



**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 **Introduction 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 and 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

## 2. CHECK YOUR DELIVERY NOTE

Please review quickly all of the documents that you received. If any material is missing, please contact Cégep à distance within 30 days by e-mail at [inscription@cegepadistance.ca](mailto:inscription@cegepadistance.ca) to let us know and to obtain the missing material.

After this period, additional fees will apply.

## 3. READ YOUR WELCOME LETTER AND PUT IT SOMEWHERE SAFE

Your welcome letter contains:

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

## 4. READ **INTRODUCTION AND INSTRUCTIONS**

As a student, you are responsible for knowing the rules and procedures that govern your studies at Cégep à distance. Please read **Introduction and Instructions** at [cegepadistance.ca/introduction](http://cegepadistance.ca/introduction).

### Policies and regulations

Cégep à distance is part of the Collège de Rosemont. You are subject to its policies and regulations. You can read them at [cegepadistance.ca/rules](http://cegepadistance.ca/rules).

## 5. START NOW!

Start your course today, since the timer to complete your course is already ticking! Begin by reading the **Study Guide** and then dive into your **Workbook** or your **Textbook**.

---

### To contact us

[infoscol@cegepadistance.ca](mailto:infoscol@cegepadistance.ca)

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

### To contact your tutor

#### Over the phone

You can leave a voice mail any time:

- Dial 514-864-6464 or 1-800-665-6400.
- Press 2.
- When you hear the instructions, dial your tutor's voicemail number.

#### In writing

- Send a message through the Campus messaging service.
  - Participate in the online forum for the course.
-

# INTRODUCTION AND INSTRUCTIONS: YOUR GUIDE TO SUCCESS



## INTRODUCTION AND INSTRUCTIONS

The document *Introduction and Instructions* is available on our website ([cegepadistance.ca/introduction](https://cegepadistance.ca/introduction)) as well as in the **General Resources** section of your course.

### 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 of the information mentioned here is excerpted from the *Introduction and Instructions* guide, available on our website ([cegepadistance.ca/introduction](https://cegepadistance.ca/introduction)) and from the **General Resources** section of your course.

#### Course deadline

Your final assignment must be submitted within the 6 months you are granted, while also respecting the shipping rules for assignments (See “ Submission of assignments” below). You must take your examination(s) within **three months** of the date that the grade for your **final assignment** is recorded in your file.

#### Cancellation - Confirmation

- You must report your intention to drop or continue a course, to avoid having a failing grade on your transcript.
- You have 30 business days after your course start date to drop it. The withdrawal deadline for each course can be found in the Campus.
- During the withdrawal period, your course will be confirmed automatically as soon as you submit evaluations worth 20% of the course grade. After you do so, you can no longer drop the course.
- After the withdrawal deadline, you cannot drop the course for any reason.
- You are responsible for your progress in your course(s), because dropping one or more courses may change your student status. If you become a part-time student, you will have to pay tuition for your active courses in that session.
- **IMPORTANT!** If you do not drop your course by the deadline, you must finish and pass it (assignments and exam) to avoid having a failure on your transcript.
- After the withdrawal deadline, you will receive a letter giving you the deadline for confirming 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.** The assignments are to be submitted to your tutor in order, one at a time. You must wait for the tutor's feedback before submitting the next assignment.

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 assignments sent directly to the tutor by email will not be marked.

#### Tutors' correction time

Tutors have **five 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 your assignments are to be submitted 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.

#### Final evaluation

**All homework assignments must be corrected and the grades must appear in your file** before you can access your final evaluation. If you have an oral exam to do, the grade for your oral exam must appear in your file before you can access your written exam. **All exams (including the evaluation interview) must be completed before the due date to avoid course failure.**

#### 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.

Cont'd →

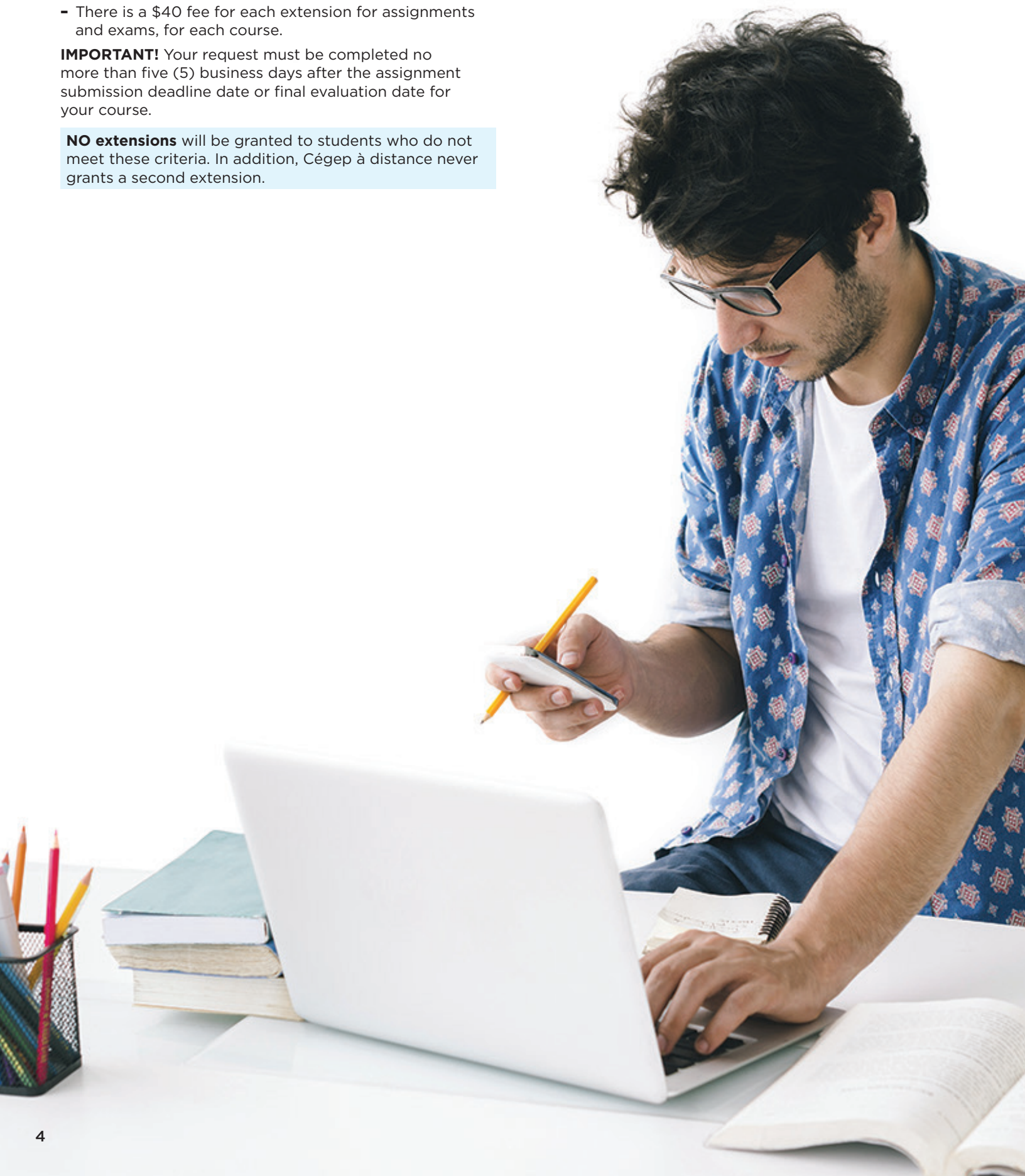


The extension **for assignments is two months** and the extension **for exams is one month**.

- In the Campus home page, 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.

**IMPORTANT!** Your request must be completed no more than five (5) business days after the assignment submission deadline date or final evaluation date for your course.

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



# HOW TO ACCESS THE CAMPUS ONLINE ENVIRONMENT

## HOW TO ACCESS THE CAMPUS

On the home page: [cegepadistance.ca/en](https://cegepadistance.ca/en), click on the CAMPUS-REGISTERED STUDENTS button or go to [cegepadistance.ca/myfile](https://cegepadistance.ca/myfile).

### ACCESS THE CAMPUS TO:

- Access your course(s) and assignments;
- Confirm your registration;
- Get information about your marks and your course progress;
- Contact your tutor using the course messaging system;
- Access your final evaluation;
- Take part in a forum for a course;
- Change your address or phone number;
- Download your tax receipts;
- And much more.

## HOW TO ACCESS THE LEARNING ENVIRONMENT

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

The screenshot shows the 'HOME - CÉGEP à distance' page. A red box highlights the 'My courses' section, which lists 'Program 080.02 Hors cheminement' and '861-EUF-FD - 601214 AIDE À LA RÉUSSITE DE L'EUF (Winter 2023)'. A red arrow points from the 'Access my course' button to a pink box with the text 'Click on Access my course'. Another red arrow points from the 'MY FILE' sidebar to a large pink box containing a list of options: 'Home', 'Email', 'Academic transcript', 'Progression chart', 'Registration', 'Commandite', 'Stat. of account', 'Documents', 'Courses', 'Admission', 'Application for diploma', 'Add non-credit course', 'Personal file', 'Options', 'MY COLLEGE', 'Links', and 'Public documents'. A red arrow points from the 'Administrative services: courses cancellation, courses confirmation, etc.' text to the 'My courses' section. A red arrow points from the 'Campus options' text to the 'Courses' option in the 'MY FILE' sidebar.

**MY FILE**  
Home  
Email  
Academic transcript  
Progression chart  
Registration  
Commandite  
Stat. of account  
Documents  
Courses  
Admission  
Application for diploma  
Add non-credit course  
Personal file  
Options  
**MY COLLEGE**  
Links  
Public documents

**Administrative services: courses cancellation, courses confirmation, etc.**

**Campus options**

**Click on Access my course**

### Username and Password

- Your user code and password were sent to you in the *Welcome Letter* that accompanies your course material (by mail and in your Campus account email).

### 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 telephone?

You have access to your tutor's voicemail box to leave a message. The maximum response time is two working days.

#### How may I ask for an additional delay to hand in my assignments?

Access your Campus, click on the title of the course and click on Request an extension.

# 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.
- Providing personalized support for students who are admitted conditionally.
- 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 about 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 evaluation.
- Corrects your final evaluation.



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

### To contact your tutor

#### Over the phone

You can leave a voice mail any time:

- Dial 514-864-6464 or 1-800-665-6400.
- Press 2.
- When you hear the instructions, dial your tutor's voicemail number.

#### In writing

- Send a message through the Campus messaging service.
- Participate in the online forum for the course.

### SUPPORT TOOLS

Visit [cegepadistance.ca/help](https://cegepadistance.ca/help) to discover a number of student success resources. Among these, you will find the following guides:

- *Introduction and Instructions*
- *The Road to Success*
- *Cégep à distance Session Organization*
- *Examination Stress*
- *Guide to Understanding Motivation*
- *Work Method*

Feel free to check them out!

# OUR TIPS FOR SUCCESSFULLY COMPLETING YOUR DISTANCE COURSES



## 1. PLAN YOUR TIME

- Set a realistic schedule that takes all your obligations into account: work, family, transit time, courses, activities, etc.
- Create a timeline for each course; ideally, plan to submit your first assignment in the first month.
- Plan for the unexpected; don't procrastinate until the last minute—you could end up really regretting it.
- Stick to your timeline and adjust along the way if necessary.

## 2. CHOOSE THE RIGHT PLACE AND THE RIGHT TIME TO STUDY

- Find a suitable location and get rid of all sources of distraction (cellphone, social networks, etc.) so you can focus without being disturbed.
- Establish your study ritual based on the time of day you are most efficient.
- Explain to your family and friends the purpose and goal of your studies (to help them understand your need to devote time to studying).
- Don't feel guilty about taking this time for yourself. Be proud: you are building your future!

## 3. ESTABLISH YOUR STUDY STRATEGY

- Before you begin, look over your schedule and set your priorities: which courses or assignments should come first?
- If possible, study every day; a brief period each day can really pay off.
- Don't forget to take a 10-minute break after every 50 minutes of studying.
- Don't hesitate to contact your resources—they are there to help you: tutor, Academic Advisor, Academic information technicians

## 4. BE AWARE OF YOUR MOTIVATION

- Remember what is motivating you to pursue your education: better job, better lifestyle, better salary?
- If you are feeling unmotivated, figure out why: the course, trouble understanding the material, schedule, sense of isolation, lack of support?
- Contact your tutor, who will be happy to give you advice, share tips or guide you to the resource you need to regain your motivation.

Don't forget that Cégep à distance is here for you. Reach out and we will help you:  
**514-864-6464 (1-800-665-6400)** or  
**[infoscol@cegepadistance.ca](mailto:infoscol@cegepadistance.ca)**.





Back cover photo: DeanDrobot/iStock - Photos without mention: iStock and Thinkstock

---

#### To contact us

[infoscol@cegepadistance.ca](mailto:infoscol@cegepadistance.ca)

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

---



Cégep à distance  
6300, 16<sup>e</sup> Avenue  
Montréal (Québec)  
H1X 2S9

[cegepadistance.ca/en](https://cegepadistance.ca/en)