

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

- ☐ 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
 - 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.
- ☐ Complete the online **PSI (Post-Secondary Institution) Choices form** online. This is required for post-secondary school to have electronic access to your transcript. 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
- 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.**