

**2019-2020**

**ELK ISLAND  
CATHOLIC SCHOOLS**

**ARCHBISHOP JORDAN  
CATHOLIC HIGH SCHOOL**



**LAST NAME:** \_\_\_\_\_

**FIRST NAME:** \_\_\_\_\_

**DUE DATE: DECEMBER 13, 2019**

**[GOLD BOOK]**

**STUDENT EDUCATIONAL CAREER AND PROFILE BOOK**

## GRADUATION POLICY REQUIREMENTS FOR ABJ STUDENTS

This policy will be relevant for all ABJ grade 12 students who wish to be full participants in the ABJ annual graduation ceremony and banquet that generally takes place in May. Students may participate in school based graduation events, if they have met these requirements as described below on page 2.

*Note: Students who meet the Alberta Education requirements for a High School Diploma will receive their diploma in the mail after all specified prerequisites have been successfully completed but may not participate in ABJ graduation events if they haven't met the school's requirements.*

### CLASS OF 2020

The student

- has met or is on track to meet the Alberta Education High School Diploma Requirements - see below
  - the student's second semester of courses that are required for them to graduate each have a current passing grade as graduation lists are being posted
- has completed Religion 15, 25, 35 **by no later than March 31<sup>st</sup>** of their graduating year
  - Religion 15, 25 35 must be completed in class or may be completed online if the course does not fit in the student's timetable as approved by their grade level administrator.
- has completed the "Gold Book" and turned it in by **December 13<sup>th</sup>** of their graduating year

### COURSE SELECTION AND STUDENT TIMETABLE POLICY

When students request course changes after the registration process, the school staff will do their best to accommodate the requests when approved by parents/guardians **for valid educational reasons**. That stated, there are no guarantees that a course change request can be accommodated however and staff will defer to the original course selection documentation.

### TIMETABLE EXPECTATIONS

Grade 12 students must have a **minimum of 30 credits** worth of courses in their timetable during the school year

*Note: exceptions to these expectations may be made based on individual student needs or participation in specific programs outside of the school.*

### DISTANCE LEARNING

- Students accessing distance learning courses need to be aware of deadlines such as course registration and course completion. Most three and five credit courses have course final exams which need to be written before the course submission deadline (with many five credit courses having midterm exams as well). There are guidelines for frequency of submission and expectation of grading by DL staff. There is also an end date for all courses.
- In addition to the above considerations, students accessing distance learning courses with diploma exams need to be aware of important dates such as registering for diploma exams on myPass and course completion. Generally the deadline for diploma exam registration is 2.5- 3 months prior to the exam. Course completion for diploma courses is usually a week or more before the first exam in the diploma cycle.

## ALBERTA HIGH SCHOOL DIPLOMA: GRADUATION REQUIREMENTS (ENGLISH)

The requirements indicated in this chart are the **minimum** requirements for a student to attain an Alberta High School Diploma. The requirements for entry into post-secondary institutions and workplaces may require additional and/or specific courses.

### **100 CREDITS**

including the following:

#### **ENGLISH LANGUAGE ARTS – 30 LEVEL**

English Language Arts 30-1 or 30-2

#### **SOCIAL STUDIES – 30 LEVEL**

Social Studies 30-1 or 30-2

#### **MATHEMATICS – 20 LEVEL**

Mathematics 20-1, 20-2, or 20-3

#### **SCIENCE – 20 LEVEL**

Science 20, Science 24, Biology 20, Chemistry 20, or Physics 20

#### **PHYSICAL EDUCATION 10 (3 CREDITS)**

#### **CAREER AND LIFE MANAGEMENT (3 CREDITS)**

#### **10 CREDITS IN ANY COMBINATION FROM**

- Career and Technology Studies (CTS) courses
- Fine Arts courses
- Second Language Courses
- Physical Education 20 and/or 30
- Knowledge and Employability courses
- Registered Apprenticeship Program courses
- Locally developed courses in CTS, fine arts, second languages, or Knowledge and Employability occupational courses

#### **10 CREDITS IN ANY 30-LEVEL COURSE**

#### **(IN ADDITION TO A 30-LEVEL ENGLISH LANGUAGE ARTS AND A 30-LEVEL SOCIAL STUDIES COURSE AS SPECIFIED ABOVE)**

These courses may include

- 30-level locally developed courses
- Advanced level (3000 series) in Career and Technology Studies courses
- 30-level Work Experience courses
- 30-level Knowledge and Employability courses
- 30-level Registered Apprenticeship Program courses
- 30-level Green Certificate Specialization courses
- Special Projects 30

Further Notes:

- For 30-level courses that have a diploma examination, the final course mark consists of a blend of the school-awarded mark (70%) and the diploma examination mark (30%).
- Students competing Work Experience 35 for 10 credits can use those credits to the “10 credits in any 30-level course” category. However, please understand that although you can earn more than 10 credits for Work Experience 15/25/35, only a **maximum** of 15 credits go towards your diploma requirements.

**\*PLEASE INCLUDE A COPY OF BOTH YOUR DETAILED ACADEMIC REPORT (DAR) AND YOUR CREDENTIALS CHECKLIST IN THIS FOLDER.\***



It is expected that all students at Archbishop Jordan be responsible for creating and assessing their individual myPass accounts. MyPass is an Alberta Education self-service website set up for Alberta students to:

- View diploma exam results and request rescues
- Register to write a diploma exam
- Order High School transcripts
- View progress towards a credential (diploma or certificate)
- View and print a Detailed Academic Report (DAR)
- View student personal information

### HOW DO I REGISTER?

1. Google **myPass** or go to <https://public.education.alberta.ca/PAS/myPass>
2. To register for an account, you will need
  - your Alberta Student Number (**ASN**) this is the longer 9-digit number on your ABJ student ID card
  - a personal **email** address (do not use your school email)
  - your date of birth
  - a correct mailing **address** on file with Alberta Education  
(If you need to change your address you can do so at the front office)
3. Set up an Education Account
4. You will receive two things – **an email** with a URL and a physical letter in the mail with a 4-digit **PIN**. Once you have received BOTH the email and the letter, go to the URL contained in the email and enter the 4-digit PIN.  
(It will take 5-10 business days for the letter to arrive in the mail. The PIN expires after 30 days so if you do not authenticate your account within that time frame you will have to start over.)
5. **Record** your username and password in a safe place. You will be using this account throughout your High School, so please don't lose your log in information – it is not easy to reset!

### THIRD PARTY ACCESS

Parents/guardians may access your myPass account as well. Process looks the same, however, third party will use their own email. They will need to provide the student's ASN and date of birth upon registration.

# YOUR GRADUATION STATUS REVIEW



## 1. USING YOUR 'MYPASS' ACCOUNT, PLEASE CONFIRM THAT THE INFORMATION SUBMITTED TO ALBERTA EDUCATION IS ACCURATE.

## 2. COMPLETE THE TABLE BELOW

- To complete your high school credit potential, begin by listing your credit total so far (as obtained from your myPass Account in your Detailed Academic Report) and place that number in the first shaded space provided.
- List your courses that you are taking this year and add up your credits. Be sure to include **all of your courses** (E-Campus, ADLC, Work Experience, RAP, etc.)
- Upon completion, add your potential credit total from all of the shaded boxes together and place the total in the allotted space below.

CREDIT TOTAL FROM GRADES 10 AND 11:			
SEMESTER 1 COURSES	CREDITS	SEMESTER 2 COURSES	CREDITS
<b>SEMESTER 1 CREDIT TOTAL:</b>		<b>SEMESTER 2 CREDIT TOTAL:</b>	
<b>COMPLETE POTENTIAL HIGH SCHOOL CREDIT TOTAL:</b>			

## 3. CHECK FOR REQUIRED COURSES FOR ALBERTA HIGH SCHOOL DIPLOMA:

- Physical Education 10
- CALM
- At least 10 credits from Career and Technology Studies, Fine Arts, Second Languages at any grade level, or Physical Education 20 or Physical Education 30
- Completion or potential completion of English 30-1/30-2
- Completion or potential completion of Social 30-1/30-2
- At least 10 credits in 30 level courses other than English 30-1/30-2 and Social 30-1/30-2
- Completion of Mathematics 20-1 or Math 20-2 or Math 20-3
- Completion of any of Science 20, Science 24, Biology 20, Chemistry 20, or Physics 20

## 4. CHECK FOR REQUIRED COURSES TO TAKE PART IN ARCHBISHOP JORDAN GRAD:

- Religion 15
- Religion 25
- Religion 35
- GOLD BOOK Completed

## 5. GRADUATION STATUS: (CHECK ONE)

- Requirements Met
- Requirements Missing

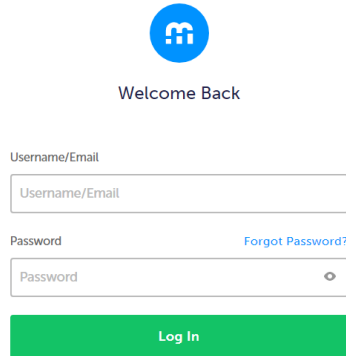
If missing, plan to address missing requirements:

# CAREER AND EDUCATION INFORMATION SOURCES

The following programs are to help you complete not only this booklet, but also to assist you in furthering your post-secondary planning and application process.

## 1. MYBLUEPRINT

- This program is a computerized program available to Archbishop Jordan High School students that follows a comprehensive education and career planning process to meet the learning needs, interests and aspirations of all students. To access the program, your username and password will be the same as it is for you to log in to the ABJ Network.
- Go to [www.myblueprint.ca](http://www.myblueprint.ca) You will be prompted to log in.



Username/Email

Username/Email

Password [Forgot Password?](#)

Password

Log In

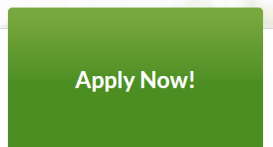
- You can use this program to complete not only content in this booklet, but also to aid in your post-secondary planning.
- Please note that the credit count on myBlueprint is not accurate. For a true count of your completed credits you will need to access your Detailed Academic Report through your myPass account.

## 2. ALIS

- ALIS (The Alberta Learning Information System) is a provincial online source for career, learning and employment information.
- Go to [www.alis.alberta.ca](http://www.alis.alberta.ca)
- Students can click on “I am still in High School” where students can then explore content on “Plan Your Career”, “Explore Education and Training”, “CAREERinsite”, or “OCCInfo”, all of which are incredible resources that holistically support students as they plan for after high school.

## 3. APPLY ALBERTA

- ApplyAlberta is an online application and transcript transfer system that you must create as your first step before applying to any Alberta post-secondary institution.
- Go to [www.applyalberta.ca](http://www.applyalberta.ca) and select the green box that say “Apply Now”



- You will create a SIAMS login using a personal email address that you check on a regular basis.
- To create your account on Apply Alberta, you will need the following:
  1. Your Alberta Student Number (ASN)
  2. Names of all high schools you have attended or are currently attending
  3. High school courses and marks

## POST-SECONDARY APPLICATION DEADLINES

Most post-secondary's will open their applications starting **OCTOBER 1<sup>st</sup>** of your Grade 12 year. Given that fact, most students will not yet have completed any (or very few) 30-level courses. As such, post-secondary institutions will be assessing you on and evaluating your Grade 11 marks when you apply with the hope of attaining an early offer of admission (conditional acceptance) into the program of your choosing.

### KEEP CHECKING!

Most High School applications will be assessed within weeks, assuming you have submitted enough relevant information. Other types of applications will take longer to process. After your initial application has been assessed, you may receive an offer of admission, or you may receive a note indicating that further casework or documents are required. If your marks are competitive, you may be admitted based on your Grade 11 marks alone, but most students need to present some final Grade 12 marks to be re-assessed before receiving an offer.

Students are responsible to check their application status in the method as indicated by the post-secondary and update information regularly as required. Failure to do so could result in the application being terminated.

### OFFERS OF ADMISSION

Please note that when you apply to a post-secondary institution, you are allowed to make both a first choice and a second choice for your program consideration. If you receive an offer of admission to your first choice, you will not be evaluated for your second choice, regardless of whether you choose to accept your first offer or not. You will only be evaluated for your second choice program if the institution is unable to admit you to your first choice. If your application has been waitlisted, your application status will indicate when you can expect to receive a final – yes or no – decision. For many post-secondary's, the deadline to accept offers of admission is May 1<sup>st</sup>. If you receive an offer to your second choice program, you are advised to accept it, even if your evaluation to your first choice program is still pending. You will still have the option to accept an offer to your first choice program later, should you receive one.

### POST-SECONDARY INSTITUTION SURROUNDING SHERWOOD PARK

**CONCORDIA UNIVERSITY**



<https://concordia.ab.ca/>

**KINGS UNIVERSITY**



<https://www.kingsu.ca/>

**MACEWAN UNIVERSITY**



<https://www.macewan.ca/>

**NAIT**



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

**NORQUEST COLLEGE**



<https://www.norquest.ca/>

**UNIVERSITY OF ALBERTA**



<https://www.ualberta.ca/>

# YOUR PLAN



**ONLY COMPLETE THE SECTION THAT APPLIES TO YOU!**

<b>POST-SECONDARY PLAN</b>		
	<b>PLAN A</b>	<b>PLAN B</b>
Name of Institution		
Faculty		
Length of Program		
Minimum Average to Apply (%)		
Academic Course Requirements	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
<b>APPRENTICESHIP</b>		
	<b>PLAN A</b>	<b>PLAN B</b>
Name of Trade		
Employer		
Institution		
Length of Program		
Admission Requirements		
<b>STRAIGHT TO WORK</b>		
Occupation		
Training/License Required		
Skills/Knowledge Required		
<b>UPGRADING</b>		
Location		
Courses		



# SCHOLARSHIP SEARCH GUIDE

Funding for post-secondary education can be a very daunting task. There are things to consider before you apply – like what education and living costs will be, what you can contribute, what your scholarship/bursary potential is with respect to your academics, social involvements, extra-curriculars, volunteerism, pursuit of apprenticeships, to name only a few... To start your search, we would encourage you to look through this Student Loans & Grants Funding Guide for Full-Time Post-Secondary studies. It answers all of the questions you may have about Loan and Grant details, quick tips for applying, how to maintain interest Free Status to name only a few.



<https://studentaid.alberta.ca/media/165777/fundingguide2018-19.pdf>



## GREAT SCHOLARSHIP WEBSITES

[www.scholarshipscanada.com](http://www.scholarshipscanada.com)

<http://studentaid.alberta.ca/scholarships/> **Please note:** This is also the website where you will apply for the **ALEXANDER RUTHERFORD SCHOLARSHIP**. You are eligible to apply for this scholarship in your Grade 12 year, only once you have **accepted an offer of admission** from a post-secondary institution. We advise **ALL** Grade 12's who are going on to post-secondary to apply, as the scholarship takes into consideration all three years of high school and awards specific sums of money for averages above 75% and above 80% from Grades 10 through 12 inclusive.

<http://www.alis.alberta.ca/et/fo/funding-post-sec.html>

[www.alis.alberta.ca/scholarships](http://www.alis.alberta.ca/scholarships)

<http://www.canlearn.ca>

<http://www.studentawards.com/canlearn/>

[www.learningclicks.ca/](http://www.learningclicks.ca/)

**CONTINUED...**

## **CHECK OUT YOUR POST-SECONDARY!**

Don't forget to look to look at the **post-secondary** that you are interested in attending – they will have institution specific scholarships that you will be eligible to apply for. Note that many of these scholarships will have early December Deadlines.

[www.ualberta.ca/awards](http://www.ualberta.ca/awards)

[www.macewan.ca/scholarships](http://www.macewan.ca/scholarships)

[www.nait.ca/scholarships](http://www.nait.ca/scholarships)

<http://financialaid.concordia.ab.ca/>

<https://www.kingsu.ca/student-life/financial-aid>

<https://www.norquest.ca/resources-services/student-services/funding-your-education/scholarships,-bursaries-awards.aspx>

## **ABJ AWARDS**

We are fortunate as a school to be able to support many of our students as they further their education while honouring the time you have spent here at Archbishop Jordan. In the spring, each grade 12 student will be emailed our in-house ABJ Awards Application Form to your school email account. This form provides students with the opportunity to apply for many scholarships recognizing great achievements in the areas of academics, religious connection, volunteerism in the school and greater community, and in the areas of fine arts and career and technology studies. Thousands of dollars are awarded during our Awards Ceremony held at the end of October, giving you Graduates the opportunity to come together again and celebrate your many incredible achievements.


# YOUR RESUME




**\*PLEASE INCLUDE A COPY OF YOUR RESUME IN THE FOLDER.\***

If you are creating or updating your resume, please go to myBlueprint (see page 5 for log in information), to access three excellent exemplars for resume building. There are three exemplars that you are able to use as a guideline based on your level of work experience, extra-curriculars, and achievements. On your student view homepage of myBlueprint, [www.myblueprint.ca](http://www.myblueprint.ca) on the left side navigation, click on **Work > Resumes**.


**Don't know how to make a resume?**  
That's ok. Take a look at some examples below. Crisis averted... for now.



**Erin's Resume**  
I'm pretty awesome, but I have no work experience



**Jimmy's Resume**  
I have some experience, but not much




**Aleska's Resume**  
I've worked everywhere and have the resume to prove it

myBlueprint also has a comprehensive Resume Builder and Guide that allows you to create multiple resumes for different purposes (achievement oriented, volunteer oriented, for different jobs, etc.) with multiple formatting styles.

**Resume**  
Learn about writing a resume to get that dream job.

[View Guide](#)



## REFERENCES

Please add the necessary information about your references (all three are required). Be sure to contact your references prior to submitting them to potential employers.

	REFERENCE A	REFERENCE B	REFERENCE C
REFERENCE NAME			
REFERENCE POSITION			
REFERENCE COMPANY			
PHONE NUMBER			
EMAIL ADDRESS			

## YOUR FINAL REVIEW



### COMPLETE THE FOLLOWING CHECKLIST TO ENSURE ALL COMPONENTS OF THE GOLD BOOK HAVE BEEN MET.

- I have read through the Graduation Policy on Page 1 and understand what my academic responsibilities are in order to take part in ABJ Graduation Festivities and that failure to meet above stated requirements will prevent me from attending Grad.
- I have included a copy of my Detailed Academic Report (DAR) to the Gold Book.
- I have included a copy of my Credentials Checklist to the Gold Book.
- I have completed "My Graduation Status Review" on Page 4 of the Gold Book.
- I have completed "My Plan" on Page 7 of the Gold Book
- I have included a copy of my resume in the Gold Book.
- I have completed the References Chart on Page 10 of the Gold Book.
- I have made an appointment to meet with Mrs. Miskiw-Chetek or Mrs. Glass to submit my Gold Book **PRIOR** to December 13<sup>th</sup>.

### WHAT NEXT...?

The Counsellors will review your Gold Book with you. Should any questions arise about your Graduation Plan, they can be addressed at this time.


### CONGRATS GRADUATE – YOU ARE ONE STEP CLOSER!

Archbishop Jordan Catholic High School is committed to fostering a positive learning environment which promotes Catholic values and nurtures the development of the personal potential of all.

### CONTACT INFORMATION

For questions, or to schedule an appointment with the counsellors – please contact:


Mrs. Miskiw-Chetek

 780-467-2121 ext. 1705


 [bevmc@eics.ab.ca](mailto:bevmc@eics.ab.ca)

 Office located in the Library

Mrs. Glass

 780-467-2121 ext. 1200

 [sarag@eics.ab.ca](mailto:sarag@eics.ab.ca)

 Office located in Student Services