



Mature Student High School Diploma Program (MSHSD) Frequently Asked Questions for New Students

Introducing our MSHSD staff

Here is a list of the people you will be working with this year:

Administration:

- Tea Rampanen, Director, 2nd floor
- Larissa Taylor, Receptionist at the front desk, 2nd floor
- Patricia Brown, Administrative Assistant/records clerk, 2nd floor
- Michelle Taylor, Finance Clerk, 2nd floor

Teaching Staff:

Natallie Peters	Mature Student High School Diploma Coordinator; office 2 nd floor
Trisha Malanowich	English, Visual Art
Rick Furney	Math Essentials, Applied Math, Biology
Courtney	Family Studies, World Geography, First Nation, Metis & Inuit Studies, Canadian Law, Life/Work Planning, Life/Work Transitioning, Reading Is Thinking

Counselor/Elders:

- Natallie Peters : personal, academic and career Counselling
- Elders: personal, career Counselling, office lower level
- Student Services: Megan Routledge, 2nd floor office.

Enrollment and Registration

Who should I tell if my address or phone number changes?

Change of Address Forms are located on the student message board and given to the receptionist. Receptionist will forward the new information to the Administrative Assistant/Records Clerk.

I have a friend who wants to come to school here. When is the next enrollment?

Encourage your friend to fill out an application form as soon as possible, and begin meeting the application process: bringing in transcripts and writing the entrance assessment tests. He or she may also complete an application for funding if applicable.

Student Services

Who do I see to get my student card?

A staff member will take your picture and make your student card. There is no fee for this. The card will have the Winnipeg Transit validation sticker on it so that you can use it on Winnipeg Transit buses as a *post-secondary student*.

Do I qualify for a post-secondary bus pass?

You can purchase a monthly post-secondary pass for \$83.20, (*subject to change*). **You must also carry your student card when traveling on the Transit buses.** It must be purchased at an approved retail location such as 7-11 or Shoppers Drug Mart. If you lose your peggo card, you will need to 1. follow reporting procedures according to Winnipeg Transit and 2. pay \$5.00 replacement card with us before we can issue a replacement.

Why is there food put out in the student lounge?

Yellowquill College in partnership with Winnipeg Harvest runs a snack program for all students. **We will need student volunteers to pick up food from Winnipeg Harvest every second Thursday.** Excess food that is not eaten by students during the week is left on a table for students to take home. Please clean up after yourself!

Who can I talk to if I am having personal problems?

Natallie Peters is our coordinator, and Garry Dano is our Elder, Megan is our student services, and Edna is our other student services. Check at reception to see when they are available or to make an appointment for a later time.

I'm not sure what I want to do after I complete this program. Who can I talk to about this?

You can speak with Natallie, Garry, Edna, Megan, or your advocate. Your advocate is the MSHSD teacher you see to determine your next term's courses. This person is generally your morning teacher. Check with Natallie to see who your advocate is.

Can I use staff phones, or do I need to use the payphone? Are there phone cards?

The staff phones are for staff only. We do have two payphones in the student lounge. We do not carry phone cards.

I have seen students wearing Yellowquill College shirts or jackets. Where can I get these?

Michelle Taylor can show you our selection of sweatshirts, vests, and jackets. New products may be ordered throughout the year.

How can I get a locker?

Lockers are available on a first-come, first-serve basis. Ask in the office if there are any lockers available.

How can I get a parking spot?

We have only a few spaces for parking, and spots are first-come, first served.

Where will I find a message if someone calls for me?

Our receptionist posts all messages on the message board by the front desk. Please note that we CANNOT call a student from class to answer a phone call unless it is an emergency situation such as a daycare or your child's school calling. Messages received in a disrespectful manner will not be posted. Please advise accordingly.

Can I send a personal fax from the college?

The office staff can send your fax from our fax machine. The cost for sending local is \$0.50 first page, and \$0.25 additional pages. Long distance faxes are \$1.00 for the first

page and \$0.50 for each additional page. Local and long distance faxes received are \$0.25 per page.

Can I photocopy something personal?

Personal photocopying can be done for \$0.25 per page.

Can I buy a pencil here?

Yes, we have a small quantity of school supplies. School supplies are much cheaper in the stores at the beginning of the school year. Try to stock up then. Remember you get a package of school supplies at the beginning of the year.

Finances and Fees

Why do I have to pay a \$60 non-refundable registration fee?

This fee is used to offset the costs of record keeping and of graduation. Most bands will pay the registration fee, as we have no tuition fees. Check with your band. Natallie will receive payments.

How come I have to pay \$20 for each textbook I borrow?

This fee is a refundable deposit. We want to ensure that all textbooks are returned for the next term's students. For this reason, we ask students to pay cash out of their own pockets, and get that cash back when they return the books. We will not invoice education authorities for this cost.

Can I apply for a student loan?

MSHSD students do not qualify for Canada Student Loans.

I am graduating in June. Can I get some help in paying for the expenses for the ceremony?

Some bands will give you a small amount to cover expenses. You need to talk to your own education counsellor to see if your band will cover this.

Academic Concerns

I can't come to class today. What should I do?

Call and let us know. We let your instructors know that you are away and when you expect to return. These reasons are kept on file in case funding agencies have concerns about attendance. If you can bring a doctor's note, we can place it in your file.

Why do teachers here take attendance?

Participation in the classroom lessons is important to your success in the course. We have found a definite relationship between good attendance and good marks, and inversely, a definite relationship between poor attendance and poor marks. You are responsible for getting yourself caught up in work that you miss.

Do you have an attendance policy?

Yes, we do. Because our terms are so short, students can't miss more than 8 classes, each term. If a student misses a 9th class, he or she will be asked to complete a Permission to Re-Enter form and may be withdrawn if attendance does not improve.

I am having trouble in one of my courses. Who should I talk to?

First, talk to the instructor who is teaching the course. Explain the difficulty you are having. Together you can decide on a learning strategy that will work for you. Try setting up a study group with your fellow classmates.

If you continue to have trouble in that class, speak with Natallie. Together you will determine what to do, as far as remaining in the course and how this will affect your graduation.

I want to switch a class. Can I?

Two days after the start of classes is the deadline for making a course change. You will need to attend the new class on that day to be registered in it. After this date, you will not be able to start another course. If you want to drop a class, you will need to meet with Natallie to determine how dropping that class will affect your progress towards graduation. You should also check with your funder to see if you still qualify for funding, as most funders do not fund half-time students. If you do drop a class, you must complete a voluntary withdrawal form for your file and your funder will be informed.

Who can I talk to about whether I am graduating this June?

Your academic advisor can review your credits with you and tell you whether you are eligible to graduate in June 2022. It is important that all your transcripts from other high schools be in your file.

Can I get credit for work I have done elsewhere?

Yes! Any credits that you received previously from Grades 9 – 12 can be transferred in.

Applying for Post-Secondary and/or Jobs

Where can I get applications for university or college?

Natallie, our coordinator, as well as student services, has many of the university and college calendars and application forms. If she does not have anything for the school you are interested in, she can request that for you. In addition, many university and college websites have printable application forms.

The application says I need an official transcript. Where can I get one?

You receive an official transcript at the end of the year. This transcript is printed and has the college seal imprinted on it. If you need a second one at any time, you can request it at a cost of \$10. You will also receive a Mature Student High School Diploma signed by the Minister of Education. A replacement diploma is \$50.00 (subject to change).

******If you have any other questions, please ask one of our instructors, office staff, or our counsellor******

Have a great year!