

INFORMATION FOR GRADUATING STUDENTS GOING ON TO POST SECONDARY EDUCATION

West Kings District High School - Counselling Department - Updated October 19, 2017

Please note that this document should be used only as a general guide. Each university/college/private school may have unique criteria and/or deadlines. Please check.



COMMON POST-SECONDARY TERMS: Talking the Talk

Post-Secondary: Any education or training after high school

University: A post-secondary institution that grants degrees. They may also grant diplomas or certificates

College: A post-secondary institution that grants diplomas or certificates

Private Institution: These are institutions that are outside the Department of Education and are run as a private business. They include institutions such as CompuCollege and Maritime Business Academy.

Certificate/Diploma: Accreditation given at the end of a 1 or 2 year program - often offered at a community college or private institution.

Degree: Accreditation given at the end of a university program which is usually 3 to 4 years in length. An Undergraduate or 'Bachelor's' degree is the first level of degree offered. The next level is Masters, then Doctorate.

Bachelor's Degree: These come in many forms and usually require specific entrance requirements (see admission requirements section: Here are a few common ones:

- Bachelor of Arts (BA): history, philosophy, political science, English, international development, etc. May sometimes be referred to as Social Sciences or Humanities.
- Bachelor of Science (BSc): Chemistry, physics, biology, math, geology
- Bachelor of Commerce (B.Comm): accounting, economics, marketing, etc. May sometimes be referred to as Business
- Bachelor of Engineering (B. Eng): civil, electrical, mechanical, chemical, etc.

Your degree is often determined by the courses you take while at university, i.e. you can get a BA in psychology or a BSc. in psychology - dependent on the university math and sciences you take.

Major: A student's primary subject of study - usually not selected until a student's 2nd year of study.

Minor: A student's secondary subject of study - usually not selected until a student's 2nd year of study.

University Calendar: A very comprehensive book published annually by each educational institution that lists programs, courses, admission policies, fees, scholarships, etc. These are usually too detailed to be helpful to high school students.

View Book: A smaller version of a university calendar that is geared for first time students and is far more user friendly.

Credit Hour: A standard unit that universities use to measure coursework:

- Full year course = 6 credit hours
- Half year course = 3 credit hours

A typical year in university is 5 full credit courses or 10 half courses (or some combination of) for a total of 30 credit hours.

Transcript: A complete record of a student's academic achievement (your marks). Post-secondary institutions want an official transcript, which usually means signed and sealed by us.

NEW in 2017: Submitting transcripts for university applications in Nova Scotia can now be done online. Please visit MyNSFuture.ca/MyTranscripts for more information about MyTranscripts, a faster and more efficient application process!

**Note: NSCC will not be launching this system until the fall of 2018*

Advanced Early Admission: This is acceptance to a university based only on grade 11 marks - usually due in October/November. (Note: Very few institutions offer advanced early admission.)

Early Admission: This is acceptance to a university based on grade 11 marks only, usually due sometime in December. (Note: Not many institutions offer true early admission.)

'Regular' Admission: This is acceptance to a university based on first semester grade 12 marks and a few grade 11 marks, usually due in February/March. This is also usually the deadline for students who wish to be considered for scholarships. You can apply after this date but you will not receive a scholarship or be guaranteed entrance and/or residence.

GRADUATING FROM HIGH SCHOOL



In November and early Spring a list of prospective grads will be posted outside the Counselling Office. These students will graduate providing they pass all the courses they are currently enrolled in. If your name is not on the list and you feel you should qualify to graduate, please see your Guidance Counsellor IMMEDIATELY. Any grade 12 student who at any time drops a course or picks one up through correspondence students must inform their counsellor to ensure it doesn't affect their ability to graduate. Please ensure that it is your LEGAL name which appears on the list.

THE APPLICATION PROCESS - Walking the Walk

- Step #1 - Your Application:** You must send an application. This is usually done online, but you can still use the paper and mail route. Please note that some programs may also have supplementary applications forms (for example Music) or portfolio requirements (for example NSCC or NSCAD). **IMPORTANT:** If you are applying to a university in Ontario all applications must go through the Ontario University Application Centre (OUAC). See their website at <http://www.ouac.on.ca/>. Nova Scotia Community College takes applications on a first-come first-qualified basis, so it is important to apply early (in Grade 11, or first thing in the Fall of Grade 12).

- ❑ **Step #2 - Your Fee:** You must pay a processing fee to send an application in order for it to be considered. An average application fee is \$40.00. Please note that some post-secondary institutions may have supplementary processing fees, for example, residence.
- ❑ **Step #3 - Your Transcript:** The post-secondary institution will need to see an official transcript of your marks. This is normally sent as soon as first semester Grade 12 marks are available. How does it get there? After you decide where you want to apply - and it is often more than one place - you will place an order with the guidance secretary (Mrs. Hatt) for the number of transcripts you need. You may send them, or take them, to the institution yourself, or you may ask for it to be emailed or faxed to the institution. **See Step #4 regarding the NEW process for sending Transcripts to Universities in Nova Scotia.** Please note: If you moved to Nova Scotia from out of province or country your marks will not be placed on your Nova Scotian transcript. You will receive transfer credits with a "P" for pass. Again, see Mrs. Hatt if you have any questions about transcripts.
- ❑ **Step #4 - Your FINAL Transcript:** The university/college/school which you ultimately plan to attend will need your final marks. This is important even if you are accepted in the Spring. That acceptance is only a 'conditional' acceptance until they receive your final transcript which will show that you actually passed the courses you took in grade 12. You are responsible for making arrangements with Mrs. Hatt for your final transcript to be sent to the post-secondary institutions if they are out of province, NSCC, or if you **did not** provide the Nova Scotia university with your Provincial Student Number. **PLEASE NOTE: *Students who graduated in 2012 or later who are applying to universities in Nova Scotia will not need to send a paper copy of their transcript at any point in the application process as long as you provided them with your Provincial Student Number. NSCC will not be launching this system until the Fall of 2018.***

WHEN TO APPLY and WHEN THINGS START TO HAPPEN

- **September** - Send application and transcript to NSCC (Nova Scotia Community College)
 - Some universities make arrangements to come to West Kings and they offer on-the-spot admission if you present a copy of your transcript.
- **October** - Applications and transcripts must be sent to universities for Advanced Early admissions. You will need to request a transcript from the Counselling Office. See Mrs. Hatt if you have any questions about this process.
- **October-February** - Applications and transcripts must be sent for early admission. Check the deadlines as outlined by the particular post-secondary institution's calendar. Again, you must send the transcript, application and fee, if you haven't done so already.
- **February** - Applications and transcripts must be sent for regular admission and scholarship consideration.
- **March - June** - Final decision is made as to which post-secondary institution you plan to attend. They will require an additional deposit (often around \$100) to secure your spot. Please let the Counselling Office know of your FINAL choice.
- **June** - The second round of transcripts will be sent - these are your final marks, sent after Graduation. This is important even if you are accepted in the Spring. (See Step #4). *It is recommended that you request your final transcripts during exam week so that you don't forget!*

WHAT HAPPENS NEXT?

Depending on when you apply, the college or university admissions office will send you one of the 3 following letters:

- Conditional acceptance letter - you are accepted provided your final transcript is acceptable
- Letter of deferral - they want to see your mid-semester 2 marks or final marks before deciding.
- Rejection letter - you do not have the qualifications to be accepted.

When you are accepted, come to the Counselling Office and let us know, that way we can keep track, figure out internal scholarships, and congratulate you on your post-secondary plans!

How Post Secondary Institutions Decide Who to Accept

Universities expect students to have at least five university acceptance courses (academic or advanced) at the Grade 12 level. The marks in these five courses will be used to determine your *admission average*. Every program has a different set of criteria for admissions. The following are typical for many universities in Atlantic Canada:

- Bachelor of Arts (BA): You need English 12 and four other academic grade 12 courses (in some cases Math 12 and a laboratory Science).
- Bachelor of Science (BSc): You need English 12, Pre-Cal 12, two Science 12, and one other academic Grade 12 course.
- Bachelor of Commerce (B. Comm): You need English 12, Academic Math 12 (or usually Pre-Cal 12 outside of Nova Scotia) and three other academic Grade 12 courses
- Bachelor of Engineering (B. Eng): You need English 12, Pre-cal 12, Chemistry 12, Physics 12, and one other academic Grade 12 course. Calculus 12 is required for Science and Engineering in many universities outside of Atlantic Canada.
- Bachelor of Nursing (BScN): You need English 12, Academic Math 12, Chemistry and Biology 11 & 12 and one other academic course.
- Bachelor of Computer Science (BCS): You need English 12, Pre-Cal 12 and three other academic courses.



- **CAUTION!** Some universities might require other courses for certain programs, or may not accept some courses that are coded as academic, for example **Film & Video 12, Phys Ed Leadership 12**

Calculating Admission Averages: Most admission averages are calculated by university admission offices at the end of the first semester of grade 12. Since most students have completed only 3 courses at that time, they supplement them with 2 or 3 grade 11 marks of their choice. In addition, they often set minimum overall averages and/or minimum marks in certain courses.

Community College: With the exception of a few programs, the entrance requirement for NSCC is a high school graduation diploma.

How Do I Decide Where to Go?

Representative Visits

Individual university and other post-secondary representatives will be visiting our school during the school year to meet with students. The dates, locations and times of these meetings will be available on the West Kings website. www.westkings.ednet.ns.ca

Post-Secondary Night and Day

Representatives from approximately 40 post-secondary institutions visit West Kings as a group in October or November of each year. They offer an evening trade-show style event for parents and students in grades 11 and 12 followed the next day by a trade-show and concurrent sessions. These presentations provide an excellent opportunity for everyone to have their questions answered. Many of the institutions are only here once, so don't miss out!

Open Houses

Watch our website westkings.ednet.ns.ca/content/scholarships-bursaries-and-grad-information under Open Houses . . . ! Attending an Open House at an institution allows you to get a feel for the campus in a way you never can by just reading about it!

United States Universities

Those students considering applying to universities in the United States should check with the Counselling Office regarding the writing of the S.A.T. Reasoning Test. These tests run at different times throughout the year and require registration approximately 6 weeks in advance. The tests can be applied for online and are written at Dalhousie University.



How to Pay for it All (Or at least part of it)

Scholarships/Bursaries/Awards

Scholarships/Awards are usually available from three main sources:



- **Post Secondary Institutions:** These scholarships are specific to the school, i.e. you have to attend there to get them. They usually have well laid out criteria. Many are just marks-based and usually do not require a special application, while others have broader criteria involving leadership, community involvement, etc., which often do require a separate application. There are also a number of 'in-house' scholarships for students beyond their first year of study. Don't forget to ask about those once you are there!
- **Companies, Organizations, Groups and Individuals:** Various organizations and companies provide these scholarships or bursaries and awards and are usually not affiliated with any particular post-secondary institution. They each have specific criteria - some combinations of marks, leadership, community involvement, financial need, or other. Check our website at westkings.ednet.ns.ca/content/scholarships-bursaries-awards to access this information.
- **Awards from the West Kings Scholarship Committee:** The Awards Committee of West Kings also gives out scholarship money. This money comes from various individuals or groups in the community who have asked us to oversee the selection of suitable candidates. The criteria for these awards vary greatly and we can't stress enough that **THEY ARE NOT JUST FOR STUDENTS WITH HIGH MARKS!!!** In order to be considered for these awards graduating students must fill out the **Student Information Form by the end of October**. We encourage ALL grade 12 students to fill out the form! All submissions will be strictly confidential.
- **Bursaries:** Bursaries are monies available from institutions that are based on financial need. Like scholarships, they do not need to be paid back.

- **Student Loans:** Student Loans are provided by the Federal/Provincial Government and usually provide funding for students in financial need. The applications do not come out until late in the year (usually early May) and you must apply online. Unlike the free money of scholarships and bursaries, you do have to pay back student loans (plus interest). If you don't qualify for a student loan based on your family income, see your bank about getting a student line of credit.
 - Check out the Nova Scotia Student Assistance site: <http://studentloans.ednet.ns.ca/>
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Other Resources

For Scholarship and other resource websites to check out please visit:

<http://www.westkings.ednet.ns.ca/content/other-resources> *Please do not hesitate to consult your Guidance Counsellor regarding any questions or concerns you may have regarding the post-secondary world!*