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RICHMOND HILL HIGH SCHOOL GUIDANCE DEPARTMENT PRESENTS: UNIVERSITY 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 university. Inside this newsletter, you will find the following:

- ✓ A timeline of important dates in the application process
- ✓ A list of important websites
- ✓ Information for Identified Students
- ✓ Information on financing your post-secondary education
- ✓ Suggested questions to ask University Representatives
- ✓ Information on applying to schools outside of Ontario

The Guidance Department will be holding University/College 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 university, your application is processed by a central organization called the **Ontario Universities' Application Centre (OUAC)**. The OUAC acts as a central organizing body that collects and transmits data from students and secondary schools to the universities. The OUAC only **processes** demographic and academic information; they do not make admissions decisions. Any supplementary parts of the application must be sent **directly** to the university.
- ✓ The OUAC has two types of applications (OUAC 101 and OUAC 105). All students who are currently registered in an Ontario Secondary School will use the **OUAC 101** application.
- ✓ Since the OUAC serves as the central organizing body for the application process, it is important that you are familiar with the OUAC website: www.ouac.on.ca. Another very important website for researching university programs in Ontario is: www.electronicinfo.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.
- ✓ Please remember that parents and students are encouraged to attend the RHHS Pathways Fair on **Wednesday November 16 from 7-9 pm**. Many Ontario universities and colleges 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.

Timeline of Important Dates

September / October

- Go to eINFO website (<http://www.electronicinfo.ca>) and begin researching programs and schools. On this site you can find information about admission requirements, scholarships, residence and more.
- See Guidance office resource centre to read calendars, publications, pamphlets and bulletin boards.
- Use the internet (see sample list on 4th page of this booklet) to learn more about university programs, particularly the eINFO website and the OUAC website at www.ouac.on.ca
- Visit university campuses if possible (go to <http://www.electronicinfo.ca>).
- Students applying to U.S. colleges should write the October or November SATs if they have not already written them. For more information on SATs, go to www.collegeboard.com. You may also see Mr. Mark in Guidance for more information on SATs and U.S. colleges. Students applying for early admission to U.S. colleges should see Mr. Mark ASAP!
- Start researching scholarships and completing applications. See Ms. Axelrod in Guidance for more information.

November / December

- Students and parents are invited to attend the **Richmond Hill High School Pathways Fair on Wednesday November 16, 2016 from 7:00 pm – 9:00 pm.** College and University representatives from across Ontario will be in attendance. Don't miss this great opportunity!
- Information sessions on the university/college 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.**
- Decide on the universities and programs to which you will apply. The \$150 fee, payable by credit card on line, will cover three choices of university programs. If you would like additional choices, they are available at \$50 per selection. Some universities may charge supplemental fees.
- If you decide to change a selected university to another, after you have submitted your application, you will have to pay a change fee of \$50.
- **The order of your university choices may be important.** Therefore you are encouraged to check with the university prior to ordering your choices. Use the correct program codes for your desired choices. Make sure that the code matches the written words for the programs.
- Many majors and programs require the completion of one or more years of university. Check with your universities for admission criteria for these programs.
- You may have a maximum of three program selections at any one university. Some universities have additional limits.
- Get your PIN from Guidance (late November / early December). Once you have the PIN number you can apply to University right away at www.ouac.on.ca/ouac-101/. **Please Note:** Once you have completed and submitted your application, you will be assigned an **OUAC Reference Number** on the final step of the application. **This number is VERY IMPORTANT for you to remember as you will require it to log in to your OUAC account and to communicate with the universities to which you apply.** Therefore, we recommend that you **PRINT** the final screen (which shows your OUAC Reference Number) and keep it in a safe place.
- First transmission of information to OUAC is in early November. This transmission will include:
 - Final grades from previously completed grade 11 & 12 courses.
 - Grade 11 or 12 courses in which you are currently registered (both semesters).

NOTE: Midterm grades for semester 1 courses are NOT transmitted to OUAC.

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 university / college 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 email address on your online application. This is the main way that OUAC will communicate with you. If you change your email address, you must do so on the online application as well. Do the same for your address and phone number.

Please note:

- The full disclosure deadline is **November 23** in Semester 1 and **April 27** in Semester 2.
- In its literature, each university should state clearly how it will treat repeated course marks in considering students.
- Grade 11 marks may be used by universities for early admission decisions, but in many cases 6 grade 12 “U” or “M” courses will be the final basis of admission. Check each university for its statement regarding the use of grade 11 marks.
- All universities are able to set their own admission criteria; therefore, you should check each of your universities individually.
- You must have a minimum of 6 grade 12 “U” or “M” courses to be accepted at an Ontario university. Some university programs will require you to complete a supplementary application form. You may be able to indicate on the supplementary application if you are taking an Advanced Placement course.

January/February

- **January 11, 2017 is the final date to apply.** Do not wait until the last few days to apply or it will take you a VERY long time as internet traffic can be heavy.
- Review your application carefully. Changes to university choices may be made online.
- Complete residence applications (if necessary).
- If you are an identified student you should talk to your SERT (Special Education Resource Teacher) and contact each university directly for specific information.
- **February 6, 2017 is the recommended final date for submitting all information, including university and program changes and additional choices to be eligible for early admission.** There is no absolute final date for changes, except where individual universities set deadlines.
- Final marks for semester 1 courses will be submitted to the OUAC by **February 15, 2017**. This includes marks from courses taken at RHHS and continuing education courses taken with York Region District School Board.
- **For credits earned outside of our school board** you must bring either an official, signed and sealed Ministry transcript or an original signed and sealed report card to the Guidance Office **before February 6, 2017**.

March

- While some universities will make offers earlier, the majority of early conditional offers are made from February to April. Offers of admission will usually be **conditional** unless stipulated differently by the institution.

April

- Midterm marks for second semester courses are submitted to OUAC by **April 27, 2017**.
- Beware of late starts to courses taken outside of day school. These marks may not be available on time.
- 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 OUAC by RHHS. **All other marks must be submitted directly to OUAC by the school the student is attending for that course.**

May/June

- A second major round of conditional offers of admission will be sent from most universities.
- Scholarship and residence information will be included with your offer of admission.
- **May 26, 2017 is the latest date by which all secondary school applicants shall expect a response from an Ontario University.** Such a response will be one of: an offer of admission; a refusal; or a deferral pending the receipt of specific additional information.
- **June 1, 2017 is the earliest date by which Ontario universities may require a response to an offer of admission and a financial commitment of any kind.**
- For the final transmission of student information to OUAC including grades, community service hours, etc. **it is necessary to provide all information to Richmond Hill High School by June 16, 2017**.

Courses taken outside of RHHS Day School

- ✓ Only York Region public and separate night school and approved ILC marks will be forwarded to OUAC by RHHS. These marks will be entered on the York Region computer for graduation and university transmission purposes.
 - ✓ For all other courses taken outside of RHHS, it is the student's responsibility to ensure that marks for these courses are submitted to the RHHS Guidance Department **by June 16, 2017**. The Guidance Department will update your school transcript once we receive an official, signed and school sealed Ministry transcript or an original signed and sealed report card prior to **June 16, 2017**. These marks will be entered on the York Region computer **for graduation purposes only. These courses and marks must be submitted directly to OUAC by the school the student is attending for that course.**
- Qualified students who do not receive an offer of admission may phone the Application Centre to inquire about possible openings at (519)-823-1940 or check online at www.ouac.on.ca/ouac-101/. The Admission Information Service will be available on the OUAC website. This service provides information regarding university program availability. Applicants can search by university, program or their final grade 12 average.
 - Final marks for semester 2 courses, as well as information on the literacy requirement and community service hours, will be submitted to OUAC at the end of June.
- * Summer school students submit marks directly to OUAC and universities. Richmond Hill H.S. does not submit these marks for you.

Important Web Resources

University

www.electronicinfo.ca
www.schoolfinder.com
www.ouf.ca
www.ouac.on.ca (Application website + companion booklet)
www.ontransfer.ca (Ont..College/University Transfer Guide)

US & International Universities

<http://www.ncaa.org/>
www.collegeboard.com
www.commonapp.org
www.actstudent.org
<https://educationusa.state.gov>

College

www.ontariocolleges.ca

Financial Assistance

www.canlearn.ca
<http://osap.gov.on.ca>

Careers/Jobs/Training

www.careercruising.com - Username: yorkregion
Password: 50920
www.youth.gc.ca
www.jobskills.org
www.canadiancareers.com
www.workingincanada.gc.ca

Student Awards

www.scholarshipscanada.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)

Identified Students Applying to Ontario Universities

- Universities provide support services for identified students
- You are responsible for contacting each University you would like to attend to gather information about their identification policy and procedures
- Check with:
 - Admissions at each University
 - Student Support Service Office at each University
 - University Websites
- Policies and procedures will vary from university to university
- You are responsible for submitting the proper documents to support your identification to the University in order to receive your accommodations (this can be done at different times in the application process so please contact the University 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 University and with OSAP (Ontario Student Assistance Program)

Additional Information

- After you have applied you will receive an OUAC Reference Number. **KEEP THIS NUMBER IN A SAFE PLACE.**
- **Extenuating Circumstances:** Communicate, in writing, directly to the admissions office of each university. Be sure to include your OUAC number. See your Guidance Counsellor for assistance.
- **Royal Military College:** Do not apply through OUAC. Phone 1-800-856-8488 or go to www.rmc.ca. Information is also available at any Canadian Forces Recruiting Centre.
- **Important:** Accepting an offer of admission from one university will not cancel your application to other universities or programs. But, you may have only *one* acceptance at a time. If you wish to change your acceptance, you may do so online. Once you have accepted an offer of admission, be sure to follow the steps provided online and confirm your acceptance.
- If you take a course at any school other than a York Region Public or Separate school, the Ministry number for that school will be recorded along with the mark. **A “P” is listed on your transcript if you take a private school course.**
- Still have questions or need help go to <http://www.ouac.on.ca/common-questions/common-questions-ouac101/>

Advanced Placement (AP) Program

Students who have questions about AP courses or the AP program can speak to **Ms. Coleman** in the Library.

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

Financing Your Post-Secondary Education

Scholarships and Awards

Review the following websites:

- www.scholarshipscanada.com
- The “Finance: Fees and Scholarships” section at <http://www.electronicinfo.ca>.

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.**

Financial Aid

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: <http://osap.gov.on.ca/>. OSAP applications are usually completed in the spring once you have decided which college or university 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.

Making the Most of University / College Representative Visits

Suggested questions to ask admission representatives in addition to queries about programs and entrance requirements:

- ❖ How are grades utilized in the admission process? How are grade 11 marks utilized?
- ❖ Will my program require a “Supplementary” or “Personal Information” form in addition to the application? How will it be used in the admission process? Where can I get one? Due dates?
- ❖ What is the University’s (or Faculty’s) position on repeated “U” or “M” courses?
- ❖ What is the University’s (or Faculty’s) position on courses taken outside of day school?
- ❖ Are courses full year or semester?
- ❖ How are courses graded? (assignments / mid-terms / finals / projects)
- ❖ What are typical first year class sizes? Are tutorials mandatory?
- ❖ Are professors accessible outside of class time?
- ❖ Is tutorial help available? How much does it cost? Are there writing (or any type of learning) workshops? Is there a Career Centre to help me get a summer job? Or a job on campus?
- ❖ How do I find out if my program offers Co-Op?
- ❖ What courses are required for entrance into the professional faculties? (e.g. Law, Medicine, Business Administration)
- ❖ What are your most popular programs and majors?
- ❖ What if I can’t decide on my major right now?
- ❖ How easily can I switch programs for my second year?
- ❖ What kinds of recreation or student clubs are available?
- ❖ What help is available if I get sick or injured?
- ❖ What is the size of the campus? How close is it to the nearest city or town?
- ❖ Is there public transit nearby? How will I get around the campus?
- ❖ Are there residences that are not noisy?
- ❖ Is residence guaranteed in the first year? How are roommates selected? Are there single rooms?
- ❖ Are meal plans mandatory? What are the hours of operation? Is it a debit system or are there allocated meals per week?
- ❖ Is there a service to find off-campus housing? Prices? Close to campus?

Students Planning to Apply to University Outside of Ontario

For Canadian Universities Outside of Ontario:

- Students who want to apply to a Canadian university outside of Ontario must research the information about the application process by going to each individual university’s website.
- For most out-of-province applications, students will need to submit their marks by mailing a copy of their transcript to the university. However, **the OUAC will transmit grades electronically to certain universities.** This year, those universities are:
 - Acadia University
 - Bishop’s University
 - University of British Columbia
 - University of Calgary
 - Concordia University
 - Dalhousie University
 - McGill University
 - University of New Brunswick
 - Saint Mary’s University
 - Simon Fraser University
 - University of Victoria

In order to authorize the OUAC to send these marks on your behalf, you must sign the release authorization and record the OUAC Reference number on the out-of-province application.

Applying To American and International Universities

Process of booking Appointments

Initial Appointment: Students will book a double appointment for US/International University inquiries with Mr. Mark.

Further Appointments: Students will book an appointment with Mr. Mark on an individual basis.

Important Notes: Deadlines are subject to change- it is the student's responsibility to check with collegeboard.com and the specific University/College for all due dates. Any changes to your timetable must be reported on the common application. If you make changes to your timetable after submitting your common application you must be sure to report these changes to Mr. Mark.

During Grade 10 or 11:

- Visit the websites we provided in this package regarding US applications and see Mr. Mark for information on SAT/ACT/Subject Tests and the application process.
- Visit the US college or university website(s) to determine if they are using the Common Application or their own university application. For more information visit www.commonapp.org . Also check US colleges for any specific entry requirements (courses, auditions, language proficiencies)

September and October

- Meet with Mr. Mark for initial discussion of the application process and to receive US Information Package. If applying for early action, this meeting must occur on or before **Friday October 14**.
- Provide Mr. Mark with the list of the schools to which you want to apply.
- Register and start completing Common Application Form (www.commonapp.org).
- Submit necessary Guidance counsellor forms to be completed by Mr Mark. Common application forms can be completed and submitted online (i.e. Secondary School Report and International Supplement). However, non-common application forms may need to be sent by mail. You are responsible for the mailing of these forms.
- Provide Mr. Mark with a resume (list: awards, certificates, extra-curricular activities, clubs, teams from grades 9-12-please indicate dates and positions held)
- Meet with teachers (regarding references) in order to complete 'Teacher Evaluation Form' for the common application. You will need to get their email. Allow teachers **at least two weeks** to provide a reference letter. Teacher evaluations can be completed on-line or via mail. Please provide teachers with our school number (826580). Inform the teachers that they can speak to Mr. Mark if they have any questions.
- **Note:** Students should have already completed their SATs, ACTs and subject-specific tests by this point.
- **Early Decision/Early Action:** Students applying for early decision/early action must have their application completed by **Nov. 1**. They must order their transcript from Ms. Lam and give it to Mr. Mark by Oct. 21.

November and December

- Order High School Transcripts from Ms. Lam- one per school.
- Proofread any essays that are required.
- Last day to see Mr. Mark to start a regular decision application is **November 18th**.
- Complete all applications for the **December 31st** deadline.
- If necessary, finalize your application by packaging envelopes, and mailing secondary report with your transcript.

January and February

- Notify Mr. Mark of any changes to your application.
- If you are contacted by a school, be prepared for any interviews.
- If necessary, prepare and send any supplementary material to support your application.
- **Mid-Year Report:** provide Mr. Mark with the Mid-Year Report in early February.
- Order Transcripts from Guidance Secretary - Ms. Lam once semester 1 final marks are available.
- If necessary, book a guidance appointment with Mr. Mark in February to process report and pick up packages for mailing.

March to May

- Admissions decisions are usually available by mid-April.
- May 1st is often the date to respond to offers of admission for most American universities. Complete and return all forms requested by the university.
- Notify Mr. Mark about all admissions decisions.

June

- **Year-End Report:** provide Mr. Mark with the Year-End Report in early to mid-June.
- Order Transcripts from Ms. Lam. Transcripts will be available in the last week of June.
- If necessary, book a guidance appointment with Mr. Mark in June to process report.
- Make arrangements for any health insurance coverage and student Visa if required.
- Apply for any necessary student visa, I-20 pass or travel documents.