

## **Post-Secondary Preparedness Checklist**

Name: \_\_\_\_\_

Career / Area of Interest: \_\_\_\_\_

### **Post-Secondary Basics:**

My career requires (check all that apply):

- ☐ Apprenticeship Training (see the [Trades Preparedness Checklist](#))
- ☐ Certificate
- ☐ Diploma
- ☐ Degree
- ☐ Professional Program
- ☐ Graduate / Masters Degree
- ☐ Doctoral / PhD Degree

I will need to attend (check all that apply):

- ☐ College
- ☐ Technical Institute or Polytechnic
- ☐ Public University
- ☐ Private University
- ☐ First Nations College
- ☐ Other: \_\_\_\_\_

I am interested in the following post-secondary institutions:

I am interested in the following program(s) to train for my career of interest:

## **Admission Information:**

### **Academic Requirements**

You need to identify the academic requirements needed for admission to your program.

Requirements that I have met or will meet:	Requirements that I am or will be missing:

If you do not meet all of the academic requirements, some institutions may have alternative routes to gain admission. You can also upgrade the requirements you are missing.

### **Other Requirements**

Some programs will have other requirements that factor into the admission process. Ensure you know what those are, if any, so you can have them ready to submit once you have applied.

Other Requirements that I have met:	Other Requirements that I am missing:

Have a plan in place to get all of your Other Requirements completed and submitted as soon as possible. You will not be offered a seat in the program until you fulfill all requirements.

### **Admission Type**

My program is admitted through:

- ☐ First Applied, First Qualified, First Admitted
- ☐ Competitive Entry
- ☐ Other: \_\_\_\_\_

## **Application Information:**

### **My Alberta Digital ID (MADI) Account**

You need to set-up a MADI Basic Account in order to create an ApplyAlberta account. ***\*Do not use your CESD email to set-up this account!\****

- ☐ I know my [Alberta Student Number \(ASN\)](#)
- ☐ I have created a MADI Basic Account

### **ApplyAlberta Account**

You need to set-up an ApplyAlberta Account in order to apply to post-secondary institutions in Alberta. ***\*Do not use your CESD email to set-up this account!\****

- ☐ I have created an ApplyAlberta Account
- ☐ I have entered my courses and grades from my Digital Academic Record (DAR)
- ☐ I have completed the institutional portion of the application
- ☐ I have paid the non-refundable Application Fee

### **MyPass Account**

You need to set-up a MyPass Account in order to access your high school transcripts and other important information related to your high school education. Your school can assist you with this. ***\*Do not use your CESD email to set-up this account!\****

- ☐ I have created a MyPass Account

## **Applications Open**

Applications for my program / institution open on:

## **Application Deadline**

The deadline to apply to my program / institution is:

## **Application & Admission Next Steps:**

### **Admission Status**

I have applied and am now:

- ☐ Waiting for a Response
- ☐ Pending
- ☐ Admitted (YAY!)
- ☐ Waitlisted
- ☐ Not Admissible

### **Waiting for a Response**

It can take days or even weeks/months for an institution to process your application, so try to be patient. If it's been a while since you've heard anything, try the following:

- Check your Junk or Spam folder to see if any correspondence has ended up there
- Reach out to the institution to see if you can get an update

### **Pending**

If your application is Pending, it's usually because the institution needs more information or documentation from you in order to come to an admission decision. Make sure to get them the information requested as soon as possible!

### **Admitted (YAY!)**

Congratulations! Most institutions will have multiple "Next Steps" for admitted students to complete, so make sure you know what those are and start working on them!

### **Waitlisted**

The Waitlist is not the end of the world! Make sure you are prepared for a last-minute offer of admission, in case one comes. Also, consider ways you can try to ensure you get admitted if you reapply, like applying earlier or doing some upgrading to increase your marks, etc.

### **Not Admissible**

This is also not the end of the world! Consider ways to meet the admission requirements or the competitive average, etc, in order to be admitted in the future.

## **Post-Secondary Next Steps:**

### **Post-Secondary Institution Information**

Once you have selected an institution for your post-secondary training, you should research that institution further to ensure it meets your needs.

- ☐ I have reviewed the institutional Policies & Procedures, including Cancellations & Refunds
- ☐ I know how much post-secondary is going to cost me (tuition, books, rent, parking, etc)
- ☐ I know where I am going to live while attending post-secondary (at home, residence, etc)
- ☐ I know what kind of extracurricular activities are offered at the institution

### **Registration Process**

You need to know if your institution will automatically register you in the classes you need each semester (automatic registration) or if you must register yourself into your required classes (self-registration). Self-registration is typically done on a “first come, first served” basis.

- ☐ I have the Program of Study for my specific program, so I know what classes I need to take
- ☐ I know when Registration starts at my institution. Date: \_\_\_\_\_
- ☐ I am know how my institution does registration
  - ☐ Automatic Registration
  - ☐ Self-Registration
- ☐ I know how to register for classes
  - ☐ Online                      ☐ In-Person
  - ☐ Phone                      ☐ Other: \_\_\_\_\_
- ☐ I know who to ask for help if I have questions about course selection and registration

*\*Registering as close to the “Opening Date” for your institution as possible will ensure you get a seat in the classes you want before they all fill up. Many classes are quite small or very popular, so you want to register early so you get a spot.\**

## Financial Information

There is a lot of financial aid available for students going to post-secondary, including loans, grants and scholarships.

- ☐ I have applied for an [Alberta/Canada Student Loan](#) (typically opens in June)
- ☐ I have applied for scholarships, bursaries and awards at my institution
- ☐ I have researched and applied for additional [scholarships, bursaries and awards](#)
- ☐ I have spoken to my parents/partner/family members about financing my education with:
  - ☐ Savings
  - ☐ RESP / RRSP
  - ☐ Student Line of Credit (bank)

## Preparing for Post-Secondary

Make sure you are ready for your post-secondary experience and have done these things prior to the first day of classes.

- ☐ I have accessed my Student Email and I am checking it regularly
- ☐ I have accessed my Student Portal, if applicable
- ☐ I have submitted a photo for my Student ID Card
- ☐ I have applied for Campus Housing, if applicable
- ☐ I have requested a Parking Pass or gotten a Public Transportation Pass, if applicable
- ☐ I have registered for Accessibility Services if I require any accommodations
- ☐ I have completed or participated in any relevant Orientation activities at my institution
- ☐ I have purchased my required books and supplies

## **What to Expect:**

### **In the First Week**

There will be a lot going on in the first week of school, so make sure you know these important things:

- ☐ I know when my tuition and fees are due and have a plan to pay them on-time
- ☐ I know what services and supports are available to help me and where they are located
- ☐ I know when all my due dates are and I have a plan for how I am going to stay organized
- ☐ I have my Course Outlines and know who my instructors are and when their Office Hours are
- ☐ I know what activities are happening and will go have some fun and make some new friends

### **In the First Month**

You made it through the first week...way to go! As you continue in your first month of school, there are other important things you need to be aware of, including:

- ☐ I know when the Add/Drop Date is and will speak to an Advisor to make schedule changes
- ☐ I am making connections both inside and outside of the classroom
- ☐ I have accessed any services or supports that I need and am being proactive asking for help
- ☐ I am staying on-top of my homework and am asking lots of questions in class

### **In the First Semester**

As you make your way through the rest of your first semester, it's important to not forget:

- ☐ I know when the Withdrawal Date is and will speak to an Instructor or Advisor if I have concerns  
about my grades in a class
- ☐ I am tracking all of my assignments, projects, quizzes and tests and know when deadlines are
- ☐ I am aware of the rules and regulations at my institution and am following them
- ☐ I am sticking to my budget and have a plan to pay for my second semester
- ☐ I am taking care of myself, physically and emotionally