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RICHMOND HILL HIGH SCHOOL ***GUIDANCE DEPARTMENT PRESENTS:*** **COLLEGE INFORMATION** **PACKAGE - 2016-2017**

What's Inside this Information Package?

This information package was prepared for you by the Guidance Department in order to assist you with the process of applying to college. Inside this information package, you will find the following:

- ✓ A timeline of important dates in the application process
- ✓ Suggested questions to ask College Representatives
- ✓ Information on Apprenticeship Programs
- ✓ Information for Identified Students
- ✓ A list of useful websites
- ✓ Information on financing your post-secondary education

The Guidance Department will be holding College/University Application Information sessions where we will be providing more detailed information on the application process. These sessions will be held on:
THURSDAY NOVEMBER 10 in periods 1,2,3,4,5 in the Library. All graduating students are invited to attend one of these sessions **during their lunch or spare.**

Some Important Notes:

- ✓ To apply to an Ontario college, your application is processed by a central organization called the **Ontario College Application Service (OCAS)**. OCAS acts as a central organizing body that collects and transmits data from students and secondary schools to the colleges. The OCAS only processes demographic and academic information; they do not make admissions decisions. Any supplementary parts of the application must be sent **directly** to the colleges.
- ✓ Since OCAS serves as the central organizing body for the application process, it is important that you are familiar with the OCAS website: **www.ontariocolleges.ca**.
- ✓ Remember to check your credit counselling summary to ensure that the information is correct. **If you have any concerns about the information on your credit counselling summary, it is your responsibility to make an appointment with your guidance counsellor immediately.**
- ✓ Be sure to look at the combined college/university programs and the degree programs at colleges. **NOTE: Degree programs at colleges require students to present 6 grade 12 "U" or "M" credits to be considered for admission.**
- ✓ Please remember that parents and students are encouraged to attend the RHHS Pathways Fair on **Wednesday November 16 from 7-9 pm.** Many Ontario colleges and universities will be attending, as well as some out of province universities.

One Last Note ... Remember that the members of the Guidance Department are here to help you with this process. Please book an appointment with your guidance counsellor if you have any questions or concerns.

October/November/December

- Students and parents are encouraged to attend the **Ontario College Information Fair on Monday October 17 from 5:00– 9:00pm and Tuesday October 18 from 10:00am-3:00pm.** The fair will take place at the **Enercare Centre (formerly the Direct Energy Centre at Exhibition Place – Hall B).** For more information, please go to **<http://www.collegefair.ca>**
- Students and parents are invited to attend the **Richmond Hill High School Pathways Fair on Wednesday November 16, 2016 from 7:00 – 9:00 pm.** College and University Representatives from across Ontario will be in attendance. Don't miss this great opportunity!
- Read calendars, publications, pamphlets and bulletin boards; talk to informed people; visit college campuses, if possible.
- Go to the OCAS website at **www.ontariocolleges.ca** and begin researching programs and schools. See the last page of this information package for some other useful websites.
- Be sure to check the prerequisites you need to enter the college program of your choice. Colleges will make admissions decisions based on **grade 11 & 12 marks.** See individual colleges for specific admission criteria.
- Information sessions on the college and university application process will be held on: **Thursday November 10th, in periods 1,2,3,4,5 in the Library.** Grade 12 students should attend one of these sessions **during their lunch or spare.**
- The first transmission of information to OCAS is in early October. This transmission will include demographics, marks history for all completed courses (grades 9, 10, 11 and 12), and a list of the courses in which students are currently registered.
- The second transmission of information to OCAS is in mid-November. This transmission will include **midterm marks for semester one courses.**
- You may **begin applying to college as early as October**, although the equal consideration **application deadline is February 1, 2017.**

NOTE: You may apply to BOTH college and university if you wish.

How to Apply:

- You will create an account and password on-line at **www.ontariocolleges.ca**, and apply at this site. An on-line tutorial about the application process is available on this site as well. Remember that the Guidance department will also be running sessions on how to apply to college and university on **Thursday November 12 every period in the library.**
- **IMPORTANT! You must use the same first and last name that you are currently using at Richmond Hill High School. DO NOT change your name or the college/university will not be able to recognize you and your information, including grades, will not be transmitted properly.**
- Please be sure that you include an **accurate, active e-mail address** on your application form. This is the main way that OCAS and the colleges will communicate with you. If you change your e-mail, you must also change it on the website. Do the same for your address and phone number.
- Make sure to check additional admission requirements for highly competitive programs on the college website and complete these requirements by the stated deadlines.

October/November/December (continued)

How to Apply (continued):

- **BE SURE THAT THE PROGRAM CODES ARE COMPLETED ACCURATELY** or you may find that you have applied to the wrong college or program. (See codes on the OCAS website). Students should also pay close attention to the start date of the program, the type of program, and that they are choosing the correct campus.
- **Record the following information and keep it in a secure place: Username, password, challenge questions and answers, account number, application number.**
- OCAS charges a **non-refundable application fee of \$95.00**. If you do not include the fee, the application center will not forward your information to the colleges.
- You must complete one (1) application **only**. You will have five (5) choices of colleges programs. *List your choices in order of preference*. You may not apply to more than **three (3)** programs at any one college.

NOTES:

- The **full disclosure deadline** is **November 23 in Semester 1** and **April 27 in Semester 2**. If a student withdraws from a course before the full disclosure date, the withdrawal is not recorded on their transcript. If a student withdraws from a course after the full disclosure date, the most recent mark is recorded on the transcript as well as a “W” to indicate that the student has withdrawn from the course.
- If you change schools during the year **you must inform OCAS** of the change and inform your new school that you have applied to college.

January

- You can verify your college and program choices and ensure that the information is correct by logging into your online account. You are encouraged to check your account **regularly** and read the information carefully. Be sure to see your Guidance Counsellor if you need help. If you make a change to your application it may take a few days to see it online.
- If you are an identified student you should talk to your Special Education Resource Teacher (SERT). You must contact the college directly to inform them that you would like to have special education supports.
- Students may be required to write tests for the purposes of admissions or placement. Please advise the college if you require accommodations.
- If you apply prior to January 15th you will be entered into a draw for a cash prize of \$500 to \$2000.

February

- **ALL APPLICATIONS RECEIVED BY OCAS ON OR BEFORE FEBRUARY 1, 2017 WILL BE GIVEN EQUAL CONSIDERATION BY THE COLLEGES.** Applications received after the February 1 deadline will be considered on a first-come, first-served basis. Do not wait until the last few days to apply or it will take you a VERY long time on the internet.
- **February 1st** is the first date that offers of admissions may be sent to applicants by the colleges. It may take several days until you receive them. You may receive more than one offer, but you may accept only one offer at a time.
- The third transmission of marks to OCAS is in mid-February. This will include your **final marks from semester 1** courses.

February (continued):

- **Note:** If you are taking a course outside of the York Region District School Board, you must bring in the final mark on an official, sealed ministry transcript or a signed, sealed original report card so that it can be recorded in the school and the application website. Marks are due to the RHHS Guidance Department by **February 6, 2017**. Be sure to tell your counsellor what course you are taking and where you are taking it.
- Colleges will begin making **conditional** offers any time after **February 1**. Offers of admission will be conditional until the colleges receive all of your final marks unless you finish school after first semester.
- When you begin to receive offers, make sure to read all information thoroughly and make a decision prior to the deadline for acceptance. To accept an offer, you must log into your OCAS account on www.ontariocolleges.ca and accept the offer online. **NOTE: Students may begin accepting offers online anytime after February 1, 2016. The latest date by which an applicant can accept an offer of admission is May 1, 2016** unless stated otherwise in your offer letter.
- You may change your acceptance of an offer through your OCAS online account.
- Offers of admission will continue to be issued until programs are filled. Wait lists may be established.

April

- The fourth transmission of information to OCAS is in late-April. This transmission will include **midterm marks for second semester courses**.
- It is the student's responsibility to ensure that marks for courses taken outside of RHHS day school are submitted to the RHHS Guidance Department **by April 13**. Only York Region public or separate school and approved ILC mid-term marks will be forwarded to OCAS by RHHS. **All other marks must be submitted directly to OCAS by the school the student is attending for that course.**

May

- **You must confirm your acceptance online by May 1st, 2017** unless stated otherwise in your offer letter.
- Qualified students who do not receive an offer of admission can phone OCAS at 1-888-892-2228 between 8:30 a.m. and 5:00 p.m. Mon. - Fri. You can also check which programs are still available online at www.ontariocolleges.ca under the "Find a Program" tab.
- **REMEMBER:** Acceptances are **conditional** on receipt of final marks in June.

June

- The earliest date that colleges can expect tuition fee payments is **June 15th, 2017**.
- **Final marks for second semester courses** are submitted to OCAS at the end of June.

Courses taken outside of the York Region District School Board

- It is the student's responsibility to ensure that marks for courses taken outside of RHHS day school are submitted to the RHHS Guidance Department **by June 17**. The Guidance Department can update your school transcript once e receive an official, signed and school sealed Ministry transcript or an original signed and sealed report card prior to **June 16, 2017**.

July/August

- Summer school transcripts should be sent **directly** to the college you will attend and to OCAS. Richmond Hill High School **does not** send summer school marks to OCAS.

Additional Information About College

- All colleges are able to set their own admission criteria; therefore, you should check each one individually. For a specific question, contact the colleges directly.
- **If you transfer high schools it is your responsibility to inform OCAS and to inform the new school that you have applied to college.**
- Mature students (19 or over, without a diploma) should contact the college directly to receive admission information.
- If you wish to withdraw your application to college you should notify OCAS **in writing or online**.
- Dual credit programs allow a student to earn high school credits as well as college credits. Courses taken at the College level through the Dual Credit program must be reported to the colleges that you apply to. For more information on this program, please contact Ms. Tzimika in the cooperative education department or Mr. Mark in Guidance.

Making the Most of College Liaison Visits

When you attend a college fair, be sure to consider the information below:

- What additional information will be required for my program?
- Tell me about residence. Are meal plans mandatory?
- What are typical first year class sizes?
- Is there public transit nearby?
- Is tutorial help available? How much does it cost?
- Are courses full year or semestered?
- Tell me about the Literacy and Numeracy tests I'll have to take.
- How are courses graded?
- What kinds of recreation and student clubs are available?
- Are there writing or learning workshops?
- Is there a career centre?

Important Information about Upcoming College Fairs

Ontario College Fair

Date: Monday October 17, 2016 **Time:** 5:00pm – 9:00 pm **Place:** Exhibition Place – Direct Energy Centre – Hall B

Date: Tuesday October 18, 2016 **Time:** 10:00am – 3:00 pm **Place:** Exhibition Place – Direct Energy Centre – Hall B

For more information visit: <http://www.collegefair.ca>

All Ontario Colleges are represented at the fair so it is highly recommended that you attend in order to gather information and to speak to college representatives to get your questions answered.

RHHS Pathways Fair

Date: Wednesday, November 16, 2016 **Time:** 7:00 pm – 9:00 pm **Place:** Richmond Hill High School

For more information visit the Guidance Office.

Most Ontario Colleges will be attending the fair so it is highly recommended that you attend in order to gather information and to speak to college representatives to get your questions answered.

Apprenticeship Programs

What is an apprenticeship?

An Apprenticeship is a paid job that provides a hands-on training program for people who want to work in a skilled trade and who enjoy learning by doing. e.g. Automotive Service Technician, Electrician, Baker, Tool and Die Maker

About 90 per cent of apprenticeship training is workplace-based training, under the direction of experienced workers. The remainder of the time involves classroom instruction on theory, which is usually given at a local community college or provided by another approved training organization.

Once you have found an employer who is willing to train you, both you and the employer will sign a training agreement prepared by an Apprenticeship Branch consultant.

After the training agreement is signed and filed with the Ministry, you are considered to be a registered apprentice. At specific stages of your training, the Apprenticeship Branch consultant will arrange for you to take classroom instruction in theory (usually at a Community College).

Apprentices are workers, so you will be paid while you gain work experience, and your wages will increase with the level of your skills. At the completion of the apprenticeship period, apprentices are eligible to write the provincial examination for a Certificate of Qualification for the trade.

There are different ways of completing an apprenticeship and you can start in high school (age 16 after grade 10) by enrolling in the Ontario Youth Apprenticeship Program. For more information please see Ms. Tzimika in the Cooperative Education Department.

For more information on apprenticeships, go to the web sites listed under the heading “Apprenticeships” on page 7 of this package. You should also speak to your Guidance Counsellor or to a teacher in the cooperative education department for more information.

Identified Students Applying to Ontario Colleges

- Colleges provide support services for identified students
- You are responsible for contacting each College you would like to attend to gather information about their identification policy and procedures
- Check with:
 - Admissions at each College
 - Student Support Services Office at each College
 - College Websites
- Policies and procedures will vary from college to college.
- You are responsible for submitting the proper documents to support your identification to the College in order to receive your accommodations. This can be done at different times in the application process so please contact the College and work with your Special Education Resource Teacher.
- As an identified student you may be eligible for additional scholarship and bursary support, so check with the Financial Aid office at your College and with OSAP (Ontario Student Assistance Program)

Useful Web Sites

College – Ontario & Canada

www.ontariocolleges.ca

www.schoolfinder.com

Ontario College-University Transfer Information

www.ontransfer.ca (Ont..College/University Transfer Guide)

Apprenticeships

<https://www.ontario.ca/page/employment-ontario>

www.oyap.com

www.madewiththetrades.com/

Resources for Students with Disabilities

<http://www.transitionresourceguide.ca/>

<http://www.disabilityawards.ca/>

<http://ldao.ca>

(Learning Disabilities Association of Ontario)

www.neads.ca

(National Educational Association of Disabled Students – NEADS)

US College/University

<http://www.ncaa.org/>

www.collegeboard.com

www.commonapp.org

www.actstudent.org

<https://educationusa.state.gov>

Careers/Jobs/Training

www.careercruising.com

Username: yorkregion Password: 50920

www.youth.gc.ca

www.jobskills.org

www.canadiancareers.com

www.workingincanada.gc.ca

Scholarships and Awards

www.scholarshipscanada.com

<http://www.disabilityawards.ca/>

Financial Assistance

osap.gov.on.ca

www.canlearn.ca

Financing Your Post-Secondary Education

The **Ontario Student Assistance Program (OSAP)** provides loans, grants and bursaries. OSAP's objective is to help you and your family meet the costs of post-secondary education. OSAP is intended to promote equality of opportunity for post-secondary studies by providing financial assistance for educational costs and basic living expenses. You can get an online application at: osap.gov.on.ca. OSAP applications are usually completed in the spring once you have decided which college you will be attending.

There will be a Financial Aid presentation in the RHHS Library in the spring. Listen for announcements in the spring to find out the exact date and time.

Scholarship and Awards

Review the following website:

- www.scholarshipscanada.com

You are welcome to look through the Scholarships and Awards information available in Guidance. Visit the Guidance office scholarship bins to pick up information and also check the scholarship bulletin board outside the Guidance office. Some scholarships require submission of transcripts. Please see Ms. Lam in Guidance to request a transcript and allow three days for printing. Should your application require a teacher reference letter, please give the teacher a **minimum of two weeks' notice**. Deadlines and criteria vary for each scholarship. Please check all deadlines and requirements very carefully. **It is the student's responsibility to research all possible avenues and opportunities for scholarships and awards and to adhere to deadlines and meet necessary criteria.**

Many scholarships require that students demonstrate a balance between academic achievement, extra-curricular activities and community involvement. Please request a credit counselling summary to ensure you've met the academic requirements. Your counsellor can help you with this. Your focus on the community aspect should be on the society at large. Your description of your community involvement should be focused on the following:

- The footprint your actions have left on society
- How others have benefitted as a result of your actions
- How you have grown as a result of your actions

Your community contribution should reflect how you've made a difference, directly or indirectly, to the lives of others in your community, and to society as a whole.

**If you wish to be considered for a major scholarship that requires a school nomination,
please see Ms. Axelrod in Guidance.**