

Why Grade 12 students need to manage their email, and how to do it



Janet MacDonald

I help motivated high school students win scholarships |Scholarship Speaker
Published Dec 19, 2018

If there's one thing I know, because I hear it over and over from my clients, it's that high school students and parents are busy. I'm a parent too, so that's also how I know it's true.

Another thing I know is that when we get busy, we can sometimes miss important information. This information often comes in the form of an email.

Your student might not have a lot of email to manage right now, but they will, especially once they hit Grade 12 and start to apply to university.

When your child applies to a university, they will need to set up an account in the university's student information system, or online student portal. Once it's set up, the university will start to email them information on next steps in the admission and scholarship process.

Each university will have its own schedule for admission and scholarships. Some universities require a personal statement for admission. Each university will offer different kinds of scholarships, and each scholarship may have its own deadline. That means if your child is applying to more than one university (*and why wouldn't they?*) they will need to keep track of each one's specific process and deadlines for admission, scholarships, and—if applicable—deadlines for personal statement, supplementary information, etc.

The reason why email management is so important is because universities' main form of communication with students is via email.

It's critical for your student to read each and every email from the universities they have applied to, so they don't miss anything important.

These emails will contain **important information** like

- their status on acceptance, and what they need to do for next steps in the process,
- **scholarship opportunities**, and—if they're being offered one—their scholarship offer,
- instructions on when and how to apply for residence,
- when and how to register for classes – and other important information.

Time sensitive information

Some of this information will be time sensitive:

1. Limited enrollment - if your student applied to a competitive or limited enrollment program, admission may be on a first come first served basis.

2. Scholarship information - scholarship opportunities are available for a limited time only and university entrance scholarship deadlines can be earlier than admission deadlines. Also, scholarship offers from universities normally have a specific time within which your child must respond to the offer.

3. Residence - choice of residence might be on a first come, first served basis.

4. Registering for classes – the best selection for courses, and for creating your desired schedule, is at the beginning when registration first opens. If your student needs a pre-requisite for their major, or if they don't want all 8:30 a.m. classes, then they should register as early as possible.

There may be some snail mail from the institution, but the main form of communication will be email. I know I, and other adults, sometimes have difficulty with too much email, and for busy teenagers it's even worse – emails can get lost, deleted, or more likely, simply go unread.

For example, I worked with a student who had over 600 unread emails in his account. There were emails with memes from his friends mixed in with important information like class changes and university admission information. Ah! That's just asking for trouble!

Create a separate email for important information

If they don't already have one, your child should create a separate email account he or she uses specifically, and exclusively, for “professional” reasons. Basically, that means to correspond with anyone other than friends and family.

For example, your child can create a new Gmail account. This email should have a professional sounding name, like Jane.smith2000@gmail.com.

Create separate folders

Once your student has the email set up, they should create folders to separate the emails and store them.

So, let's say they've applied to Queen's, Dalhousie, and UBC – make a separate folder for each one and keep all related emails in those folders.

They can also make a folder for scholarships, where all scholarship info is kept. This could include correspondence with scholarship organizations, requests for letters of reference, etc. Folders will help keep their correspondence organized so they can easily and quickly find whatever they need. The last thing you want is for your child to ask someone for a personalized

reference letter, have the referee spend time and energy to make and send one, and then have your child lose it, or deleting it by mistake.

However they do it, have your child set up an email system they understand and can easily use and manage, rather than just winging it and ending up with 600 emails in their inbox.

I hope you and your child find these tips useful.

Happy emailing!

Janet MacDonald is a former university admissions officer who helps high school students find and apply for scholarships. Read more about how to find and win scholarships in Canada on her award-winning blog: <https://www.mycampusgps.ca/blog>