

F. H. Collins Secondary School

Labor Omnia Vincit

“Work Conquers Everything”

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Whitehorse, Yukon Fax: (867) 393-6385
Y1A 3J1

1. All grade twelve students receive the *Grad Planner*. Graduation Transition is coordinated by Mr. R McGurk in room 126 prospective grads will receive a mark of RM (Requirement Met) on completion of the three requirements. **See a counsellor or Mr. R McGurk for specific requirements.** The Grad Planner booklet contains valuable information for prospective graduates on Graduation Program exams, money issues and key websites.
2. The **Yukon Excellence Awards** for academic performance (a test score of 80% or above) on B. C. Graduation Program examinations are vouchers that can only be used to pay tuition, book costs and other fees in post-secondary study. After each exam cycle, students will be informed of the total amount of the Awards earned and how to access them. Further information on the Yukon Excellence Awards can be obtained from the Department of Education at 667-5929.
3. **YUKON GRANTS:** Information about Yukon Grants, the amounts, who qualifies and how to apply is available from the counselling office or from the Department of Education. Specific information about scholarships and financial assistance available to Yukon students is contained in the booklet "**Financial Assistance for Yukon Students**". This booklet is available in the counselling offices at F. H. Collins or can be obtained by writing to: Department of Education, Box 2703, Whitehorse, Yukon Y1A 2C6. (www.education.gov.yk.ca) (www.studentawards.com) (www.canlearn.ca)
4. Yukon students receive the Transcript of Grades **issued by the BC Ministry in late July**. This is the **official** transcript.
5. The scholarships awarded directly by universities and colleges are open to Yukon students and students are encouraged to write and ask for specific information on scholarships and financial assistance that may be available at the university or college to which they are applying. (www.scholarshipscanada.com) (www.studentawards.com) (www.canlearn.ca)
6. **Addresses** for universities and colleges across Canada as well as most American institutions are available in the counselling offices. If you plan to attend an United States post secondary school make sure you register for the required SAT (Scholastic aptitude Test). www.collegeboard.com Materials can also be accessed through the Internet. Or (www.schoolfinder.com). (www.canlearn.ca.)
7. **DEADLINES** for post-secondary institutions can vary widely across Canada. Students are encouraged to write to the institutions of their choice to obtain application forms and specific deadlines. If any student requires assistance with addresses or these letters, please contact a counselor for assistance. (www.schoolfinder.com)(www.canlearn.ca.)
8. **First Nations Learners:** Information on financial assistance available to First Nation learners can be obtained from Department of Indian and Northern Affairs, Education Department at 667-3328. **The contact is Karen Riemer**, Rm. 415C 4th floor Elijah Smith Building; the mailing address is Room 345 - 300 Main St. Whitehorse, Yukon Y1A 2B5.
9. **VISITATIONS:** **YUKON COLLEGE** representatives will be hosting *Western Canada Education Fair* information session on December 9 2008 to discuss programs available. Students who are interested in further information are encouraged to follow-up with a visit to the college. Similar presentations for second semester classes will be arranged in March. The **ARMED FORCES** representative will be visiting in October as will SAIT. The Armed Forces usually return in February. Students who would like to meet with the representative should see Mr. Hall or Mrs. A Jirousek to make arrangements. University representatives will be visiting F.H.Collins during the year. Please listen for P.A. announcements.

GRADUATES - PLEASE TAKE NOTE: Students should be aware that graduation from high school and admission requirements for post-secondary institutions may be different. Any students' intent on attending a post-secondary institution should check with the school of their choice for admission requirements. Counsellors are available to assist with obtaining this information. (WWW.Schoolfinder.com)

September 2008

- Ask your school counsellor for information regarding course changes, Graduation Program Exams, financial assistance and admission to post-secondary programs of your choice.
- Ensure that your courses will satisfy graduation requirements, as well as the admission requirements of your post-secondary program.
- Record important dates in your calendar. Include Graduation Program Exam, test, assignment and project due dates.
- If you plan to apply for scholarships or bursaries, write to the Financial Aid Office of your preferred colleges, universities or technical institutes for information about their scholarships and awards.
- Start preparing your scholarship applications.

October 2008

- Contact the Registrar's Office of each institute, college or university in which you are interested, and ask for information about admissions, courses, programs, scholarships, housing and financial aid deadlines. If you plan to attend a United States post-secondary school, make sure you register for the required S.A.T. (Scholastic Achievement Tests).
- Ensure you are registered for all Graduation Program Exams you plan to write in January and June.

November 2008

- Make an appointment or drop in to discuss your post-secondary plans with Mr. Hall or Mrs. Parkkari. Your counsellor can give you valuable advice concerning apprenticeship opportunities, scholarship applications and post-secondary programs at colleges and universities.
- Check your Transcript Verification Report to confirm the accuracy for your record at the Ministry. See your school counsellor for details.
- Apply for a Social Insurance Number if you don't already have one.
- If you are First Nations student, contact your Band Office, DIAND, or Friendship Centre for information about financial assistance for post-secondary education.
- Begin applications for Post-secondary education, including applications for residence.

December 2008

- If you are writing exams in January, begin preparing for them now.
- If you are not sure you understand the important points of a course, take time now to discuss your questions with your teacher.
- Record application deadlines, including early admission, for post-secondary institutions.

Jan-Feb 2009

- Contact the Financial Aid Office of your chosen post-secondary institutions for information about student awards.
- If you are leaving your home community to continue your training or education, contact the housing office at your post-secondary institution for information about housing.

March 2009

- Make sure you have written or will be writing the Language Proficiency Index Test (LPI) as it is an admission requirement to many post-secondary programs.
- Complete a Post-Secondary Institutions Choices Form distributed at the school this month. This form authorizes the Ministry of Education to send your interim grades to post-secondary institutions in May if you are on the Early Admissions Program as well as your Transcript of Grades in July to the institutions you have requested on the form. Please note your information may be sent to the institutions in an electronic format.

April 2009

- Ensure that any changes in registration for Graduation Program Exams have been made, and that the school has your current mailing address if you moved in the last year.

May 2009

- If you are not sure you understand the important points of a course, take time now to discuss your questions with your teacher.
- Prepare for June exams.
- Send in your applications for financial assistance.

June 2009

- Record the exact time and place of your exams in your calendar.

(LPI) Language Proficiency Index Test

Students at F. H. Collins School will write the LPI at the times scheduled to match their instruction in English 12 or Communications 12. Students in the fall semester English 12 or Communications 12 will write Wednesday **December 3rd** 2008. Students in the spring semester English 12 or Communications 12 will write the LPI Wednesday **May 6th**,

POINTS TO REMEMBER for POST-SECONDARY PLANNING

DEADLINES: Application deadlines for the many colleges, universities and technical institutes across Canada vary widely, and can vary within individual institutions depending upon the program requested. Many programs have a high rate of applications and enrollments may be limited. These two factors make it very important that students **apply EARLY**.

Deadlines vary from January to May for admission to programs beginning in September. Some deadlines are as early as November! www.schoolfinder.com, www.pas.bc.ca, Post Secondary Online Applications Service. www.canlearn.ca.

EARLY ADMISSIONS: Many colleges and universities now have limited enrollments in many of their programs. Students with a B average (73-85%) should request consideration for early admission. Universities are encouraging “the earlier, the better” - this could be in December! For UBC and UVIC the early admission deadline is mid February.. Self reporting of grades is required and personal education numbers (PEN) see a counselor for your current transcripts. Awards and scholarships information is available at www.canlearn.ca, www.schoolfinder.com

APPLICATION FORMS: Students are encouraged to apply on line to the colleges or universities in which they are interested and to receive program information. ADDRESSES for most schools are available from the counselling offices. The counselling office at F. H. Collins has some application forms available; HOWEVER, we do not have application forms for all institutions. (www.schoolfinder.com) www.canlearn.ca

RESIDENCE / HOUSING Students should be aware that applications for student residence or housing are usually completely separate from the admission process. The deadlines for student housing are often *prior* to the deadlines for application to programs. Many residence application deadlines are in March or earlier. www.schoolfinder.com

TRANSCRIPTS: A **partial transcript** is a certified copy of the student's Permanent Record card (this provides their Grade 10 Grad 11 and Grade 12 results), a letter listing course enrollment and the most recent copy of their report card. Students can request partial transcripts (Unofficial Transcript) from the school office to include with their application forms. **Final official transcripts** are issued by the B. C. Ministry in late July and must be sent directly to the college or university to complete admission steps. Completion of the Post Secondary Institution Choices Form (see page 6) which is done in late March directs final transcripts.

ADMISSION AVERAGES in B. C. admission averages for many institutions are calculated based upon letter grades. A = 86 - 100, B = 73 - 85, C+ = 67 - 72, C = 60 - 66, C- = 50 - 59. Grade point averages are calculated using the following points: A = 4, B = 3, C+ = 2.5, C = 2, C- = 1. Check the calendars to find which courses in Grade 11 and Grade 12 are used in calculating the average. Keep in mind that with limited enrollments in some programs, the minimum grade stated in the calendars may not be sufficient. For example, at UBC for fall 2008/08, first year ARTS students required an 84% average, first year SCIENCE required a 90% average and first year ENGINEERING required a 78% average.

In Alberta, admission is calculated on specific Grade 12 courses, using percentages. Students may be admitted to some programs with averages in the 60%+ range but programs with limited enrollments frequently require averages in excess of 80% on courses specifically required by that program.

COUNSELLOR ASSISTANCE: The counselling office has addresses for most Canadian and American colleges and universities. A variety of Canadian college and university calendars and some application forms are also available, as well as information on financial assistance and scholarships. www.schoolfinder.com to study at an Ontario Universities www.ouac.on.ca/105/ Graduation Program examinations www.bced.gov.bc.ca/exams/examfaqs.htm

Suggestions for a LETTER of Application for a Scholarship

Paragraph One

A letter telling about yourself should accompany your application for scholarship. Take some time, and write down ideas about yourself, your interest, your contributions to your school and community, and what you wish for the future.

Paragraph Two: When you write the letter, it should include this information.

- An outline of your interest, hobbies, and activities
- A summary of positions and offices you have held in school, youth organizations and the community
- A short statement of the goals you wish to achieve while attending a post secondary institution
- Information concerning awards, scholarships, and prizes which you have won in the field
- Details of employment in the last two years, during vacation and school

Write the letter over the weeks and months, until you are pleased with the results. Include all-important information, and note the details specified on the application forms. Keep the tone of the letter businesslike; be straightforward and concise.

The final draft should be ready by March. Make photocopies and check format with your English instructor and Business Teacher

\$ \$ \$ \$ Scholarships and Financial Assistance \$ \$ \$ \$

A booklet entitled "**Financial Assistance for Yukon Students**" which outlines the Yukon Grant and additional scholarships and bursaries available can be obtained from the counselling offices or the Department of Education. www.education.gov.yk.ca Canada student Loan Programs (www.canlearn.ca) Millennium Scholarships (www.millenniumscholarships.ca) www.bced.gov.bc.ca/departments/rdda (www.studentawards.com)

The Yukon Foundation has a variety of scholarships available: Further information is available from: The Yukon Foundation, Box 4067, Whitehorse, Yukon, Y1A 3S9. www.yukonfoundation.com

The **Yukon Excellence Awards** for academic performance (a test score of 80% or above) on B. C. Graduation Program examinations are vouchers that can only be used to pay tuition, book costs and other fees in post-secondary study. After each exam cycle, students will be informed of the total amount of the Awards earned and how to access them. Further information on the Yukon Excellence Awards can be obtained from the Department of Education at 667-5929.

Scholarships **awarded directly by universities and colleges** are open to Yukon students and students are encouraged to write and ask for specific information on scholarships and financial assistance that may be available at the university or college to which they are applying. (www.canlearn.ca)

Scholarships such as the Canadian Millennium Scholarships and TD/Canada Trust Scholarships are offered across Canada. **Students should be aware that deadlines for these and other awards could be as early as December and January.** (See page7) (www.scholarshipscanada.com) (www.millenniumscholarships.ca) www.bced.gov.bc.ca/departments/rdda (www.studentawards.com)

Yukon Graduation Requirements

www.bced.gov.bc.ca/graduation

Students must accumulate 80 credits at the grade 10, 11 and 12 levels, of which 48 credits must be **Required Courses** and 28 credits are **Elective Courses**. Students must also fulfil the **Community Learning Experience (LE)** of 30 hours of work in order to receive their credits in Graduation Transition 12

Credit Based Graduation

Required Courses	48 credits	
<i>English 10</i>		<i>(4 credits)</i>
<i>English 11 or Communications 11</i>		<i>(4 credits)</i>
<i>English 12, English 12 First Peoples or Communications 12</i>		<i>(4 credits)</i>
<i>Social Studies 10</i>		<i>(4 credits)</i>
<i>Social Studies 11 or First Nations Social Studies 12, Civics 11</i>		<i>(4 credits)</i>
<i>ONE science 11 or, 12</i>		<i>(4 credits)</i>
<i>Biology 11, Chemistry 11, Earth Science 11, Physics 11, Science & Technology 11, or ICTM 11</i>		
<i>Geology 12</i>		
<i>ONE math 11 or 12</i>		
<i>Applications of Mathematics 11, Essentials of Math 11 or Principles of Mathematics 11</i>		<i>(4 credits)</i>
<i>A fine arts 10, 11, 12 or an applied skills 10, 11, 12</i>		<i>(4 credits)</i>
<i>Physical Education 10</i>		<i>(4 credits)</i>
<i>Planning 10</i>		<i>(4 credits)</i>
Graduation Transition 12		<i>(4 credits)</i>
Elective Courses	28 credits	
<i>THREE level 12 courses</i>		<i>(12 credits)</i>
<i>Electives at the grade 11 or 12 level</i>		<i>(16 credits)</i>
<i>Minimum total</i>		80 credits

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What if my son/daughter does not have sufficient credits to graduate in June?

(Ceremonies June 25 2009 and Prom June 27 2009)

Ms. B. Fairful Graduation Advisor

Only students who will meet graduation requirements for June are eligible to participate in the Cap and Gown ceremony June 25 2009. This means that students must be enrolled in sufficient and appropriate courses with the potential to be successful in meeting graduation requirements.

All grade 12 students may participate in any substance free events, organized by the Substance Free Parents' Society throughout the year.

What if my name is missing from the list of graduates?

See Mr. Hall. If marks or information are missing, this can be corrected.

Post-Secondary Institutions (PSI) Choices Form

In late March, of 2008 Grade 12 students will be asked to complete the POST SECONDARY INSTITUTION CHOICE FORM. This is the form that provides for quick transmission of **final grades in JULY directly to the college, university or technical institute of their choice**. If this form is NOT completed, the student must await receipt of their marks in early August and then arrange for an official final transcript to be sent to the institution of their choice; this can represent a delay of one to two weeks.

A sample of the form is included with notes about various parts of the form. If students or parents have questions, they are encouraged to contact Mr. Hall for further information.

#1 - The form requires the student's signature for the release of grades. Without your signature you personally must arrange to have transcripts sent to colleges or universities. An unsigned form can result in a delay of several weeks in August, which means a delay in receiving official notice of your admission to a program.

#2 - Any or all of the listed institutions can be chosen on the POST SECONDARY INSTITUTION CHOICE FORM by marking an "X" in the box on the form. Interim marks are forwarded to these institutions in February with first semester final marks and also in July. Students seeking **early admission** MUST mark this box.

#3 - Up to **two** other institutions (from those listed on the reverse side - see page 7) can be chosen, and marks will be forwarded to these institutions **ONLY IN LATE JULY**. Students applying to these other institution should send **PARTIAL TRANSCRIPTS** in March by filling out the transcript request form at the main office.

#4 - If the student requires additional institutions to receive marks using this service an assessment charge of five (5) dollars for each additional institution.

www.bced.gov.bc.ca/departments/rdda

Graduation Transition 12 (Mr. McGurk)

Graduation Transition consist of three components

- 1) Personal Health- 120 hour activity and healthy living plan per year
- 2) Community connection- 30 hour work experience
- 3) Transition Planning- Plan after high school and how you plan to finance it

Students are required to complete 30 hours of Employability Skills (ES) to receive final credit for Graduation Transition 12 and thus meet graduation requirements. This experience may be obtained through school based programs such as Work Experience 12A or WEX 12B education, experiential science and the MAD program, or student-based methods such as out-of-school jobs and volunteer work. A student's employability skills are evaluated in areas related to their teamwork, organizational, and academic skills. The ES form or 30 hour form is generally completed by the student's supervisor and turned in to Mr. R McGurk Rm 126 to be recorded in the student's record.

A list of students who have NOT COMPLETED their GT will be posted on the GRAD 2008 notice board in May 2009 Students are reminded that they cannot graduate if they have not completed the GT requirement .

www.bced.gov.bc.ca/graduation/grad2004.htm

Important Web Site for Grade Twelve's

[WWW.Education.gov.yk.ca](http://www.education.gov.yk.ca). **Yukon grant information**

www.itabc.ca **trades information**

www.aucc.ca **trades information**

www.pas.bc.ca. **An application service for Post Secondary institutions**

[WWW.schoolfinder.com](http://www.schoolfinder.com). **List of Universities and Colleges**

www.scholarshipscanada.com. **Money for Post Secondary institutions**

www.studentawards.com **funding for University and college**

www.fundyourfuture.ca/thegame **contest for a lab top computer**

www.canlearn.ca . **Post Secondary(PS) institutions links and jobs**

www.univ.cc **List of Universities and Colleges of the world**

<http://horizon.sd63.bc.ca/careers/Postsecondary.htm> **Additional PS information site**

www.aboriginalbiz.com **Post Secondary institutions for First Nations**

www.myopportunities.ca **Career and Job information**

www.hrdc.gc.ca/noc **Career and Job information**

<http://www.fafsa.ed.gov/> **Money for Post Secondary institutions United States**

<http://www.ifap.ed.gov/IFAPWebApp/index.jsp> **Post Secondary institutions United States**

www.bced.gov.bc.ca/exams **Student Examination information**

www.collegeboard.com/srp **SAT**

www.quizmebc.ca **Student Examination information**

www.ares.ubc.ca/lpi/index.html **Language Proficiency information**