Grade 12 Checklist

This is it! The end is in sight and it’s going to go by quickly! Let's ensure you are ready for your transition to post-secondary education and training! Admissions, timelines, money matters, and more...

September

* If you’ve chosen a program, make sure the courses you are taking right now meet the admission requirements for the post- secondary program and school you would like to attend.
	+ Admission requirements are available online or ask your guidance counsellor to help you find the information
* If you’re not sure what program you want to take, try to pick your grade 12 courses wisely. For example, many post-secondary programs require English 30-1, however, usually only science programs require Math 30-1.
* If you’re thinking about working in a Trade after high school, consider starting early on your Apprenticeship by doing the Registered Apprenticeship Program (RAP) (<https://tradesecrets.alberta.ca/learn-on-the-job/who-can-learn-a-trade/registered-apprenticeship-program/>)
	+ TIP: The hours you put into the RAP program will go towards the hours you need for the first year of your apprenticeship
	+ TIP: For more information, or a list of Trades in Alberta check out the Trade Secrets website here (<http://tradesecrets.alberta.ca/>)
* Sign up for myPass (<https://public.education.alberta.ca/PASI/myPass>) if you haven’t already. This will allow you to view your diploma marks and more!
	+ TIP: myPass will allow you to easily request your high school transcripts if needed
* Create a folder and put all your post-secondary materials (applications, transcripts, student funding information, etc.) in it for safe keeping. Include deadlines for things such as:
	+ Admissions applications (These will vary with each post-secondary school.)
	+ Housing
	+ Financial aid applications
	+ Other Fees
	+ Tuition
	+ Materials you will need to submit
* Review our scholarship blogs, such as Scholarships 101 (link), to find out how to get some FREE MONEY! Use the links to start finding any scholarships that you might qualify for.
	+ TIP: Get a head-start and begin to fill out applications now…send them in before the deadline to be safe!
	+ TIP: Apply for any scholarships that you have even half the qualifications for. Many scholarships go unclaimed, so just apply!
	+ TIP: Most universities and colleges have scholarships available for early admission, which means if you beat the admission deadline (usually December) you could score an extra $1000 or more!

You Should Know...

Your Grade 12 marks, especially from the first semester, count heavily in post- secondary admissions.

Check application deadlines for the post-secondary schools that interest you. Some post-secondary schools have application deadlines as early as November 1. Also, find out if there are early deadlines to qualify for certain programs, attend different campuses, or to apply for student housing.

October

* Check your calendar… are any of your admission application deadlines coming up?
	+ TIP: Most of these application forms can be completed and submitted online! Apply Alberta (<https://www.applyalberta.ca/pub/>) is a great place to start. It is an online application system that makes applying to post-secondary institutions super easy and Apply Alberta will take care of sharing your transcripts between schools for you!
* Continue to check and apply for scholarships from both public and private sources such as churches, community groups, the government or minority organizations.
* To get student financial aid, you have to apply for it. Visit Student Aid Alberta (<http://studentaid.alberta.ca/>) to learn more about what you need, or check out this blog (and more) (<http://learningclicks.alberta.ca/resources/student-aid/>) for more information!
	+ TIP: You need to have acceptance to an institution to apply for student loans
	+ TIP: Alberta Student Loans does NOT care about your parent’s income
	+ TIP: Using Alberta Student Aid will automatically apply for Canada Student Loans for you (Canada Student Loans does care about your parent’s income unfortunately)

You Should Know...

Your high school transcript must be sent with your admission application, so keep working hard on your grades!

If you choose to move away from home for school, start researching possible places to live or contact the housing office at the post-secondary school you plan on attending for more information.

NOTE: Usually there is an additional fee to apply to on-campus housing.

Check to see if your school of choice is hosting an Open House – many do in the fall, so this is a great opportunity to visit the campus and learn more about your program options.

November

* Check your calendar… are your admission application deadlines coming up?
	+ TIP: Most of these application forms can be completed and submitted online!
* Make sure you have access to myPass so you have access to your transcripts and Alberta Student Number.
	+ TIP: You can also find your Alberta Student Number here (<https://extranetapp.learning.gov.ab.ca/learnerRegistry/forms/default.aspx>)
	+ TIP: There is sometimes a fee to request your transcripts, using Apply Alberta can help avoid those fees.
* Continue to search and apply for scholarships and other possible sources of financial aid.

You Should Know...

If you plan on living in dorms on campus, apply now. Many institutions offer accommodations on a first come, first serve basis.

December

* Check your calendar… are your admission application deadlines coming up?
	+ TIP: Most of these application forms can be completed and submitted online through Apply Alberta (link)!
	+ TIP: These application fees require a credit card for payment, if you can’t afford the application fee, try calling the institution to see if there’s anything they can do to help.
* Continue to search and apply for scholarships and other possible sources of financial aid.
	+ TIP: Many institutions have early entrance scholarships, usually this deadline is in December.

You Should Know...

If you plan on living in residence on campus and have not yet applied for housing, apply now. Often accommodations are offered on a first come, first serve basis.

January

* This is your final semester of high school! Make sure you enjoy it! Take some courses that interest you!
* Continuously check, search and apply for scholarships, grants and bursaries.
	+ TIP: Scholarship deadlines are always coming and going, there’s always money to apply for!
* Sit down with your Academic Counsellor or advisor to review your high school graduation requirements to make sure you’re going to graduate. You can also find those requirements here (can we link to the PDF page? Page 103 here: <https://education.alberta.ca/media/1626501/guide_to_education_2015.pdf>)



February

* Check your calendar for any upcoming application deadlines.
* Use scholarship websites such as Yconic (<https://yconic.com/> ) and Scholarships Canada (<http://www.scholarshipscanada.com> ) to find scholarships tailored to your strengths and skills.
	+ TIP: Local organizations and individuals sometimes award scholarships to students graduating from their local high school.
	+ TIP: Talk to your school, most high schools have scholarships specifically available to their students, but they also have deadlines.

March

* If you are considering a student loan and would like to learn more about the loan process, check out the Student Aid Alberta website (<http://studentaid.alberta.ca/> ).
* Review the requirements for the Alexander Rutherford Scholarship, it’s probably the first scholarship you’ll get!
	+ TIP: check out more information on the Alexander Rutherford here (<http://studentaid.alberta.ca/scholarships/alberta-scholarships/rutherford-scholarship/>)

April

* You may start getting conditional offers of admission and financial aid in April (if you haven’t already).
	+ NOTE: A conditional offer just means that the institution is offering a place for you, but they are waiting on some of your grade 12 marks to fully accept you.
* Continue to make plans for how you're going to pay for post-secondary education and where you’re going to live.
	+ TIP: Because College and University students are done school in April, April and May are great times to start looking for off campus housing options.
* Review your folder, make sure you’re on top of your deadlines!

May

* Most offers of admission are made in May. Hopefully you should hear back soon from a post- secondary school!
* When you hear back from a post-secondary school, remember to put your STUDENT ID NUMBER in the folder you created. You will use it quite often in the future!
* As soon as you have decided which offer to accept, notify the post-secondary school of your decision.
	+ TIP: Be prepared! Most schools need a tuition deposit to officially hold your place. This can be around $200.
* If you are placed on a post-secondary school's waiting list and intend to enroll if accepted, call or write the Admissions Office to ask how to strengthen your application or to find out your standing.
* If you’re considering student funding, head to Student Aid Alberta (<http://studentaid.alberta.ca/> ) online to get your application started.
	+ TIP: It’s a good idea to submit a student loan application by May 31, it can take a while to get the application approved and the money paid out!

June

* Make sure that you have your student loan applications in by the end of June so you can receive the funds you need by the time school starts.
* If you have accepted admission offers from more than one post-secondary school, make a firm decision on which school you will attend in the fall.
	+ TIP: To help you decide, evaluate what’s important to you like location, class size, programs offered, student services, graduate employment rates, etc.
* If you applied through Apply Alberta, that will allow the institution to request transcripts on your behalf. If you applied somewhere outside of Alberta or without Apply Alberta, you’ll have to arrange to send your final transcripts yourself.
* Review and ensure you’ve replied to, and have met requirements for, admission offers, requests for tuition deposits, on campus housing deposits and any other information relevant to you from the post-secondary school you will be attending.
* Time to register in courses! If you’re enrolled in University you will probably need to pick your own classes, if you’re enrolled in College they might already have registered you in what you need to be in.
	+ TIP: Call the school’s academic advising office to discuss class choices if you’re unsure
	+ TIP: Be aware that most schools only allow you to take so many first year classes (100 level, 1000 level etc.), so consider taking some second year courses that don’t have any prerequisites.
* If you have completed Advanced Placement or International Baccalaureate courses, send your test scores to the post-secondary school so you can receive credit for those courses.
* Congratulations, high school graduate! Good luck on an exciting and successful future!

July

* Think about ways to earn and save money for your post-secondary education… consider a summer job.
* Internships are also a great way to build your resume and help you earn scholarships
* If you’re still in need of funds for school, consider applying for a Student Line of Credit through your bank
	+ TIP: These Lines of Credit require a co-signer, so most of the time your parent needs to apply for this product with you.
* If you haven’t had a chance to be a “Student-for-a-Day” you still can! University and College students can take summer classes so you can still tag along and see what it’s actually like!

August

* If you have decided to pursue post-secondary education over the summer, you may still have a "walk in" option! During the two- to three-week period, just before classes begin, post-secondary schools sometimes discover they still have room for students. Apply now… it’s possible you can still be accepted for the fall semester or maybe the spring semester.
* Review your folder, make sure you have the following information:
	+ Student ID Number
	+ Class schedule
		- TIP: Once you know who your professors are, check out <http://www.ratemyprofessors.com/> . This site has student reviews on what the class and teacher are like. Keep in mind that every students’ opinion is different, but it’s a great place to start.
	+ Campus map
	+ Important dates (first day of class, tuition deadlines etc.)
		- TIP: These can usually be found on the school website under “calendar”
	+ Registration details for any New Student Orientation
		- TIP: These orientations are incredibly valuable and help you meet new people. They can also help you get your textbooks and materials lined up.
	+ Student Housing information (if applicable) – they will send you information on move in dates, fees and things you need to bring.
	+ Textbook list – sometimes this doesn’t come out until closer to September, but once you get the list you can consider tracking down used versions of your books to save some money.
* Need a little more help making sense of things? Read our Learning Clicks blogs on what student life is really like! Midterms, dorms, budgeting…we have it all! Still want more? Contact a Learning Clicks Ambassador.