

Subject: **Online Post-Secondary Institution (PSI) Selections for 2017 Graduates**

Online Post-Secondary Institution (PSI) Selections for 2017 Graduates

- Please encourage Grade 12 students to complete the Online PSI Selections Form if they are applying to a PSI this school year.
- Note the deadline dates for students to make their selections:
 - Interim deadline is May 4
 - Final deadline is July 14

Post-Secondary Institution (PSI) Selections Form

Students access the PSI Selections Form by logging into the Student Secure Web (SSW), www.bced.gov.bc.ca/exams/tsw/tsw/student/, and clicking the menu option "**Post Secondary Institutions Selections**".

Note: Information about creating a Student Secure Web (SSW) account or resolving forgotten passwords can be found on page 2 of the [PSI Selections Instructions](#) document.

Students who have forgotten their password *and* have not logged in to their SSW account in the past year must recreate their account using the "[Create Account](#)" link – a password reset is not required.

Instructions

The "Online PSI Selection Instructions" document is available at: www.bced.gov.bc.ca/exams/trx_updates/. The instructions include snap shots of all the screens students will use to select PSIs.

Distribution of Transcript Information and Deadlines

Interim Transcript Information

PSI Selections Form Deadline: **May 4, 2017**

Interim Transcript information sent to selected PSIs: May 8, 2017

Interim transcript information is available for distribution to the BC Electronic PSI List, the Ontario Universities' Application Centre (OUAC), the University of Alberta and the University of Calgary.

Final Transcript Information

PSI Selections Form Deadline: **July 14, 2017**

Final Transcript information sent to all selected PSIs: Late July 2017

Notes

Confirming selections made

Students only need to complete their PSI Selections form once in the current school year. Students may add to their selections at any time up until July 15, 2017. A maximum of six PSIs can be selected from Sections 2 and 3 of the online form.

After making selections, students may print a confirmation page for reference purposes, and at any point students can view their selections on the SSW by using the "View PSI Selections" menu option. PSI selections appear on the Transcript Verification Reports (TVRs) beginning in April as well as the **PSI Selections Student Summary Report** detailed below.

*Note: Requests to send **final** transcripts to additional PSIs can be made for a fee by submitting an online transcript order **after July 1** at: www.bced.gov.bc.ca/transcript/*

Student Name Confirmation

Students should ensure that their name on their transcript matches the name they provide in their applications to post-secondary institutions. A student can check their first and last name as reported to the Ministry on their Unofficial Transcript of Grades found on the Student Secure Web.

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Request or manage your subscription by visiting http://lists.gov.bc.ca/mailman/listinfo/_educ_trax_updates

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Can't find a PSI?

If a specific PSI is not listed in Sections 1, 2 or 3 of the **PSI Selections form**, please send an email with the name and address of the PSI you wish to see added to: Student.Certification@gov.bc.ca

More information and Reference

Additional information can be found on page 130 of the [2016/17 Handbook of Procedures](#).

PSI Selections Student Summary Report for Schools

Schools may use the Summary report to identify students who are applying to a post-secondary institution but have not yet given the Ministry of Education permission via the online PSI Selections Form to release their transcript information. It can also be used to confirm which PSIs students have selected. The report shows:

1. Each student in your school who has made one or more PSI Selections for 2017 to date.
2. Each current Grade 12 and Grade "AD" student who has **not** made any 2017 PSI Selections to date.

This report is updated daily until May 4 and then at least weekly until mid-July.

Schools access this PDF report by logging into the **School Secure Web (SSW)** site: www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp. Once logged in, this **PSI Selections-Student Summary Report** is accessed by clicking on the "**Post Secondary Reports**" link.

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