

# EMCS

## GRADE 12 CHECKLIST

The following information is provided to assist you in planning during your Grade 12 year. If you have any questions, please see your Counsellor.

### SEPTEMBER & OCTOBER

- See your counsellor and check to ensure you have all the requirements necessary for graduation. Students must have the required courses listed below as well as at least **80 credits**. (1 course = 4 credits)

<p style="text-align: center;"><u><i>Grade 10 Courses</i></u></p> <ul style="list-style-type: none"> <li>• English 10</li> <li>• a Math 10</li> <li>• Science 10</li> <li>• Social Studies 10</li> <li>• a Phys. Ed. 10</li> <li>• Planning 10</li> </ul>	<p style="text-align: center;"><u><i>Grade 11 Courses</i></u></p> <ul style="list-style-type: none"> <li>• English 11 or Communications 11</li> <li>• a Math 11</li> <li>• a Science 11</li> <li>• Socials 11 or First Nations 12</li> </ul>
<p style="text-align: center;"><u><i>Grade 12 Courses</i></u></p> <ul style="list-style-type: none"> <li>• English 12 * or Communications 12 *</li> <li>• _____ 12</li> <li>• _____ 12</li> <li>• _____ 12</li> <li>• Grad Transitions</li> </ul> <p style="color: red;">*Provincial exam required</p>	<p style="text-align: center;"><u><i>Other</i></u></p> <ul style="list-style-type: none"> <li>• a Fine Art/Applied Skill 10/11/12</li> <li>• a Grade 10,11 or 12 elective</li> <li>• a Grade 10,11 or 12 elective</li> <li>• a Grade 10,11 or 12 elective</li> <li>• a Grade 10,11 or 12 elective</li> </ul>

- Plan for your life after EMCS. Visit your Counsellor and /or the Career Centre.
- Review the requirements for getting on the **EMCS Grad List**. Only students on the Grad List are able to participate in EMCS Graduation Ceremonies and purchase prom tickets. Details are on the EMCS website. See "Graduation" under the Student tab.
- Log on to your **Career Cruising** account. While we didn't use Career Cruising for course selection, Grade 12 students still have accounts and can use the site to research careers, post-secondary programs, and admissions requirements. Some components of Grad Transitions will be on Career Cruising. A link to Career Cruising is under the Students tab on the EMCS website.

- Admission Requirements:** Double check the **requirements for admission** into post-secondary programs of interest by checking the websites of the post-secondary school(s) you plan to attend.
- Post-Secondary Application Deadlines:** Confirm post-secondary application deadlines by visiting the websites of the post-secondary school(s) of interest.
- If you are planning to go to the USA, register for the **SAT OR ACT** exam (required by most US universities)
  - [www.collegeboard.com](http://www.collegeboard.com)
  - [www.act.org](http://www.act.org)
- If English is not your first language, check to see if you require a **TOEFL** or **IELTS** exam.
- Use an agenda or calendar in your phone to stay organized and to be successful.
- Discuss plans with your parents to help keep them informed.
- Apply for Post-Secondary School:** Apply for admission to post-secondary school. See the "Post-Secondary Application Process" section of the EMCS website (under the Students tab, Counselling Centre sub-tab) for step-by-step instructions. Remember that Camosun fills many programs on a first qualified, first accepted basis.
- Arrange have the Ministry of Education release your transcripts to the post-secondary schools to which you will be applying. This is done by using the Ministry of Educations Student Transcript Service (STS). Instructions are on the EMCS website (under the Students tab, Counselling Centre sub-tab, "Post-Secondary Application Process")
- If you are a top student, see your counsellor regarding some large scholarships that have early deadlines e.g. Loran Award, TD Canada Trust Scholarship, etc.
- Attend **Grad meeting:** Date TBA
- Check the **Graduation section of the EMCS website** (under the students tab) regularly during the school year.
- Begin working on your **Grad Transitions**.
- Visit the **Post-Secondary & Career Information** section of the EMCS website (under students, counselling centre, post-secondary). There are links to many websites to help you explore your options for after Grade 12.
- Attend **post-secondary information nights at EMCS**. Usually UVIC, Camosun, UBC, and VIU have evening presentations at EMCS for student and parents in October or November). Listen for announcements.

- Ask your parents to check with their employers, unions and any organizations or associations they belong to as to whether scholarships or bursaries are available through them. You may have to apply early for these sources of financial aid. Read all applications carefully and complete accurately.

#### **START A FINANCIAL AID AND POST SECONDARY APPLICATIONS FILE**

- See the **Scholarships, Bursaries & Student Loans** section of the EMCS website (under the Students tab, Graduation sub-tab) for a step-by-step guide.
- Read the **EMCS Financial Aid Booklet** available on the EMCS website.
- Check the **EMCS Awards Database** available on the EMCS website. Check for updates often.
- Begin gathering letters of reference, write draft of your letter of application, update your resume.
  - **Reference letters:** Request any letters of reference you may need. Ask people **early** so they have time to think and do an outstanding job for you. If you need to supply names for references be sure you have their permission before giving names (e.g.: teachers, community employees, coaches, community members, etc.)
  - **Letter of Application:** Prepare an initial draft of your letter of application.
  - **Resume:** Keep it updated.
- Book an appointment **early** with Principal, Vice-Principal, Counsellor or staff member to discuss a letter of reference with you.
- Keep copies of all reference letters and important documents.
- Be sure you have a Social Insurance Number... [www.servicecanada.gc.ca](http://www.servicecanada.gc.ca)
- Research all sources of financial assistance. Visit the scholarship websites listed in the EMCS Financial Aid Booklet.
- Check financial aid opportunities with all institutions you may attend. Most post-secondary schools have a Financial Aid section of their website.

- In October and November, work on **Purdy's Chocolate sales** to offset cost of grad. Information and order forms will be available from Grad Council.

- Complete **Post-Secondary Institution Choices** form online to arrange for your marks to be forwarded electronically to post-secondary schools. The link to the PSI choices site is provided on the **Post-Secondary Application Process** section of the EMCS website (under the Students tab, Counselling Centre, Post-Secondary).

- If you are taking any distance learning courses (e.g. WestShore, SIDES, NIDES, etc.) that are required for graduation, you must plan to have these courses completed by the **end of April** in order to get on the grad list.

- If you are taking any distance learning courses (e.g. WestShore, SIDES, NIDES, etc.) that are required for post-secondary admission, check the post-secondary institution's website regarding deadlines for distance learning courses. **Many post-secondary schools have early deadlines for distance learning coursework.**

## NOVEMBER

- First draft of scholarship/bursary letter of application should be done.
- Mid-November **Purdy's Chocolate orders** due (25% profit goes to individual to offset the cost of grad/prom)
- Sign up for a **Grad Photo session**. Information and instructions for signing up are found on the "**Graduation**" section of the EMCS website (under the Student Resources tab).
- Grad Photos**: See the **Graduation** section of the EMCS website for location, dates, and times.
- When you attend your grad photo session, **sign up for a cap & gown** for the grad ceremony.
- EMCS Post-Secondary Event (November 20)**: Representatives from many BC post-secondary schools and training facilities will visit EMCS.
- Transcript Verification Forms**. These documents will be mailed home in late November. Ensure all course and credit information is accurate as well as the spelling of your name, your address, etc. The name on the TVR will be the name on your high school diploma. The address listed on the form is where your final official transcript will be sent in the summer. See your counsellor if there are errors.

## DECEMBER

- Continue to apply for post-secondary schools online.
- Prepare for January final exams
- Sign-up for the **Grad Fashion Show**. Listen for announcements.
- Complete any distance learning courses than must be done before the end of semester 1.

## JANUARY

- Check the final exam schedule carefully and note the date/time/location of your exams. A provincial exam is required for English 12 and Communications 12.
- Continue to check the Scholarship & Bursary section of the EMCS website for updates.
- Grad Photo retakes.** Listen for announcements and see the Graduation section of the EMCS website for details and instructions for signing up.
- Do you plan to make a spring tour of any schools you might want to attend? See your counsellor and listen for announcements.
- Complete your scholarship/bursary letter of application.
- If you have failed a semester 1 course, this may impact your ability to graduate and/or be admitted into post-secondary programs. Double check your grad status and post-secondary entrance requirements. See your counsellor if you have questions or concerns.

## FEBRUARY

- If you are planning to apply for student housing, application usually starts now.
- Pay all your school fees at the office.** Ensure you don't have any outstanding school fees. A fee statement will be issued with your report card. Outstanding fees will keep you off the Grad List. If personal circumstances are preventing you from paying your fees, please see your Counsellor.
- If you applied to the University of Victoria, **self-report your marks** (self-reporting usually opens approximately February 15 and closes approximately March 31. See the UVIC website for details.
- Feb 28** deadline for UVIC applications

## MARCH

- Continue to work on your scholarship/bursary applications.
- If you are working on distance learning courses (e.g. West Shore, SIDES, etc.) make sure you are on schedule to complete them by the **end of April**. Not completing distance learning courses required for graduation by this time will prevent you from being on the Grad List.
- Be sure you are passing ALL your courses. If you are failing a required course on the April report card, your name will not be added to the Grad List until your teacher confirms your mark has been brought up to above 50%.

## APRIL

- Double check scholarship and bursary application deadlines. Most "Local" Award applications are due the first Monday in May. However, 2 or 3 Local Awards applications may be due in April. Check the EMCS Awards database for details.
- Finish Grad Transitions (due: **April 17**)
- Let the office know of any changes in your mailing address or phone number
- Complete a Grad Comment Form** and turn it in to the office. This is the comment that will be read as you cross the stage at Grad. Turning in a Grad Comment is one requirement for being on the Grad List.
- Make sure you are signed up for Graduation Cap and Gown.
- See your counsellor if you need assistance with Grad related expenses e.g. prom, tuxedo, grad dress, etc.
- Prom Guest Approval Forms** due. (Date TBA)
- At the end of April, Semester One final marks and Semester Two interim marks are transferred to the Ministry and to Post Secondary Schools so they can make offers of EARLY ADMISSION....some offers may come earlier.
- Apply for college, university, or technical school scholarships and bursaries if you haven't already done so.** You may have to phone the institution directly for forms or go online. Some schools automatically consider you when you apply. You may have to provide transcripts.

- If necessary, apply for **student loans** ([www.StudentAidBC.ca](http://www.StudentAidBC.ca)).
  
- By end of April, complete any correspondence/online courses that are required for graduation
  
- APRIL REPORT CARDS.....** Make sure you are passing all courses required for Graduation and post-secondary admission. Receiving a failing mark on the April report card will prevent you from being on the initial run of the Grad List **AND** may put post-secondary plans in jeopardy. Remember, post-secondary schools you've applied to will receive your April report card marks.
  
- be sure you meet all **Grad List Requirements**:
  - on track to have **sufficient courses & credits** to graduate
  - passing marks** in current courses that are required to graduate
  - Grad Transitions** work must be completed (**due April 17**)
  - distance learning courses** required for graduation must be finished
  - grad comment** turned in to office
  - Clear up any **school fees**. See your counsellor if you require assistance.
  - turn in **missing library books and text books**. See your counsellor if you require assistance.

## **MAY**

- Grad List** is posted at the **beginning of May**.
  
- Make sure you are on the Grad List**. If you aren't on the list, you will be given a "**Missing Graduation Requirements**" form with a list of things you need to do to be added to the List. As you complete requirements, gather the necessary signatures on the form. Return the completed form with necessary signatures to your Counsellor.
  
- First Monday in May at 8:45 am**: "School" & "Local" award applications are **DUE NOW** to Mr. Phipps. **LATE APPLICATIONS WILL NOT BE ACCEPTED**.
  
- Mid to late May**: Prom tickets go on sale for those students on the Grad List.
  
- Prepare for June final exams.
  
- May 25**: final deadline for getting your name added to the Grad List

## JUNE

- Final exams
- Accept or decline offer(s) from post-secondary schools.
- Cap and Gown pick-up in the seminar room (Dates TBA)
- Grad Rehearsal at UVIC **June 1**. School buses leave EMCS at 9:00am
- Graduation Ceremony **June 2 at 1:00pm at UVIC**
- Awards Night **June 14 at 7:00pm**
- Prom **June 15 at the Empress 7:00pm to 11:00pm**
- If you win an award or bursary, send a thank you letter

## JULY & AUGUST

- You will receive transcripts in the mail from the BC Ministry of Education at the end of July letting you know whether you graduated or not.
- Your high school diploma will be mailed to you from the school.
- You will likely register and choose courses at Post Secondary School.
- You may wish to go to an orientation session at a post-secondary school.