of a university. Make use of all the resource materials in the Career Office. Be sure to check the universities website to gather more information, take a virtual tour, check out academic departments, activities, admissions requirements, etc. Write, call or e-mail each university for more information when needed. By the beginning of your Grade 12 year, you should narrow your choices down to several schools. Most students will have a mix of safety, target, and reach schools on their list. For some this looks like, UFV, UNBC and UBC. Once you have selected the schools in which you are interested, you should research their application procedures and deadlines. It is extremely important that you read and follow all directions including exactly what materials you need to support your application. You are responsible for knowing specific details applicable to each school to which you are applying. You must check deadlines, admission requirements, tests to be taken, etc. Give yourself time to complete the application procedures by starting as early as possible. Waiting until the last minute causes unnecessary stress and often leads to errors and omissions.

All universities have an **APPLY NOW** tab on their websites. This is the preferred method of applying. Education Planner provides you with a tool that you can apply to more than 1 school in BC with one application. You must have a credit card to use for the application fee. Most universities will create a PORTAL for you. This is a user restricted site with a student number attached to it. This allows you to pay fees and view documents. You will be sent requests for payment and additional documents here so check it regularly.

## Types of Admission Programs

**Regular Decision/Conditional Offer** is the application process in which a student submits an application to an institution by a specified date and receives a decision within a reasonable and clearly stated period of time. A student may apply to other institutions without restriction. If students receives a conditional offer of admission, it means they must satisfy certain conditions in order to keep their admission offer. For example, if your English 12 mark is not completed they will offer you a spot conditional on you completing this course with a certain grade. Technically, all offers are conditional until the final marks are in for all your required courses.

**Early Action (EA)** is the application process in which students apply to an institution of preference and receive a decision well in advance of the institution's regular response date. Students admitted under Early Action are not obligated to accept the institution's offer of admission or to submit a deposit prior to May 1 (deadlines may differ). A conditional **Early** Acceptance university offer may be given to Grade 12 students who excelled academically during their Grade 11 school year. In general terms, Grade 12 students with an average of approximately 88% or above in their 3U/M courses MAY BE SELECTED for **early** acceptance. UBC refers to this as first round offers.

## **Top Ten Things that Students and Their Parents Need to Know About the University Application Process:**

1. Students are responsible for submitting the actual application, application fee, and any specific requirements, i.e. art portfolio, etc. Carefully read the instructions as they vary from one institution to another.
2. Students are responsible for making an account with student transcripts with their counselor in advance of their earliest application deadline.
3. Students must request teacher letters of recommendation in a timely manner and be sure that teachers are aware of your earliest deadline. This request must be done through personal contact, not an e-mail. This also applies to others in the community. Keep a copy for the financial award program.
4. Parents are reminded that the university application process needs to be a student driven experience.
5. The financial cost of a year in university is a lot of money. This is the time to sit down together and have a conversation about the real costs, the plan to pay for it, any savings and possible financial awards. This will guide future conversations about the best fit for you when choosing a university to go to.
6. Staff at universities will only speak to the student about their courses, health, plan, grades, etc. Unlike high school you as the parent will not be the primary contact. This is a university policy and needs to be respected.
7. Students should have a backup plan and either apply to one or more universities or have another plan to work and take a Gap Year.
8. Students are responsible for keeping informed about fees and supporting documents the university may require after they have applied.
9. Do not wait until the last minute to apply. Rushing things can cause mistakes and omissions. You want to proofread what you have submitted, even the simplest of things like your name and address.
10. Be truthful. Do not overdo your co-curricular activities, or self-reporting grades. Universities have a process to verify and check on information.



## Financial Aid: Step by Step

<https://studentaidbc.ca/>

### Step 1: Definition

Financial aid is a combination of funds (i.e., grants, loans, and work awards) from a variety of sources (such as federal ,provincial), which supplements the financial contribution that a student is able to make toward meeting the costs of a university education. The estimated family contribution (EFC) is generated according to a standard formula. The EFC is then subtracted from the total cost of the institution. The difference between the institution costs and the estimated family contribution determine the amount of financial aid award eligibility. They subtract your total resources from your total educational costs to calculate your assessed financial need.

### STEP 2: Eligibility

To receive student financial assistance, you must meet all of these basic eligibility criteria:

be a Canadian citizen, a permanent resident or have protected person status

have a valid Canadian social insurance number

be a resident of British Columbia

be pursuing full-time studies as your primary occupation

be enrolled in an eligible program of study at an eligible post-secondary institution

be able to demonstrate financial need

make academic progress and achieve satisfactory scholastic standing in each period of post-secondary study.

### STEP 2: Application

Below are the steps in applying for B.C. and Canada student loans if you are a full-time student.

1 Have a valid BC Services Card and have your identity verified.

2 Choose the post-secondary school you want to attend, and determine the study period (registration period) for which you need funding.

3 Check to make sure your school is designated for StudentAid BC funding.

4 Figure out how much money you need to attend school:

Use the financial need formula

Complete a budget worksheet

Check your eligibility for the maximum funding limits

5 To access the StudentAid BC application and apply for funding, go to the StudentAid BC Dashboard and log in with your BC Services Card, or register for a new account. Once you have logged in to your account, complete and submit the online StudentAid BC application.

You can check your application status from your dashboard. StudentAid BC will process your application within six weeks and notify you of the outcome on your dashboard account. Never be embarrassed to apply for financial aid. The information you provide is always kept strictly confidential. Some students and parents assume that a high family income makes them ineligible for need-based aid. This is not necessarily true. Situations such as a large family, more than one child in college at one time, or parents nearing retirement will all affect estimated need.

### **Chilliwack Financial Awards Program**

These are donated from groups/organizations in your community. The Internals are decided upon by a group of teachers, counselors, and administrators at the school level. The Externals are decided upon by the donating group or organization. Eligibility for community-based financial awards offered through the Chilliwack School District Awards Program is based on School of Record. The School of Record (SOR) is defined as the school at which the student receives the majority (50% or more) of their current educational program. The three types of Awards are as follows:

#### **Internal Awards**

These financial awards are decided upon by a group of teachers, counselors, and administrators at the school level. These financial awards are donated from groups/organizations in your community. These groups/organizations donate the funds. They do NOT want to decide who the student recipient is as they feel the staff knows the students the best. Winners will be kept confidential until Award Ceremonies in June.

#### **External Standard Awards (School Mails)**

These financial awards are donated from groups/organizations in your community. THEY DECIDE which student is the award winner. Winners will be kept confidential until Awards Ceremony in June.

#### **External Specific Awards (School Mails)**

The organization has a specific application form and THEY DECIDE which student is the award winner. Do not use the CSS Standard Application.

All information about how to apply, the list of awards, and the application and deadlines is found on our website. <https://css.sd33.bc.ca/>

There is a kickoff meeting in September for students and parents interested in this program. Also, workshops are available to attend for help with your application monthly. Specific dates and times can be found on the school website.

Some other common places that students can receive funding from are:

#### **Provincial Scholarships**

The program's purpose has been revised as follows: to recognize student achievement and encourage students to pursue post-secondary education. Under the revised program, all scholarships will be vouchers to be used upon registration and payment of tuition at a designated post-secondary institution.

#### **On-line Scholarships**

These are scholarships that are offered and advertised on-line. There are many sites that do this. I have listed a few of the main ones. Deadlines vary and may be as early as October. Be careful to read the fine print.

#### **Post-Secondary Institution Scholarships**

Most Post-Secondary schools have Scholarship Programs. It depends on the specific Institution but the majority offer an Entrance and a Guaranteed Scholarship. Look carefully at deadlines and amounts as they vary.

Further information about each of these can be found on the school's website. <https://css.sd33.bc.ca/>



### **A Step By Step Guide to the Financial Awards Process**

- 1) Visit the school website <http://css.sd33.bc.ca/> under the section Financial Award Information. Read & Check the list of Internals and Externals found under the section Financial Awards, noting the criteria for each.
- 2) Make sure you are connected to REMIND GRAD info texts.
- 3) Copy and paste those awards that fit you into your own Word document. Check the list often as they change right up until the deadlines. Look at the top for the most current date.
- 4) Complete a Reference Resume. This is a resume for your References so that they know about all the things you're involved in. This is different than a job resume.
- 5) Identify who your references will be in school (teacher, counselor, administrator, coach) or out of school (employer, pastor, coach). Ask more than 2 people. Provide them with a reference resume. Do this EARLY!!
- 6) The Internal and External standard form is found on the schools website. It is a writable form and you can save it to your computer. You can amend it many times and eventually will have a finished product ready to be submitted by the due date. Practice filling this out.
- 7) The Internals use the Checklist and leave the box at the top of the application empty.
- 8) The External Specifics have their own form that you Print and write on by hand. Some have specific document requirements so read each carefully. Some have old dates. They are valid.
- 9) Create a working document of the application which lists all the school related activities you have done from Grade 10-12. (Leadership, Sports teams, Musical theatre, Drama, WEX, Clubs) as well as all the Community based activities you have done in Grade 10-12. (Paid jobs, volunteer work, tutoring). You MUST add WEX to each activity if it is WEX.
- 10) List awards and citations you have received in Grade 10-12.
- 11) If there is a special circumstance, affiliation or adversity in your life put it in the assigned box.
- 12) Do the Financial Budget on the application. Print.
- 13) Write your Career Statement. This is a one page essay that includes: where have you been? What are you doing now? And what are you going to do? This all relates to your chosen Career path and passion.
- 14) Have someone read and edit this essay. This is something you work on for a few months.
- 15) Mrs. Soltys should review your package prior to hand in day.
- 16) Create a workspace at home. It is easier if you are organized. Make photocopies of originals.

- 17) Attend 3 or more Financial Award workshops in Dec or Jan.
- 18) Copy of Transcript from [www2.gov.bc.ca](http://www2.gov.bc.ca) black out PEN number.
- 19) Assemble the Internal package: standard application, references, transcript, financial budget. MAKE A COPY OF INTERNAL PACKAGE!!! Submit to Mrs. Soltys on Feb(date changes each year) by 1pm. Put your application on myblueprint portfolio as a PDF File.
- 20) Assemble the External package: standard application, references, transcript, and financial budget make copies of each for the number you are applying to. Stapled papers. Submit to Mrs. Soltys in the Library Lab February(date changes each year). Put in ALPHA order.
- 21) Assemble the External Specific packages and follow their hand-in instructions. Good Luck ☺