

**Q:** What is a myPass Account and why do I need one?

**A:** myPass is a self-service website for students provided by Alberta Education. All students require a myPass account so they can:

- View Diploma exam results
- Order official transcripts
- View Detailed Academic Report (DAR)
- View progress towards high school diploma
- Register to rewrite diploma exams
- Update their personal information

**Q:** I want to see if I am on track to graduate. How do I check my credits?

**A:** Create a myPass account to see your most up to date credits on your Detailed Academic Report (DAR). For detailed instructions on how to set up a myPass account, please visit <https://stjosephhigh.ca/download/145021> . For St. Joseph High School graduation requirements, please visit <https://stjosephhigh.ca/download/141809>.

**Q:** Will Alberta Education mail me my diploma exam marks?

**A:** No. The expectation is that all grade 12 students will access their diploma exam results through myPass. myPass will post diploma exam results approximately 3-4 weeks after the diploma exam is written.

**Q:** My post secondary institution or a scholarship is asking for my high school transcripts.

**A:** If you apply to a post secondary institution in Alberta, your official high school transcripts will automatically be sent to the institute from Alberta Education. They may ask you for an unofficial transcript which you can access from myPass for free as your Detailed Academic Report.

For all other requests for official transcripts, students can order these through their myPass account. There is a \$10 fee for each request and Alberta Education will send your official transcript directly to the out of province post secondary institution or the scholarship organization.

**Q:** How do I know I have the right courses or marks to get into a post secondary program?

**A:** Post secondary institutes will have this information on their websites. The best place to start is at the institute as the requirements and entrance averages can change. Keep in mind that minimum averages posted on the web site are minimums, and institutions usually enter students with the highest averages for competitive programs (It is usually stated if the program is competitive). Students with the minimum average will therefore not be offered a seat in the program, or will be waitlisted for this program due to high applications competing for entrance. Grade 12 is the year to work towards your best marks.

**Q:** I'm worried about the diploma exam lowering my marks.

**A:** Students who are concerned about the diploma exam are strongly encouraged to register for Lindsay Thurber Comprehensive High School's Rock the Diploma weekends. The teachers who come together for this diploma prep weekend provide their expertise and tools to help Central Alberta High School students

succeed in preparing for these exams. You will be offered downloadable study notes, and practice exams and approximately 15 hours of additional instruction and review over the weekend. For more information on dates and times, cost, and how to register, please visit <http://lindsaythurber.rdpsd.ab.ca/Rock%20The%20Diploma.php>.

**Q:** How do I apply to post-secondary institutions?

**A:** If you are planning to attend an post-secondary institution in Alberta, students apply online using Apply Alberta website <https://www.applyalberta.ca/>. From this website, you will set up a profile and fill out all the required information. You will need your Detailed Academic Report to enter your marks into your profile. On the last page of this site, you will select the institution(s) that you are applying to. This will redirect you to the post-secondary institute's application for completion. Be prepared to pay the required (non-refundable) application fee with a credit card.

If you are applying to an out-of-province institution, you will need to apply following the instructions from the institute's website. Out of province institutions will require copies of your official transcripts, which you can order from your myPass account and have sent directly to the admissions office of the institution for a fee.

**Q:** On Apply Alberta, it asks me to enter my grade 12 marks. How can I do that if I have not finished grade 12?

**A:** In this field, you will select "in progress" if you are taking the course currently or "planning to take" if you have registered for the course in semester 2. They want an educated estimate of what you believe your final marks will be. You can be offered conditional acceptance based upon these estimates, so do be realistic. Consider how you have performed in this subject in the past, as well as how you realistically feel you will do in the course. Your transcripts won't lie, if you are not realistic, your conditional acceptance may be withdrawn once your final transcripts are received by the institution.

**Q:** When should I apply for school if I want to attend next Fall?

**A:** Application dates for post secondary institutions usually open up in the Fall of the previous year. For example, if you are hoping to attend right after graduation, you should plan to apply in the Fall of grade 12. Check the website of your institution for application open dates. It is advised that if you know the school and the program you wish to apply for, you apply early. This will give you a better chance of being accepted or considered for entrance scholarships.

**Q:** Where am I going to live when I go to school?

**A:** Most post secondary institutions do have campus housing (residence). Some students prefer to live off campus and can find affordable and close to campus options by contacting the institution's student association. Deadlines for housing applications vary according to institutions. Search your institution's website for residence applications and deadlines. It is recommended to apply early to residence as applications are considered on a first come, first served basis.

**Q:** I am going to need scholarships. Where do I find them and how do I get them?

**A:** Finding and applying for scholarships can feel like a part time job - but the pay is amazing when you get a scholarship.

See if you qualify for the Rutherford scholarship. It's likely the easiest scholarship to apply for. <https://studentaid.alberta.ca/scholarships/alberta-scholarships/alexander-rutherford-scholarship/course-requirements/>.

1. Does your post-secondary institute offer entrance scholarships? You can find this out by searching their website for funding and awards.
2. Visit St. Joseph High School Career Centre webpage Scholarships link. Awards are listed by the date applications are due and have links to the sponsor website and application.  
<https://stjosephhigh.ca/download/143015>
3. Pick up a St. Joseph High School Scholarship application package from the Career Centre. These are school based awards provided by local community sponsors that you may qualify for. Application packages are available in May.
4. Check to see if your parents' employer has scholarships for children of employees.
5. Make a scholartree <https://scholartree.ca/> and Scholarships Canada <https://www.scholarshipscanada.com/> profile. These platforms will send you updates based on your profile for awards that you qualify for.

Tips for Scholarships:

- A) Write a great essay. You can use this essay as the framework for scholarship application requirements.
- B) Keep a spreadsheet of who you applied to in order to track your scholarship hunt.
- C) Most scholarships look for academics, leadership, and community service. If you don't have a resume, now is the time to make one. This will help guide you when asked on an application about your leadership skills, volunteer involvement, and academics.

**Q:** Do I qualify for the Alexander Rutherford Scholarship? How do I apply?

**A:** Students will only be considered for the Rutherford when you have been accepted into a post-secondary program. The Rutherford can only be awarded once and is available for years after graduation, so if you take a gap year - it's waiting for you! All you need to do is apply.

<https://studentaid.alberta.ca/scholarships/alberta-scholarships/alexander-rutherford-scholarship/>

**Q:** How do I apply for student loans?

**A:** Applications for student loans don't open until the spring prior to your attendance of post-secondary. You must be accepted into a program prior to applying. You can find the information required for student loans at <https://studentaid.alberta.ca/before-you-apply/eligibility/>. Red Deer College Student Funding and Awards office offers free student loan workshops. You do not need to be a RDC student to receive help with your application.

<http://rdc.ab.ca/future-students/funding-awards/funding/post-secondary-funding/full-time-post-secondary-funding/student-loan-workshops-resources>

**Q:** When do I receive my high school diploma?

**A:** After all graduation requirements are met and diploma marks are marked, Alberta Education will issue your diploma. It is very important that your address is correct in myPass as Alberta Education sends to this address. If you complete all of your requirements in June, your Official High School Diploma will be sent in August. Congratulations!

**Q:** I have way more questions. Where can I get more help and information?

**A:** Book an appointment with Ms. Spafford [janet.spafford@rdcrs.ca](mailto:janet.spafford@rdcrs.ca) or come visit me in the Career Centre, located in the Learning Commons.