

Transitions Lesson Plans: From Adult Learning Centres to Post-Secondary Institutions

**A project of Enhancing Transitions for Adults to Further Education,
Employment and Training
and
The Manitoba Adult Literacy Strategy**

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The Transitions Lesson Plans are a collection of activities/resources to enhance seamless transitions for adult learners to post-secondary institutions.

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Enhancing Transitions for Adults to Further Education, Employment and Training

In 2009, the federal government announced a two-year Strategic Training and Transition Fund to be administered in Manitoba by Entrepreneurship, Training and Trade through the existing Labour Market Agreement and Labour Market Development Agreement. Adult Learning and Literacy submitted a proposal and was approved for a two-year project that would support the Manitoba Adult Literacy Strategy.

The goals of the *Enhancing Transitions* project were to enhance adult learners' transitions:

- from adult programming to meaningful, long-term employment
- to further education and training to support their lifelong career and personal goals.

Enhancing Transitions was administered by Adult Learning and Literacy in partnership with Workplace Education Manitoba. A collection of tools and resources was developed by a project team. The development and testing of transition related materials, structures, tools and lessons was based on research in four case study communities.

Lesson 1 Exploring the Possibilities

<p>Curriculum Connection Grade 12 Career Development: Life/Work Transitioning Unit 5 GLO: D SLP: 5.D.5</p>	<p>Essential Skill Focus Reading text; Writing; Oral Communication; thinking Skills; working with Others; Computer Use; Continuous Learning</p>	<p>Transition Topic Researching programs and services available at post- secondary institutions</p>
<p>Purpose</p>	<p>The learners will work in cooperative small groups to research programs and services available for adult learners at various Manitoba colleges, universities and technical centres. Once the learners have become “travel experts” on their assigned institution, they will share what they have learned with other learners.</p>	
<p>Materials</p>	<p>Handout: <i>Transitioning to Further Education: Explore the Possibilities</i> Handout: <i>Travel Itinerary</i></p>	
<p>Optional Resources</p>	<p>Online university and college websites; print material as available (e.g. University Calendars)</p>	

Method

1. **Distribute the handout *Transitioning to Further Education: Explore the Possibilities***
2. **Divide class into groups of 3-5 tour groups, and ask each group to assign a leader (tour director).**
3. **Assign a specific college, university, or technical centre to each tour group member.**
4. **Distribute copies of the corresponding *Travel Itinerary* to each student.**
5. **Assist individual learners and small groups during the research**
6. **Once the learners have gathered their necessary data, have them form *travel expert groups* with others who have been assigned the same institution.**
7. **Circulate amongst the *travel expert groups* as they discuss their findings and determine the most creative and meaningful way to share the information with their original *tour groups*.**

Important Information

- This activity is based on the “jigsaw” cooperative learning activity.
- The time frame for the lesson will depend on the size of the class and the amount of time available within a class period; the lesson may be spread over two or more days.
- The *Travel Itineraries* included in this lesson are to be considered examples; teachers will want to base the research on the institutions, courses, programs, and student services which are relevant for their particular learners.

Optional Activities

This activity can also be modified in the travel itinerary if learners are expressing interest in another school.

Handout

Transitioning to Further Education...Explore the Possibilities!

Get Started:

- Your teacher will divide the class into **tour groups**. Assign a **tour director (leader)** for your group.
- Your teacher will designate a college, university, or technical centre to each tour group member.

Learn More:

- Use the **itinerary** provided by your teacher to research the facility you have been designated.
- Form a **travel expert group** with other learners who have been assigned the same facility to research.
- Discuss your research with the other **travel experts**; decide how best to present the information to the **tour groups**

Book a Tour:

- Return to your original **tour group**.
- Take turns presenting a **travelogue** with the information about your facility to the others in your tour group. The **tour director** should encourage each member of the group to ask questions of the travel expert.

Handout

Travel Itinerary

Explore Brilliant Brandon University:

1. Go to www.brandonu.ca
 2. Click on *Prospective Students*
 3. In the bar on the left side of the page, titled *Prospective Students*, click on *Adult Learners*
 4. Read the page to discover all of the services and supports offered to adult learners at Brandon University.
 5. Within the article, click on each link to find out more about the specific topics; such as, transferring credits, Academic Advisors, Career Services, and day cares.
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Travel Itinerary

Discover the Wonders of The University of Winnipeg:

1. Go to www.uwinnipeg.ca
 2. Under the heading *Who Are You?* on the left hand side of the page, click on *Future Student*
 3. Under *The UWinnipeg Experience* click on *Your Student Services*
 4. Under *Your Student Services* follow the links to find out about PLAR (Prior Learning and Recognition) and the *adult learner services* that are available at the University of Winnipeg.
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Travel Itinerary

Tour the Magnificent University of Manitoba:

1. Go to www.umanitoba.ca
 5. Under the heading *Studying at the U of M* click on *University 1*
 6. Follow the links to find out about the University 1 program which may be useful for adult learners who are going to university for the first time.
-

Travel Itinerary

For any college, university, or technical centre:

Research to find the following information:

1. In which city and province is the facility located?
2. What are the general admissions requirements to enroll at the facility?
3. List some of the degree, certificate, or credit courses that are offered.
4. What are some of the recreation opportunities available for learners?
5. What kind of housing is available?
6. Describe any orientation sessions offered to learners.
7. Does the facility offer any flexible course options such as distance learning, online learning, or dual credit options? If so, give the details.
8. Does the facility offer special programs and/or services for Aboriginal learners? If so , describe them.
9. Describe any special programs and/or services provided by the facility for international learners.
10. Describe the application procedure for the facility.
11. How can a prospective learner find out more information about the facility?

Lesson 2 Student Services & Support: Internet

<p>Curriculum Connection: Grade 12 Career Development: Life/Work Transitioning Unit 5 GLO: D SLO: 5.D.4</p>	<p>Essential Skill Focus: Computer Skills</p>	<p>Transition Topic: Becoming familiar with Post-Secondary Institutions' website and student services</p>
<p>Purpose</p>	<p>To become aware of the relevant institution's website To become familiar with various supports, services and vocabulary used at the educational institution To increase the likelihood that learners will use some of these supports and the website on their own to help them succeed in their next education goal</p>	
<p>Materials</p>	<p><i>Student Supports... & Getting Involved...</i>, Internet, Admissions Catalogues (optional)</p>	

Method

1. Watch a couple introductory / welcome videos from educational institutions.
(These are available from their home web pages.)
2. Have learners each access their pending schools on the Internet.
3. Fill out the charts. Learners should list at least one piece of information they found for each box.
4. Once done, if there are learners going to the same school, group them together, and have them share their findings.
5. Ask learners, out of 10, how easy it was to find information on the school's website.
6. Ask learners if they need more practice on the website and if they would return to the website for further use.
7. Ask learners what further questions they have? How might they find the answers?
8. Ask learners what they are planning to do next, based on their research.

Getting Involved at my New Post-Secondary Institution

<p>Culture / Religion Name of group</p>	<p>Sports Team Names, Colors, Mascot</p>
<p>Fitness Name of Gym / Fitness Facility</p>	<p>Student Council What is the name?</p>
<p>Club/Organization #1</p>	<p>Club / Organization #2</p>
<p>Upcoming Calendar Event / Lecture</p>	<p>Upcoming Calendar Event / Lecture</p>
<p>Acronyms Find two and write them out in full.</p>	<p>Vocabulary Find two new words. Define them.</p>

Student Supports at my New Post-Secondary Institution

<p>Student's Name: _____</p> <p>Institution: _____</p> <p>Address of Institution: _____</p> <p>_____</p> <p>Website: _____</p> <p>Faculty of Interest _____</p>	<p>Getting There Bus Route Numbers and Information or Google Map directions from your home</p>
<p>Parking Where can a visitor park or how can you get a parking pass?</p>	<p>Money Matters Financial Assistance, budgets, or student fees.</p>
<p>Personal Health What health care services are available?</p>	<p>Personal Health What counselling services are available?</p>
<p>Student Services List three services offered International or Aboriginal org, academic advising, or learning disability office.</p>	<p>Libraries Where are they? Is there an online website?</p>
	<p>Peer Help and Tutoring Services.</p>

Lesson 3 Who Will Be Your Travel Partners?

<p>Curriculum Connection: Grade 12 Career Development: Life/Work Transitioning Unit 5 GLO: D SLO: 5.D.4</p>	<p>Essential Skill Focus: Oral Communication; Reading; Continuous Learning</p>	<p>Transition Topic: Determining support systems for the transition to further education</p>
<p>Purpose</p>	<p>Reflect and write about their personal support systems in the transition to further education Gain knowledge and understanding of the adult learner supports and services offered by colleges and universities in Manitoba</p>	
<p>Materials</p>	<p>Handout: <i>Who Will Be Your Travel Partners in the Journey to Further Education?</i></p>	

Method

1. **Distribute the handout *Who Will Be Your Travel Partners in the Journey to Further Education?***

Have the learners read and complete the self-reflection independently.

2. **In partners or with the whole class, read and discuss the information provided about services and supports offered to adult learners at Manitoba's colleges and universities.**

Handout

Who will be your Travel Partners on the Journey to Further Education?

Studies show that adult learners who do the best are those who have lots of support. As you transition to further education, you will need to get support from those around you. There are many people, resources and services to help you, both in your own community and within the community of the school you attend.

Self-Reflection:

1. What are some ways your family and friends could support you when you are attending further education classes? (e.g. Help with child care; take responsibility for daily chores...)

2. What are some ways you could include your family/children/spouse in your studies to make them feel a part of your learning journey?

Finding Support at College/University

Support from your family and friends will go a long way in helping you do well in your further education studies. However, there are some things that they may not be able to help you with. There are many other places you can go for support, especially within the educational institution itself.

One way you can gain support is by getting to know other adult learners at your school. You will probably find that they may have the same issues and concerns as you do.

You can also talk to your instructors. Ask questions if you don't understand something. If you don't want to ask questions during class, make an appointment to talk to your instructor privately. Instructors have worked with many other adult learners, and chances are they've heard similar questions before.

The following is a list of some of the supports and services available for adult learners at Manitoba's Colleges and Universities. More information can be found at each institution's website.

University of Winnipeg

At the **University of Winnipeg's** website <http://adultlearner.uwinnipeg.ca/adultlearner.html> you will find:

Adult Learner Services

Adult Learners are at least 21 years of age and come to the University of Winnipeg from a variety of backgrounds with diverse educational and work experiences. For example, you may have: taken a break from high school and returned at a later date to graduate with grade 12, or attended a post-secondary institution right out of high school and after a significant time out are now returning to university, or always wanted to attend university but never did.

We understand the dedication it takes to return to school, and our faculty appreciates the knowledge,

*Adult Learners have always been a welcome part of
the University of Winnipeg*

perspective and insight you bring to the classroom. The University of Winnipeg offers academic advising, on-site childcare services, financial assistance and a variety of other services to make returning to school much easier. You will also have access to the library, computer labs, wireless Internet on campus, career and personal counseling, athletic facilities, mature and part-time student centre, health services, health insurance, tutoring services for writing, math, chemistry, physics and study skills workshops. All of these services are free!

No matter where you are in your life or career, we offer flexibility and services to meet your unique needs and goals. Our flexible course delivery - online or web based TV ([CDDL](#)), custom designed majors,

*The University of Winnipeg offers you an education
with flexibility, balance and focus - everything you
need to bounce back into your studies*

and prior learning assessment and recognition ([PLAR](#)) mean you receive an education tailor-made for you! Getting a liberal education at the University of Winnipeg will make YOU more flexible too. You'll learn to think critically, communicate effectively, and develop techniques in problem solving skills essential to achieve success.

Brandon University

Brandon University offers the following supports and services for adult learners on its website

<http://www.brandonu.ca/adult-learners/>

Adult Learners

Like most people who have been out of high-school, college, or even university for some time, perhaps working or taking care of your children, thinking about whether returning to school is right for you can be stressful. This particular decision cannot be treated lightly. You know this, and so does Brandon University. Its personable and professional staff are ready to help you answer this question and to transition into a post-secondary learning environment. By choosing to become a student, you will be joining one of the many other adult learners who have also decided to step back into a classroom at Brandon University.

Everyone comes to university for personal reasons. Some want to broaden their horizons by learning new skills or by reflecting upon ideas and theories, or significant world issues. Many complete a first degree program to fulfill their career interests. Likewise, some return specifically to post-secondary education to advance their career goals or to change their career. Regardless of your reason, Brandon University is enriched by your participation in your chosen degree program. The entire university welcomes you to be a part of the community.

As part of your admission to Brandon University, you will need to decide what admission status is right for you. For adult learners, the two most common are Regular Admission or Mature Admission. This second type is often helpful for those who want to start out slow as a part-time student, especially if you have been out of school for some time.

For those who have completed course work at another accredited post-secondary institution, such as a college or university, the admission process requires you to submit official transcripts from these institutions, so your completed course work can be assessed for Transfer Credit. You might want to check out the most recent Transfer Database as you apply to Brandon University to see what courses have been reviewed. If your institution or course(s) is not on the list, the relevant academic department(s) will need to evaluate the curriculum for the courses listed on your transcript(s) before deciding on your transfer credit. You might be requested to provide course outlines to the department(s) to assist in this review. [Learn more about transfer credit](#)

As an adult learner admitted to Brandon University, you may want to consider whether you bring to university a wealth of experience, knowledge, and skills acquired while working or through personal endeavors such as a hobby. If you have acquired university level learning through your hard work, you may be eligible to have your prior learning assessed for university credits. By making use of the Prior Learning Assessment and Recognition (PLAR) service at Brandon University and by gaining PLAR Credits that can be applied towards the completion of your degree, you can save yourself time and money. Assessments of prior learning have been conducted in a wide range of degree programs, including Applied Disaster and Emergency Studies, Business Administration, Fine Arts, Languages, Native Studies, Psychiatric Nursing, and Sociology, to name a few. <http://www.brandonu.ca/studentstv/plar/index.asp>

Whether starting a degree program or finishing an old one, you will need to select and schedule the various courses needed to complete your degree. Your choices are very important, since each degree program has very specific requirements as does the university, such as the Liberal Education Requirement. The Academic Advisors in Student Services are available to help you choose the right sort of courses so you can proceed well through your program.

Once you begin your classes, you may find that your study skills are a little rusty, so that some of your assignments may seem to be quite difficult to finish. Everyone experiences these kinds of problems at some point in school. However, as a BU student you have access to a full range of services offered in the Academic Skills Centre, including Writing, Math, and Learning Skills. The professional staff is ready to help you learn from these situations so in the future your next assignment might be easier to complete.
<http://www.brandonu.ca/student-services/academic-skills/>

As an adult learner, you might already have a career goal in mind when starting your BU degree, but it can never hurt to discuss possible career options that are relevant to the wide array of degrees offered at Brandon University. The staff in Career Services is ready to assist in these decisions.
<http://www.brandonu.ca/student-services/careers/>

For adult learners who have a temporary disability or a recurrent or permanent condition that may hamper their academic work, Disability Services works to facilitate the needs of these individuals, in consultation with appropriate faculty and staff. Accommodation may include providing alternative testing methods and settings; arranging for alternative format materials; arranging a reader, tutor, or note-taker services; and ensuring accessible classrooms.
<http://www.brandonu.ca/student-services/disability-services/>

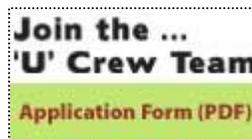
Your experiences, values, interests, hopes and dreams are important to everyone on campus. Brandon University shares and celebrates in your success. However, sometimes life does not go as planned and troubles interfere with your success as a student. Staff in Counseling Services provides a safe and confidential environment to deal with issues such as anxiety and stress, relationship and family issues, self-esteem, depression, sadness and loss. Students are referred to services in the community when necessary.
<http://www.brandonu.ca/student-services/academic-advising/>

University of Manitoba

The **University of Manitoba** offers many services, supports, and programs for **Aboriginal learners**. Information and links to these and other supports and services can be found at the university's website <http://www.umanitoba.ca/student/admissions/aboriginal/#programs>

Aboriginal Community

The University of Manitoba is home to a strong, vibrant, and dynamic Aboriginal community with more than 1600 students in attendance - and our numbers are growing! Many of our Aboriginal graduates now enjoy successful and rewarding careers in their home communities, throughout Manitoba, and beyond. Come explore the many opportunities offered by the University of Manitoba!



- [Aboriginal Programs](#)
- [Scholarships and Bursaries](#)
- [Aboriginal Student Centre \(ASC\)](#)
- [Canadian Aboriginal Self-Declaration Form](#) (72 KB PDF)
- [Financial Aid & Awards](#)
- [Student Affairs Home](#)

Aboriginal Student Recruitment and U-Crew Team

Our Aboriginal Student Recruitment team and UCrew are eager to provide your school/community with the following:

- admissions presentation at your school/organization
- engaging tours of our beautiful campus
- attendance at your career fair
- information about our Aboriginal programs

Contact us today to arrange for a school/community visit or to book your campus tour. The

University College of the North

The following student study support services as well as other services and supports for adult learners can be found at **The University College of the North** website: <https://www.ucn.ca/ics/>

Getting Started

Mixed emotions are probably running through your mind including excitement and fear of failure. So how can you both be excited and frightened? Well, you and many other students before you have felt this way. Many students have been out of school for several years before returning to formal education. Many people found schooling to be an unproductive and unsupportive environment. You may reflect upon your own experience as an unhappy one. The apprehension you feel now is a result of those negative experiences.

University is different than secondary school. You are likely to find yourself more focused on your studies than in the past even though you are busier than you ever imagined you would be. Your classmates form the "community of learning" and are more likely to be supportive of rather than critical of one another.

You know you have many capabilities and have learned much in the school of life. Trust that your ability to learn in the wider world is the training ground for you to learn again in a formal education setting.

Commitment, motivation and hard work will take you a long way down the road to successful completion of university courses.

One small sentence says it all: **If it is to be, it is up to me.**

You are ultimately responsible for your own education. Many people along the way will support you if you ask but you are the one that really has the control.

The material in this series, ***Student Support*** is designed to assist you along the road to success.

Lesson 3 Managing Money 101

<p>Curriculum Connection: Grade 12 Career Development: Life/Work Transitioning Unit 3 GLO: I SLO: 3.1.2</p>	<p>Essential Skill Focus: Reading text; oral communication; thinking skills; continuous learning; numeracy.</p>	<p>Transition Topic: Money management advice and resources for transitioning to further education</p>
<p>Purpose</p>	<p>Gain knowledge and understanding of the various costs involved with pursuing further education Research further education financial options available for Manitoba students Prepare a personal financial plan for further education</p>	
<p>Materials</p>	<p>Handout: <i>Money Matters 101: Managing the Cost of Further Education</i> Handout: <i>Researching Funding Options for Further Education</i> Handout: <i>KWL Chart</i> Handout: <i>Where to Look for Further Education Funding Options and Advice</i></p>	

Method

1. Read and discuss the handout **Money Matters 101: Managing the Cost of Further Education**.
2. Read and review the directions for the KWL activity. Have learners complete the first part of the activity independently, and then share their responses with a partner or the whole class.
3. Have learners work independently or with a partner to research the websites which contain information on the various further education funding options as described in the handout *Where to Look for Further Education Funding Options and Advice*.

Handout

Money Matters 101: Managing the Cost of Further Education

First of all, what do we mean by “further education?” By this we mean, university, college or other programs where there is a fee for courses.

Many **adult learners** become overwhelmed when they consider the costs of further education. The costs involved with attending college or university can be high; however, assistance and options are available. The two most important ways that **adult learners** can prepare for the expense of further education is through reading **INFORMATION** and making a **PLAN**.

Cost Breakdown:

Understanding the costs involved with further education can help you make intelligent financial decisions while you are in school. The following is a list of some of the costs you can expect:

- 1. Tuition:** This refers to how much it costs to attend a particular further education institution. Tuition costs can be between \$2500 to \$8000 per year and may vary depending on:
 - a. Which further education institution you will be attending
 - b. The type of program or course are you enrolling
 - c. Will attend full-time or part-time
 - d. Are you a Canadian citizen
 - e. The length of the particular course or program you will be taking

You can find out information about tuition costs by contacting the Registrar’s Office of the school you are interested in attending.
- 2. Student fees:** Some schools include fees in tuition costs to fund certain services, clubs and events.
- 3. Living Expenses:** This will depend on whether you will be living on-campus (at the school, in a dormitory or residence) or off-campus (with relatives or friends, or in a rented apartment or house).
- 4. Books:** Textbooks can be expensive; however, there are some ways to cut costs, such as purchasing used books, borrowing textbooks, or buying online.

TIPS:

- Talk to people closest to you about your financial planning. Work together to come up with some creative ideas about saving money.
- Find out about education costs such as tuition, books, and school fees **well ahead of time**. Ask what **financial assistance** is available for **adults returning to school**.
- **Aboriginal learners** may qualify for **financial assistance** from a variety of sources. Check with your local band office.
- **Non-status Aboriginal learners** may also qualify for various types of financial assistance. For more information, contact your local MMF Office.
- Check out sources of financial assistance as early as possible. Some bursaries and scholarships have early application deadlines, up to nine months in advance.
- Be responsible. Even if you get a grant to further your education, you still have to manage your money. Try to look ahead. Be realistic about what things cost.
- Be patient. The financial sacrifices you will be making while in school are only temporary. In the end, it will be an investment in your family’s future.

Researching Funding Options for Further Education

As an **adult learner** in **Manitoba**, there are several options available to help you manage the costs of further education. **Finding information** and **planning ahead** are the best ways to determine what expenses you will be facing, as well as what financial options are available.

KWL Activity

Using the **KWL** chart on the following page:

(Your teacher could enlarge the page for you if necessary)

1. Under **K**, list some of the facts you already **know** about financing further education.
2. Under **W**, list some of the questions you **would** like to have answered on the topic.
3. Share your **KWL** chart with a partner or the whole class.
4. Once you have completed your research and done some further education financial planning, complete the **L** column with the key points of what you have **learned**.
5. Look back at what you originally wrote under the **K** column, and determine if any of the facts you *thought* you knew prior to the research were inaccurate.

K	W	L
Facts I already know about financing further education are:	Some questions I would like to have answered about financing further education are:	Some information I have learned about financing further education is:

Where to Look ...

for Further Education Funding Options & Advice

The **Manitoba Advanced Education and Literacy** website has several links to information and advice on financial options for further education.

1. Go to <http://www.gov.mb.ca/educate/sfa/pages/ourprogram/funding.html> to find out information for **full-time or part-time** students about the following sources of funding, including **eligibility** and **how to apply**:
 - a. Loans You Have to Pay Back:
 - Canada Student Loans – Federal Assistance
 - Manitoba Student Loans – Provincial Assistance
 - b. Assistance You Don't Have to Pay Back – Grants/Bursaries:
 - Canada Student Grants:
 - For students from low-income families
 - For students from middle-income families
 - For students with dependants
 - Manitoba Bursary
 - Rural/Northern Bursary
 - c. Awards for Aboriginal Students:
 - Prince of Wales/Princess Anne Awards
 - Fly Higher! Business Council of Manitoba Aboriginal Education Awards
 - d. ACCESS Programs in Manitoba
2. Go to <http://www.gov.mb.ca/educate/sfa/pages/ourprogram/planning.html> which has printable pdf documents you can use to help you research your post-secondary money management options. These documents include a Learning Plan, A Countdown Calendar, and a Budget Planner
 - **Learning Plan** – A post-secondary learning plan to help you focus on your future. This document includes these valuable links to help you develop a financial plan:
 - www.canlearn.ca
 - www.studentawards.com
 - www.scholarshipscanada.com
 - **Countdown Calendar** (*see attached*)
 - **Budget Planner** (**found at the site above**)

Countdown Calendar

1 - 2 years in advance:

- Examine goals and priorities. Read the [Learning Plan](#), and check out some of the links. Arrange career counselling. What school and program will meet your goals?
- Review admissions criteria. Apply for admission (There maybe a waiting list).

6 - 12 months before school starts:

- Complete the [Budget Worksheet](#) to get a sense of what your costs will be.
- Discuss plans with important others (family). Review the Budget Worksheet with them.
- Apply for subsidized housing, if appropriate (there may be waiting lists).
- Apply for institutional awards (note the deadlines).
- Keep a complete copy of your most recent income tax return (and your spouse's too).

4 - 6 months before school starts:

- Have dental/medical checkups.
- Begin budgeting and saving for school year.
- Open a bank account, if you don't already have one. You must have a **Canadian** bank account to cash your Manitoba Student Loan, even if you are studying outside of Canada.
 - When cashing your loan, be sure to take photo identification (such as driver's licence, passport, banking card).

2 - 4 months before school starts:

- Complete your applications for funding: Student Aid, Manitoba Shelter Benefit (MSB), Manitoba Child Benefit Program, and Daycare. Submit them before the deadlines to avoid penalties.
 - You can apply to Student Aid even if you haven't been accepted yet by your school. However, you will need to know which school you are planning to attend and which program you are planning to take in order to apply. Apply online at www.manitobastudentaid.ca for a faster response.
 - **Students studying out of province:** Apply early! Apply online if your school has been designated for Manitoba Student Aid purposes.
 - **If your program and school have not been approved (designated for Student Aid funding)** you must complete a paper application, and it will take up to six weeks for the designation process to be completed. Gather all required information and forward the completed application to Student Aid.
 - Start a Student Aid file folder to keep all of your important information together.
- Submit all required forms and documents to school and to Student Aid. Start keeping copies of your (and your spouse's) bank statements.
- **Start your part-time or full-time work so you can contribute to your studies.**
 - Check with your school that all required documentation is adequate, if your letter of acceptance hasn't been received yet.
 - Check results on all funding applications. Go to MySO to see the status of your Student Aid application.

2 – 8 weeks before school starts:

- Re-examine your household schedule, allowing adequate time for study and other responsibilities.
- Obtain your book and supply list.
- Obtain your bus schedules.
- Confirm your child care arrangements.
- Review your budget and savings and make necessary adjustments.
- Confirm travel/moving arrangements if relocating to study.
- Did you get your Notice of Assistance from Student Aid yet?
- **Compete all forms Student Aid requested on your Notice (or get them completed), and provide any other requested information, and return them to Student Aid. Your assessment can't be completed without them.**

1 week before school starts:

- If you're leaving to attend school out-of-province, complete a File Information Release Declaration (available from Student Aid) which will authorize someone else to act on your behalf on Student Aid matters, while you are away.
- Pick up your Canada Student Loan Authorization from your school (unless your Notice gives different instructions). Remember to take your Notice of Assistance letter with you.
- If your loan authorization is not preauthorized by your school, have your school sign it, confirming your enrolment.
- Take the Canada Student Loan Authorization to the Canada Post Office and negotiate it. Keep your copy in a safe place. Bring photo identification, and bank account information.
- Pay your tuition fees. Some schools request a full year's tuition at the start of classes.
- Purchase your books and supplies.

First 2 months of school:

- Review your budget and household schedule.
- Seek financial counselling, if needed.
- Attend to concerns before they become major problems (study habits, time management, budgeting).

Midpoint of Studies:

- Your Manitoba Student Loan Authorization will be available if you submitted all required documentation for processing, which takes 4 – 6 weeks.

2 months before the end of your current year of study:

- **Deadline for review of any Student Aid award is 2 months before the end of your current year of study.** Submit **all** information by that date.

Start date of next year's classes:

- If you are continuing school without further loans, complete a Schedule 2 (for your Canada Student Loan), and a Continuation/Reinstatement form (for your Manitoba Student Loan) at the start of the next session.
 - Submit them to your lenders to remain in interest-free status. **If you don't do this, you will be expected to start repaying your loans.**

After June 1:

- **Apply for Student Aid for next year.** Apply online for a faster response.
- **If you are attending out-of-province, apply online. If your school is not designated for Manitoba Student Aid purposes yet,** contact Student Aid early to request an application.
- **Paper applications for in-province students are available in July**

Lesson 4 A Study Skills Smorgasbord

<p>Curriculum Connection: Grade 12 Career Development: Life/Work Transitioning Unit 3 GLO: H SLO: 3.H.1</p>	<p>Essential Skill Focus: reading documents; writing; oral communication; working with others; continuous learning</p>	<p>Transition Topic: Further education study skills and writing tips</p>
<p>Purpose</p>	<p>Gain knowledge and understanding of a variety of study skills and writing tips to enhance the transition to further education</p>	
<p>Materials</p>	<p>Handout: <i>Serve Up a Study Skills Smorg</i> 11x16 white paper (enough for each learner or pairs) Plain paper plates (2 for each learner) Markers</p>	

Method

1. Distribute the handout **Serve up a Study Skills Smorg.**

- Assign one study skills website to each learner (or pairs/small groups depending on class size).

The handout lists several websites related to study skills, writing, and math resources for learners transitioning to further education. The Internet contains many such sites which the teacher (or learners) can add to the lists.

2. Have each learner (or pair) access and browse the assigned website and then design a “placemat” which creatively represents the website and its key features.

- Have each learner use one paper plate to highlight one or two of his/her favourite study skills tips or resources found on the website.
- Arrange all of the completed “placemats” and “plates” on a large table to create a “Study Skills smorgasbord.”

3. Have the learners walk amongst the “smorg” and use their second paper plate to jot down any websites and/or study tips which appeal to them.

- The “placemats” and paper plates from the smorg can be displayed on a bulletin board for future reference.

4. At the end of the activity, you can debrief the activity with point such as:

- e. The study skills that you chose probably reflect your own personal learning style.
- f. Your learning style and your study skills will change as you move on in your learning journey.
- g. The more you understand what works best for you, the more success you will find in your learning journey.

Serve up a Study Skills Smorg

You will need:

- one sheet of 11x16 paper
- two paper plates
- markers

Directions:

1. Your teacher will assign you (and a partner) one of the websites listed below. Each site contains useful links, resources, and tips to enhance a learner's transition from high school (or an ALC) to further education.
2. Browse the site and jot down notes about its key features.
3. Use the 11x16 paper to design a "placemat" which creatively portrays the site and highlights its features.
4. Use one of your paper plates to describe one key study skill, tip, or technique which you found particularly appealing or useful from the website.
5. Join your classmates to lay out a "Study Skills Smorg" using the completed "placemats" and plates.
6. "Sample" the smorg (read the information on the various placemats and plates).
7. Use your second paper plate to take note of any websites and/or study skills tips which you find interesting or useful.

Websites:

<http://frank.mtsu.edu/~studskl/10tips.html>

<http://owl.english.purdue.edu/owl/>

<http://www.free-ed.net/free-ed/Math/>

<http://www.how-to-study.com>

<http://www.howtostudy.org/resources.php>

http://www.quintcareers.com/first-year_success.html

<http://www.studygs.net/>