



**CÉGEP  
À DISTANCE**

# ***OFF TO A GOOD START!***

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Read this document before beginning your course.



# 5 STEPS TO START RIGHT

## 1. READ YOUR WELCOME LETTER

This letter contains, among other things:

- Your user code to access the Campus portal;
- Information about your tutor.

## 2. CHECK YOUR DELIVERY NOTE

If any material is missing, please contact us within 30 days at: [inscription@cegepadistance.ca](mailto:inscription@cegepadistance.ca)

After this period, additional fees will apply.

## 3. CONSULT THE OVERVIEW OF THE RULES AND REFER TO THE INTRODUCTION AND INSTRUCTIONS GUIDE

As a student, you are responsible for knowing the rules and procedures that govern your studies at Cégep à distance :

- Refer to the overview [below](#) for a summary of the main rules ;
- 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).

## 4. LOG IN TO THE CAMPUS

Explore and navigate effectively through the different sections of the portal by watching this tutorial [The Cégep à distance portal](#) (available in French audio)

In the Campus:

- Click on the **title of your course** to view important dates and complete administrative tasks (confirmation, extension, etc.) related to the course.
- Click on **Access my course** to enter the learning environment.

## 5. START NOW !

First, familiarize yourself with your **Study Guide** as it will serve as your course plan.

You will find it in the **Resources** section of your learning environment.

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### To contact us

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

### To contact your tutor

#### In writing:

Send a message through the Campus messaging system.

#### Over the phone:

You can leave a voice mail :

- Dial 514 864-6464 or 1 800 665-6400;
  - Press 2;
  - When you hear the instructions, dial your tutor's voicemail number.
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# CHEAT SHEET OF RULES FOR 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-month period allocated, following the submission rules. Assignments must be sent to your tutor in sequence, one at a time. You must wait for feedback before sending the next assignment.

Once the grade for your final assignment appears in your record, you have 3 months to complete all parts of the final evaluation.

**All exams (including the evaluation interview) must be completed by the deadline to avoid failing the course.**

## Tutor's response and correction time

Tutors have :

- **2 business days** to respond to messages and phone calls;
- **5 business days** to correct an assignment or exam.

## Extensions

To obtain an extension, 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.

- Only one extension is permitted
- The extension for assignments is two months (you must have at least one corrected assignment and the grade must appear in your file);
- The extension for exams is one month.

## Withdraw and confirmation

You must report your intention to withdraw or continue a course, to avoid having a failing grade on your transcript.

At Cégep à distance, the **deadline to withdraw has been set at 30 working days after the start date of the course.**

- During the withdrawal period, your course will be confirmed automatically as soon as you submit evaluations worth 20% of the course grade. In that case, it will no longer be possible for you to withdraw.
- Withdrawing from 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.
- After the withdrawal deadline, you will receive a letter informing you of the **deadlines to confirm your course to avoid a failing grade being noted on your transcript.**

## Drop with mention (Starting Fall 2024)

Starting from the Fall 2024 semester, changes have been made to the academic calendar, allowing students to drop a course without failing.

At Cégep à distance, the **deadline to drop a course without failing has been set at 60 working days after the start date of the course.**

- After the withdrawal deadline, entering a result automatically confirms your registration.
- It is not possible to drop a course that is not confirmed.
- It is not possible to drop a course for which 60% of the weighted points have been accumulated.
- "AE" will be noted on the transcript for any dropped courses.

# OUR TIPS FOR SUCCESSFULLY COMPLETING YOUR 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.
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- Stick to your timeline and adjust along the way if necessary.

## 2. CHOOSE THE RIGHT TIME AND PLACE

- 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 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.

Visit [cegepadistance.ca/help](https://cegepadistance.ca/help) to discover a number of student success resources.