



Information for Graduating Students



Citadel High School Student Services Department

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

Common 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 grant diplomas or certificates

Private Institutions: These are institutions that are outside the Department of Education and are run as a private business. They include things like 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 a private institution.

Degree: Accreditation given at the end of a university program which is usually 3 to 4 years in length. An undergraduate or 'Bachelors' 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, 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 course work:

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

A typical year in university is 5 full courses or 10 half courses (or some combination) 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 means signed and sealed by us.

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 late spring a list of prospective grads will be posted outside the student services 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 see your guidance counsellor IMMEDIATELY. Any grade 12 student who at any time drops a course or picks one up through correspondence studies must inform their counsellor to ensure it doesn't affect their ability to graduate.

The Application Process – Walking the Walk

How to Apply in 4 Easy Steps

Step #1 - Your Application: You must send an application. This is usually done online but you can still use the paper & mail route. Some paper applications are available in the guidance office. Please note that some programs may also have supplementary application forms (ex. Music) or portfolio requirements (ex. NSCC / NASCAD). Important: If you are applying to a university in Ontario all applications must go through the Ontario University Application Center (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 important to apply early (first thing in the fall).

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 and/or programs may have supplementary processing fees ex. 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. Soooooo, how does it get there? After you decide where you want to apply – and it is often more than one place – place an order with the guidance secretary for the number of transcripts you will need. You are responsible for mailing transcripts to the post-secondary institutions yourself.

Step #4 – Your Final Transcript: The school which you ultimately plan to attend needs your final marks. You will receive three official copies of your transcript in sealed envelopes on graduation day. It is your responsibility to send one of these, unopened, to the admissions office. This is important because even if you are accepted in the spring it is only a conditional acceptance until they receive your final transcript.

When to Apply and When Things Start to Happen

September – Send application and transcript to N.S. Community College.



October - Applications and transcripts must be sent to universities for Advanced Early admissions. You will need to request a transcript from student services. Again you must send the transcript, the application and the fee.

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, the application and the fee.

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 inform the guidance office of your final choice.



June - The second round of transcripts will be sent – these are your final marks. Once again, you will receive three official copies of your transcript in sealed envelopes on graduation day. It is your responsibility to send one of these, unopened, to the admissions office. This is important because even if you are accepted in the spring it is only a conditional acceptance until they receive your final transcript.

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 providing 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 down to student services 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

University

Universities expect students to have at least 5 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.
- Bachelor of Science (BSc): You need English 12, Pre-Cal12, 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-Cal12 outside of N.S.) and three other academic grade 12 courses.
- Bachelor of Engineering (B. Eng): Need English 12, Pre-cal12, Chemistry 12, Physics 12 and one other academic grade 12 course.



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

Calculating Admission Averages:

Most admissions 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 2-3 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. Check admission requirements at <http://www.nscc.ca/Admissions/index.asp>, and again, apply early!

How Do I Decide Where to Go?

Representative Visits

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 announced on the P.A., posted outside the guidance office and located on the Citadel High Virtual Guidance Office website calendar at:

<http://www.chs.ednet.ns.ca/chsvgo/>

Typically the sessions are held at 11:35 a.m. in room 201.

These presentations provide an excellent opportunity for everyone to have their questions answered. A list of 'Things to Consider and Ask' is available in guidance. Most of the institutions are here only once so doesn't miss out!

Open Houses:

Watch the bulletin boards and check the website! 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 student services 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.

How to Pay for It All (Or a Least Part of It)

Scholarships/Awards

Scholarships/Awards are usually available from 3 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-course' scholarships for students beyond their first year of study. Don't forget to ask about those once you are there!

Companies, Organization, Groups and Individuals

Various organizations and companies provide these scholarships and the awards are usually are not affiliated with any particular post-secondary institution. They each have specific criteria – some combination of marks, leadership, community involvement, financial need, or other. Check the graduate bulletin board outside student services, the scholarship binder in our waiting room, and the Virtual Guidance Office website: <http://www.chs.ednet.ns.ca/chsvgo/>

Awards from the Citadel High Scholarship Committee

The Awards Committee of Citadel High 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 a brief application form in the spring which will be distributed by the guidance counsellors. We encourage all grade 12 students to fill out the form! Students with financial need, in particular, should provide additional information regarding their financial circumstances. All submissions will be strictly confidential.

Bursaries

Bursaries are monies available from institutions that are based on financial need. Like scholarships, they do not have 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 late 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/>

Resources

Scholarship websites to check out:

www.scholarshipscanada.com

www.myopportunities.ca

www.studentawards.com

www.universityreportcard.com

www.schoolfinder.com

www.canlearn.ca

For general admissions requirements for Atlantic Provinces universities and colleges go to www.ednet.ns.ca, then to 'Document Depot' and finally to 'Career Facts Sheets and Educational Planning'.

For more information about careers and post-secondary education, use the following web site: www.careercruising.com. The user name is **citadel** and the password is **halifax**.

Please do not hesitate to consult your Guidance Counsellor regarding any questions or concerns you may have (second floor foyer beside the Youth Health Center)