



## Return to classes Fall 2015

### Gaspé Campus English Section

*Hello new and returning students,*

*We are happy to provide you with information concerning the beginning of classes for the Fall 2015 semester.*

**Important dates to keep in mind:**

- *Parents' meeting, Friday, August 14 at 4:30 p.m. or Sunday, August 16 at 11:00 a.m. in the student café*
- *Welcome meeting on Monday, August 17 at 9:00 a.m. in the auditorium.*
- *Classes begin on Wednesday, August 19.*

*We hope you have an excellent semester!*

*The team at the Gaspé Campus  
Yolaine Arseneau, Director*

## Registration – class schedules

**All students MUST register**

### STEP 1

**Your registration fees have to be paid before you can get your class schedule.**

You can pay:

- ✓ By credit card via the Omnivox Payment Centre module;
- ✓ At the College, in cash, by cheque or by debit card;
- ✓ With a teller at your financial institution (banks and Caisse Populaire) or via your on-line-banking service.

If you pay by August 8, 2015, you will be able to get your class schedule on time.

***Important: If you choose a payment method other than cash or via Omnivox, it can take up to five working days before your payment is recorded in our system.***

### STEP 2

**Download your class schedule via Omnivox between Thursday, August 13 at 1:00 p.m. and Tuesday, August 17 at 4:00 p.m.**

**Schedules that have not been downloaded by then will be deactivated.**

Students who did not get their schedule on time must report to the Registrar's Office on Campus to regularize the situation and will have to pay \$20 for a late fee.

### STEP 3

**This term, the course modification period begins on Thursday, August 13 at 1:00 p.m. and finishes on Tuesday, August 18<sup>th</sup> at 4:00 p.m.** As soon as you have downloaded your schedule, if you need to change a course, make an appointment to see your Academic Advisor.

**Please note that modification MUST be justified.**

## What you need to know to begin the semester, if you need to:

### **1. Modify your schedule**

Make an appointment with your Academic Advisor in Room 121 (ext. 1777) after you have retrieved your schedule. You can have your schedule modified **from 1:00 p.m. on Thursday, August 13 to 4:00 p.m. on Tuesday, August 18.**

### **2. Check in with Adapted Services**

Contact Julie Labbé, Adapted Services Manager. If you have a diagnosis, she can help determine appropriate services that are necessary for you to succeed. Office 118, extension 1441.

### **3. Apply for financial aid (if necessary)**

Diane Gariépy can give you the information you need and help you apply for a loan and/or bursary. An emergency fund is also available for students participating in the loan/bursary program who encounter financial difficulty. She is available via telephone to answer your questions at 418 368-2201 (extension 4112) or you can make an appointment with Lesley Lemasurier at extension 1777.

### **4. Rent a locker**

Students who wish to rent a locker can do so in Room R27-E. Only padlocks provided by the College may be used. A fee of \$10 is charged per padlock, a \$5 refund is given when the padlock is returned in good condition.

### **5. Have your photo taken for your ID card (new students only)**

A day-long photo session for the student ID cards will be held on registration day. Your student card is valid as long as you are a student here. It will be reactive at the beginning of every term. Students registered for the previous semester will not have to have their picture taken again. They must, however, bring their ID card to Room R27-E to have the sticker for this semester added. If you have lost your card, it will cost you \$5 to replace it.

### **6. Pick up your parking permit (if necessary)**

You have to get a parking permit in the main entrance (bring along your licence plate number) to be allowed to park your vehicle in College parking lots. You can pay for your permit with cash, by direct payment with your debit card or by cheque. Fees: \$100/year, \$70/semester, \$5/day or \$2/hour.

### **7. Pick up your agenda**

We hope that you will use your agenda to help keep you organized. It contains information about various policies that are enforced at the College, and student life. Your agenda will be given out in room R27-E, unless otherwise started.

## Other useful information

**Elevator:** Only students with permanent or temporary physical impairments may use the elevator. They can get a key from the shopkeeper in Room R27 if they show him a medical document. They will be required to pay a \$10 deposit, which will be refunded when they return their key.

**Cafeteria:** The Campus cafeteria is on the ground floor. You can get hot meals there for breakfast and lunch: snacks (muffins, fruits, sandwiches, etc.) are also available during business hours. Meal and coffee cards can be purchased.

**Sports and cultural activities:** Information about sports and cultural activities will be available when you arrive on Campus.

**For more information about the services available at the Gaspé Campus:**

**<http://www.cegepgim.ca/english-section>**