



**CÉGEP
À DISTANCE**

OFF TO A GOOD START!

Read this document before beginning your course.
Keep it for the duration of your studies.



6 STEPS TO START OFF RIGHT

1. READ THIS GUIDE AND KEEP IT HANDY

This guide contains essential information about:

- The **Information and Instructions** guide, which presents the main rules and procedures at Cégep à distance
- The **Campus** that you will connect to in order to take your courses or to carry out various administrative tasks
- The support and supervision offered by Cégep à distance
- Other things that may be useful during your studies at Cégep à distance, such as student success tools

2. CHECK YOUR WAYBILL

If your course materials are wrapped in cellophane, open the package to inspect all the documents. If anything is missing, contact Cégep à distance within 30 days of the date that appears on your welcome letter at 514-864-6464 or 1-800-665-6400 (enter 3 and then 1) to report the situation and receive the missing materials. After 30 days, you will be billed for the course materials and the shipping costs.

3. READ YOUR WELCOME LETTER AND PUT IT SOMEWHERE SAFE

Your welcome letter contains:

- Your username and password for the Campus online environment
- The name and contact information for your tutor
- The due dates for your assignments

4. CHECK THAT YOU HAVE YOUR MAILING LABELS AND PUT THEM SOMEWHERE SAFE

If your assignments are to be submitted by mail, you should have labels and envelopes. If your assignments are to be submitted through the Campus online environment, you will not be sent labels and envelopes.

5. READ INTRODUCTION AND INSTRUCTIONS

As a student, it is your responsibility to know the rules and procedures that govern your studies at Cégep à distance. Please read **Introduction and Instructions** at cegepadistance.ca/introduction.

Policies and regulations

Since Cégep à distance is an integral part of the Collège de Rosemont, you are subject to its policies and regulations. You can read them at cegepadistance.ca/rules.

6. START NOW!

Start your course right away! You have six months to submit all your assignments, and the countdown to the deadline has already begun! Begin by reading the **Study Guide** and then dive into your **Workbook** or your **Textbook**.

To contact us

educinfo@cegepadistance.ca

514-864-6464 or 1-800-665-6400

Academic information technicians: press 1

Registrar's Office: press 3, then 1

Administrative Affairs Office: press 3, then 3

Examinations Office: press 3, then 2

Financial Aid Office: press 5

To contact your tutor over the phone

You can leave a voice mail anytime

- Dial 514-864-6464 or 1-800-665-6400.

- Press 2.

- Then dial your tutor's number.

Attention! If the number starts with a zero (0), you must replace the zero (0) with one (1).

Example: number 0265 becomes 1265.

or

If the number has just three digits, add a 1 to the beginning.

Example: 789 becomes 1789.

INTRODUCTION AND INSTRUCTIONS YOUR GUIDE TO SUCCESS



INTRODUCTION AND INSTRUCTIONS

The document *Introduction and instructions* can be found online at cegepadistance.ca/introduction. By visiting the site, you are sure to have the latest version available.

CHECKLIST OF RULES AND GUIDELINES

You have just enrolled in one or more courses at Cégep à distance. Here is a summary of the various rules to follow to effectively organize your educational progress. All the information described below is taken from the *Introduction and Instructions* guide available at cegepadistance.ca/introduction. For further details, please refer to the online guide.

Course deadline

You have **six months** to complete and submit the assignments for each course. You can submit only one assignment at a time. You must take your examination(s) within **three months** of the date that the grade for your **final assignment** is recorded in your file.

Confirmation – Cancellation

- It is mandatory to signify whether you pursue or cancel a class in order to avoid a failing grade in your transcript. A notice is sent to you during the 6th week following registration to inform you about the delays to confirm or cancel a class.
- During the first 8 weeks, your class will be confirmed automatically if you accumulate 20 % of the course's grade.
- Once your class is confirmed, it is still possible to cancel it during the first 8 weeks, providing you have not completed the assignments; that is, if you haven't accumulated 100 % of the homeworks' points.
- After the 8th week, it is not possible to withdraw from a course, no matter what the circumstances might be.
- If you paid tuition fees and cancel one or more than one class no later than the 8th week, you can get a refund for those fees.
- You are responsible for all of the courses you take with us : cancellation of any class could modify your student status. If you become a part-time student because you dropped a class, you will have to pay the tuition fees for the remaining courses.
- If you do not cancel your class within the 8 weeks delay, you will have to finish and succeed at all the assignments and exams in order to avoid failure.

Note! If you do not cancel your course and you do not complete and submit all the assignments, you will fail the course.

Tutors' response time

Tutors have **two business days** to respond to messages and phone calls. The best method of communication is the messaging system in the Campus. You may also use the telephone system, as necessary.

SUBMISSION OF ASSIGNMENTS

Sending more than one assignment at a time to your tutor is not allowed. If you send more than one assignment at a time, the extra assignments will be returned to you UNMARKED, which may end up causing you a delay. Also note that the assignments sent directly to the tutor by email will not be marked.

Tutors' correction time

Tutors have **three business days** to correct an assignment or exam.

IMPORTANT! Don't forget to include **postal delivery times**, if applicable.

- If it seems to be taking a long time to correct your assignment, please contact your tutor first to ensure the assignment was received.
- If you submit your assignments through the Campus online environment, only one assignment will be active at the beginning of your course. Subsequently, the entry of each assignment grade in the system will activate the next assignment.

Examination

All assignments must be corrected and the grades must be entered in your file before you can register for an examination. You must register **at least nine days** prior to the exam sitting you choose. If you have to do an oral exam, the grade for the oral exam must be entered in your file in order for you to register for the written exam.

Suite →

EXTENSIONS

To request an extension for an assignment, **you must have at least one corrected assignment and the grade must appear in your file.** No exceptions will be permitted.

IMPORTANT! Special conditions for the following courses: Physical Activity and Health (109-101-MQ), the mark from your 4th assignment must appear in your file; Physical Activity and Autonomy (109-103-MQ), the mark from your 3rd assignment must appear in your file.

The extension **for assignments is two months** and the extension **for exam(s) is one month.**

- Under *My Courses*, select your course and click *Request Extension*.
- You must apply separately for each course, if applicable.
- There is a \$40 fee for each extension for assignments and exams, for each course.

Note! Your request must be received by Cégep à distance no later than five business days after the deadline for submitting the assignments or writing the exams.

NO extensions will be granted to students who do not meet these criteria. In addition, Cégep à distance never grants a second extension.

WANT TO PASS THE ENGLISH EXIT EXAM?

Didn't pass on your last attempt?

Feeling anxious because you have to re-take the examination?

Cégep à distance offers you a winning formula with the course

PREPARING FOR THE ENGLISH EXIT EXAM (864-MEE-FD)

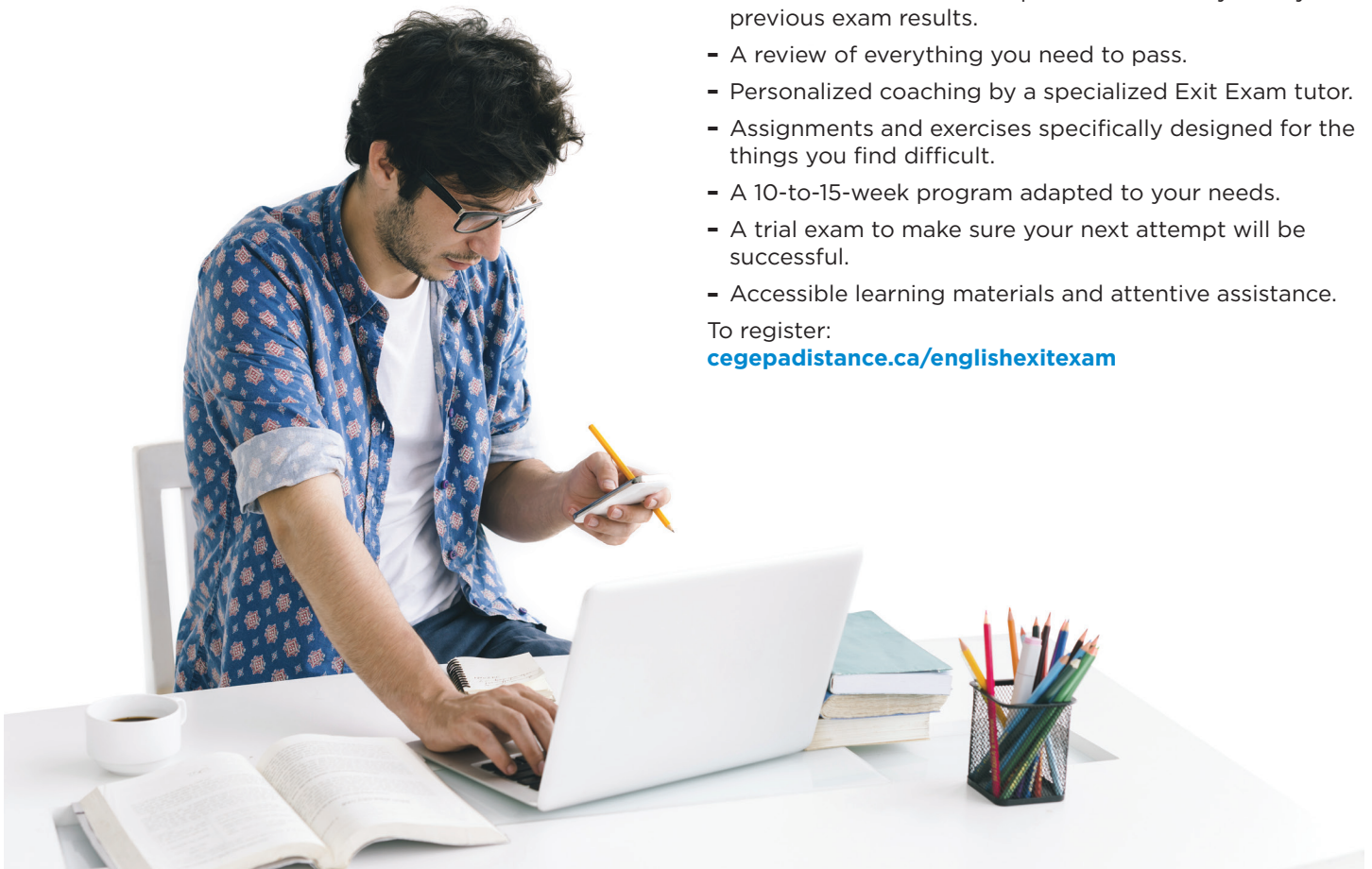
The course **PREPARING FOR THE ENGLISH EXIT EXAM (864-MEE-FD)** is designed to help you prepare for the Ministerial Examination of College English by working on the areas where you need more practice and confidence.

When you take Preparing for the English Exit Exam (864-MEE-FD), you get:

- An evaluation based on a personalized analysis of your previous exam results.
- A review of everything you need to pass.
- Personalized coaching by a specialized Exit Exam tutor.
- Assignments and exercises specifically designed for the things you find difficult.
- A 10-to-15-week program adapted to your needs.
- A trial exam to make sure your next attempt will be successful.
- Accessible learning materials and attentive assistance.

To register:

cegepadistance.ca/englishexitexam



HOW TO ACCESS THE CAMPUS ONLINE ENVIRONMENT

HOW TO ACCESS THE CAMPUS

Click on **Access** at cegepadistance.ca/en or go to cegepadistance.ca/myfile.

ACCESS THE CAMPUS TO:

- Confirm your registration.
- Change your address or phone number.
- Contact your tutor using the course messaging system.
- Take part in a forum for a course.
- Sign up for an exam and receive the online confirmation.
- Get information about your marks and your course progress.
- Download your tax receipts.
- Access your course(s) and assignments.

IF YOUR ASSIGNMENTS HAVE TO BE SUBMITTED BY MAIL:

Use the address labels provided with your course materials.

HOW TO ACCESS THE LEARNING ENVIRONMENT

Once you are logged in to Campus, click the *Access my course* button for the course you want to access.

The screenshot shows the user interface of the Cégep à distance Campus administration system. The user is logged in as John Smith on Tuesday, June 14, 2016. The interface includes a navigation menu on the left with sections for 'MY FILE' and 'MY COLLEGE'. The main content area displays a 'Welcome!' message, a list of 'My courses' with 'Access my course' buttons, and a 'Message(s) from administration' section. A red box highlights the 'Access my course' buttons, with a callout box stating 'Click on Access my course'. Another red box highlights the 'MY FILE' and 'MY COLLEGE' sections, with a callout box stating 'Campus options'.

Username and Password

- Your username and password were sent to you by mail in the welcome letter that came with your course materials.
- Your username and password are case-sensitive. Make sure to use the UPPER- and lower-case letters correctly and to enter any spaces, and do not confuse letter O with number 0.

FAQs

Why is the system asking me to re-enter my username and password?

If you stop using your computer for 30 minutes or more, your work session will automatically be terminated and you will have to reconnect to the system.

I would like to speak to my tutor in person. Can I call him?

Yes, you can leave a message in your tutor's voice mail box and he will get back to you in a maximum of two business days.

I would like to communicate with other students who are taking my course. Can I?

Yes. Just visit the discussion forums to share your tips and meet other students registered to your course.

STUDENT SUPPORT AND SUPERVISION



CÉGEP À DISTANCE'S TEAM SUPPORTS YOU THROUGHOUT YOUR LEARNING PROJECT BY

- Assigning you a tutor to help and encourage you.
- Recommending tools that will help you to more efficiently manage your study time.
- Providing advice on effective work habits adapted to your particular situation, and specific to distance learning.
- Ensuring personalized support for students that are conditionally admitted.
- Helping you to plan upcoming semesters (choosing courses, updating your educational plan, etc.).
- Helping you to deal with unforeseen events that could hinder your educational success.
- Referring you to online educational and career orientation resources.

YOUR TUTOR

- Welcomes you.
- Answers your questions pertaining to the course material within two business days by telephone or e-mail, regardless of whether your course is print-based or in the Campus online environment.
- Corrects and provides feedback on your assignments.
- Helps you to prepare for the final exam.
- Corrects your final exam.

Communicating with your tutor

By telephone

You can leave a voice mail anytime.

- Dial 514-864-6464 or 1-800-665-6400.
- Press 2.
- Then dial your tutor's number

Attention! If the number starts with a zero (0), you must replace the zero (0) with one (1).

Example: 0265 becomes 1265.

or

If the number is composed of three (3) digits, you must add one (1) in front.

Example: number 789 becomes 1789.

In writing

- Send a message through the Campus messaging service.
- Participate in the on-line forum for the course.
- Add questions when submitting an assignment.

When you are registered at Cégep à distance, you can count on professional services during your entire time on the way to success!

STUDENT MONITORING

Finding it hard to imagine how Cégep à distance can support you from registration to examination? For an overview, take a look at the student monitoring graph at cegepadistance.ca/monitoring.

SUPPORT TOOLS

You will find many student support tools at cegepadistance.ca/help. We encourage you to consult them or to contact us to request a printed version.

- Introduction and Instructions
- *On the road to success* TV program and website
- *Time Management* Guide
- *Examination Stress* Guide
- *The Road to Success* Guide
- And more!

Any questions? Contact us!

514-864-6464 or 1-800-665-6400
Press 1
or
educinfo@cegepadistance.ca

NOTES

A series of 35 horizontal dotted lines for writing notes.



Front cover illustration: Jesussanz/iStock – Back cover photo: DeanDrobot/iStock – Photos without mention: iStock and Thinkstock

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cegepadistance.ca/en

