

## Guide to submitting high school grades

In order to ensure consideration for your program of choice, and to receive your admissions decision promptly, please submit your high school grades to UFV Admissions as soon as possible. **Interim grades must be received by March 31, 2010, and final grades by Aug. 3, 2010.**

### Method A: Online grade submission (for BC grade 12 students only)

The online submission method is only available from **March 1 – March 31, 2010**. After March 31 please use **Method B**. As a BC student currently in grade 12, you can use UFV's online grade submission system to report your interim and completed grade 11 & 12 grades. Self-reported grades will be verified with the Ministry of Education at a later date.

#### To use the online grade reporting system:

1. Log in to *myUFV* at [my.ufv.ca](http://my.ufv.ca) using your UFV student ID number and password.
2. Choose "Application Information" from the *myUFV Records Services* menu on the **Home** tab; you may be asked to log in again.
3. Click on Self-Report High School Grades.
4. Record interim and/or final grades for **all courses** you have taken (or are taking) that appear on the list.

#### How to determine what grade to report:

- For a **semester** system, record your final\* first semester grades and interim second semester grades. For a **term** system, wait to report your grades until you have received your spring report card.
- If a course is **in progress**, record the grades from your last report card or latest progress report.
- If you have **just started** a course, estimate your grade based on work completed to date, a progress report, or by how you did in this subject previously.
- If you have **completed a course**, report your final\* grade.

**\*Note:** UFV does not require provincial examinations. If you **have** taken the provincial exam, report *either* the final school grade, or the final blended grade (school & provincial exam combined), whichever is better. For details see "Provincial examinations for grade 12 students" at [www.ufv.ca/ar/admissions](http://www.ufv.ca/ar/admissions).

### Method B: Manual grade submission (for grade 12 students outside of BC)

If you are applying from outside of BC (or are a BC student submitting grades after March 31) you will not be able to use the online reporting system. Please submit a transcript or interim report with **grades recorded for all courses required for your program**. If you have not yet received a report card for a course in progress, obtain an estimated interim grade sheet from your teacher. For more information about what courses are required for your program, please check the UFV Calendar, available online at [www.ufv.ca/calendar](http://www.ufv.ca/calendar).

Submit all your grade documents together, along with your name, UFV student ID, and your program, to the Admissions and Records office on any UFV campus, or mail to:

UFV Admissions, 33844 King Road, Abbotsford, BC V2S 7M8

#### Important Registration Dates – Fall 2010

Early May	Fall 2010 Registration Guide & Timetable available at <a href="http://www.ufv.ca/ar">www.ufv.ca/ar</a>
Mid May	Registration times available through <i>myUFV</i>
June	Registration period

#### Need help accessing my UFV?

Contact our Help Desk at 604-864-4610 or [helpdesk.its@ufv.ca](mailto:helpdesk.its@ufv.ca)

#### Questions about reporting your grades?

Contact **Admissions** at 604-557-4038 or 1-888-823-8734 (toll-free) for assistance