

# CNHS Grade 12 Student Checklist

2017-2018

*Please note this is a general list and is only intended to be a helpful tool in planning for a post-secondary or working future; it is your responsibility to make an appointment with Mrs. Albright to discuss the specifics of your post-secondary plans. Please keep this list to review.*

## Ongoing

- See the CNHS website for helpful tips, opportunities, scholarship tips, graduation information, new information, and to read the guidance blog:  
[www.cnhs.nbed.nb.ca](http://www.cnhs.nbed.nb.ca)

- Visit the following websites for important career and post-secondary school information:  
Career exploration - [www.careercruising.com](http://www.careercruising.com)  
login: Carleton password: stars

\*This site will be available until January 2018. After that, please see Mrs. Albright for a new site.

Post-secondary school options -

[www.studyincanada.com](http://www.studyincanada.com)    [www.schoolfinder.com](http://www.schoolfinder.com)

- Continue talking with parents, teachers, and guidance about career and post-secondary choices; determine what you need to do to achieve your goals. If you are not considering post-secondary education directly after high school, examine what other options are open to you. If joining the workforce, the armed forces, traveling, or if volunteering for a year is an interim plan, get all the information you will need to apply for post-secondary study in the future. See Mrs. Albright if you don't plan to attend school, and are looking for a job.
- Check the district based scholarship website which has many updated scholarships available to students:  
<http://web1.nbed.nb.ca/sites/ASD-W/scholarships/Pages/default.aspx>  
Check the CNHS website for scholarship tips, a link to the district website, and monthly in-house (CNHS specific) scholarships that become available in April. These will also be posted in the guidance office when they become available. Check for scholarship updates frequently. Please check college and university websites for scholarships offered specific to that particular school. It is your responsibility to search for other scholarships. Some suggested websites include:

[www.canlearn.ca](http://www.canlearn.ca)  
[www.studentawards.com](http://www.studentawards.com)  
[www.scholarshipscanada.com](http://www.scholarshipscanada.com)  
[www.univcan.ca/](http://www.univcan.ca/)

- Save money for post-secondary school. Learn to budget your money.
- Volunteer in your community. Volunteering is integral for the community in which you live. It also shows that you have strength, leadership, character, and that you care; it helps others in various ways, and it helps you become a better you. It is also advisable to put volunteer service on resumes and scholarship applications.

## September

- Check to make sure you are on the potential grad list.
- Put your Grad folder in a safe place for all of the potential graduate information that will be provided to you this year. Place this checklist in the folder.
- Have all of the forms given to you at the grade 12 meeting in September signed and returned to the secretaries at the office.
- Students must have at least seven credits at the end of grade 11 to become a “potential graduate” and be placed in a grade 12 homeroom. Check the New Brunswick High School Diploma Requirements to make sure you have all the courses you need to graduate this year. (Total of 17 credits of which 5 must be at the Grade 12 level. Compulsory credits include: English 11, English 12, Math 11, Modern History 11, one Science (Physics, Biology, Chemistry, Env. Science, Auto Electric), and one Fine Arts or Life Role (Co-op, Outdoor Pursuits, Theater Arts, Family Living, Visual Arts, Graphic Arts, Music, Entrepreneurship).
- Check the admission requirements at the post secondary institution in which you plan to apply. Ensure that you are registered in the mandatory high school courses needed to meet entrance requirements for your program of interest.
- Plan to attend the grade 12 meeting presented by the graduation class advisor and guidance to select class reps. If you miss the meeting, it is your responsibility to get the information.
- Contact schools to schedule visits for **tours** and **open houses** at schools that interest you. It is always a good idea to tour the institutions that interest you before you make the final decision of where to attend.
- Remember to apply early to the post-secondary institutions that have early or rolling (ongoing) admissions. Ex: **NBCC accepts students on a *First Qualified, First Accepted*** admissions process. Through this approach, prospective students who meet the admissions criteria who apply first will be admitted first. It is very important to apply to NBCC earlier than later, to ensure that you have a seat in the program of your choice. \*\*\*APPLY TO NBCC NOW if you know what you want to study.
- Make an appointment with Guidance if you need some help with post-secondary applications, information, or career guidance.
- Apply for a Social Insurance Number (SIN) if you haven't already.
- Harvey Studios will be here to take Cap & Gown pictures for yearbook and school composite on **September 13<sup>th</sup> & 14<sup>th</sup>**.
- Listen to announcements for any representatives from colleges, universities, or job placement programs, and attend them if interested (ongoing all year).

## October

- Most post secondary applications and scholarships require reference letters from a teacher or someone within the community. When you ask someone to be a reference, ask them if they can give you a **good** recommendation. Provide them with information that they need to write your recommendation letter. Give references at least three weeks to complete the reference letter.
- Review the websites of the colleges or universities in which you plan to apply. Learn their application deadlines, application for scholarships deadlines, and other general information about the institution and program. Print off the list of “Guiding Questions for Talking to College and University Representatives”

from the CNHS website, or create a list of your own questions about the program that interests you. This will prepare you for the Post-Secondary Visitation Day (PSVD) in November. PSVD is hosted by the Atlantic Association of Registrars and Admissions Officers (AARAO). Atlantic Universities and Colleges come to the CNHS gym on **October 24<sup>th</sup>, 2017** so that you can get information and ask questions.

- Request information from post secondary schools via internet, telephone, or on post-secondary visitation day (including residence, tuition costs, scholarships, programming details). Do this as often as needed.
- Begin to work on early admissions applications. Most schools have an online application procedure. Application forms are also available online. See guidance for assistance if needed.
- Print out a copy of your online application sent to schools, and keep it (or keep copies of hard copies of application).
- Order yearbooks
- Be mindful of yearbook write-ups and superlatives deadlines. Hand them in to Emily Boone, Megan Sullivan, or Mrs. Kilfoil in room B-205.

### **November/December**

- Continue to check for available scholarship opportunities
- Apply for College or University. It is always a good idea to apply to more than one school. This will provide you with more options, in case your “plan A” doesn’t work out. Also, some schools may offer you larger entrance scholarships than others, and after you go on campus tours, you might change your mind. You still have time to decide where you will go. Don’t confirm which school you will attend until a later date. You have choices to make based on several factors (review the list “Guiding Questions for Talking to College and University Representatives” for factors to consider). Remember, if possible, attend the open houses and tour the schools that interest.
- Remember, if you do not plan to attend college or university, please see Mrs. Albright for options that might interest you. There are programs available to help place you at a job, there are jobs offered in the armed forces, and more.
- If you are still unsure of what your future plans are, make an appointment with Mrs. Albright. Everyone needs to graduate from CNHS with a post graduation plan.
- Begin preparing for exams in December. Ask your teachers how best to proceed with this.

### **January / February / March**

- Pay your graduation due in February. Only those who have paid their dues may participate in any of the activities. Grad dues cover the cost of gown rentals, hats, tassels, prom preparation, invitations, diplomas, food, flowers, and other decorations. Grad due amount: TBA
- In January, double check admission requirements for your program of interest in college or university. This is your last chance to obtain prerequisites at the high school level.
- If you have not yet applied to university or college, pay attention to the application deadlines.
- Check out scholarships that are available to you on the district site; many have spring deadlines. Many in-house (CNHS specific/local) scholarships will be available in April. These will be posted on the CNHS website, under the guidance tab, and in the guidance office.

- Make sure you are registered for Safe Grad. Extra payment is required in advance for those potential graduates who wish to attend safe-Grad. Only potential graduates may attend.
- Keep your grades up – it matters!

### April

- April is around the time to make a final decision about post-secondary school. Send your deposit to school. If you need more time to decide, then take it.
- If wait-listed, contact admissions office if still interested. Feel free to ask them your status on the wait-list. Let Mrs. Albright know if you are wait-listed.
- Attend the Financial Aid presentation with your parent(s). This will be an evening presentation, with tips on how to budget for school, how to apply for student loans, and other helpful financial planning information.

### May-June

- See Mrs. Albright for post-secondary transitioning tips. Mrs. Albright can give advice for transitioning to College or University. Also, if you have any questions, remember to see her.
- Grad dues must be paid.
- If you have not yet heard from your post-secondary institution of choice regarding acceptance, call the admissions office and inquire about your status.
- Early or mid-May, apply for Financial Aid (student loans and bursaries) if needed at [www.studentaid.gnb.ca](http://www.studentaid.gnb.ca) or call 1 800 667-5626.**
- Get measured for grad gown – listen for message from Mrs. MacIntosh
- By **May 25<sup>th</sup>**, make sure you have told Mrs. Albright your final post-graduation plans.
- Request from the CNHS secretaries, that your final transcript to be sent to the school you are planning to attend.
- By June 15<sup>th</sup>, make sure you have notified the secretaries of any scholarships you have been awarded if you want them to be announced at Graduation.
- Grand March and Prom – Potential graduates and their escorts may participate in Grand March and Prom.
- Graduation rehearsal – Mandatory attendance is necessary to qualify for attending graduation.
- Official graduates who have fulfilled all financial obligations (including delinquent list items) and who have met conduct expectations through to the time of graduation may participate. A grad list of names will be ready the morning after prom.
- Follow procedure for school housing and orientation at respective post-secondary institutions.