

# Back to school – Winter 2021

**First day of classes for all students: January 25, 2021**

## We want to stay in touch!

This winter, we'll be using the MIO messaging system as well as an Omnivox community.

To complete the formalities associated with your admission, you simply have to follow these instructions... steps 1 to 9, presented below.

**Step 1 (For new students): Set up your Omnivox access (to be done as soon as possible) at <https://cegepgim.omnivox.ca/>**

Your time as a student at the Cégep de la Gaspésie et des Îles has begun and you'll have access to academic organisation services via OMNIVOX. You'll be able to confirm your choice of courses, consult your balance and retrieve your schedule.

1- Access [OMNIVOX](#).

- On the gateway page, you can choose English or French -> top right.
- Follow the instructions on the screen. Take note of your password as it will be used throughout your time at the College.
- If you have any difficulty with your file number, call 418 368-2201 (or toll-free 1 888 368-2201), ext. 1420 or e-mail [kpatterson@cegepgim.ca](mailto:kpatterson@cegepgim.ca).

2- Update your contact information in your “Personal file” module.

- Record any changes to your telephone number, e-mail address or street address. Also add your Social Insurance Number (SIN) so the College can produce your tuition tax credit statement. **IMPORTANT:** Provide emergency contact information.

3- Produce your student card

- Upload your passport photo using the appropriate tab by following the instructions; it will be used to create your student card.

For more information, please consult the information on how to use [Omnivox](#).

## **Step 2 (For new students): Choose your courses for the Winter 2021 term.**

In order to receive your schedule for the upcoming term, we invite you to confirm your course selection via the “Course Selection” module on Omnivox.

If necessary, contact your Personal Academic Counsellor for any information related to your course selection or program of study.

Your schedule will be available in August for the fall term and in January for the winter term, approximately one week before the beginning of the school year.

## **Step 3 (For everyone): Pay your term fees**

You will receive an email and a MIO message notifying you that the invoice for your term fee is available. You will be able to view and pay it on Omnivox via the “Payment Centre” module. To keep your presence on campus to a minimum, you must pay through the Omnivox Payment Centre, at an ATM or online at your financial institution. Keep your proof of payment.

If you have not paid your fee by the due date indicated on your invoice, you will not be able to retrieve your schedule and confirm your registration. A late fee may be charged.

## **Step 4 (For everyone): Retrieve your schedule (\*IMPORTANT)**

You must retrieve your schedule to confirm your registration. Retrieve your schedule on Omnivox between **January 13 and 21** (4:00 pm). You may have to pay a late fee if you do not respect this deadline.

## **Step 5 (For students to whom this applies): Update your immunisation record (students enrolled in certain programs only)**

Students enrolled in *Nursing, Medical records, Delinquency intervention, Childhood education, Special education* or *Social work* programs must comply with the measures regarding the updating of their [immunisation record](#). If necessary, contact 418 368-2201 (or call toll free 1 888 368-2201), ext. 1380 or by e-mail at [registrariat@cegepgim.ca](mailto:registrariat@cegepgim.ca).

## **Step 6: Submit your financial aid application, if necessary**

If you wish to apply for financial aid, you need to visit the following site, <http://www.afe.gouv.qc.ca/> and complete an application on line.

Here’s the list of [educational institution and program codes](#) you will need.

If you have any questions or if you need help with your application, you can contact the person in charge of the Student Financial Aid Office at the Cégep de la Gaspésie et des Îles, Germain Thibault, at [aidefinanciere@cegepgim.ca](mailto:aidefinanciere@cegepgim.ca) or via MIO.

Here's another link you may find helpful: <http://www.cegepgim.ca/futurs-etudiants/bourses-et-incitatifs>.

### **Step 7: Do what you need to do to apply for learning support measures**

Were you provided with support measures or accommodations in high school? Good news! You can also get them at College.

To do so, you must absolutely have a diagnosis of a condition that has an impact on your learning, issued by a Quebec professional. With this proof, you can make an appointment with the Student Access Centre on your campus. You will meet with a person authorised to determine the accommodations to which you will be entitled during your college studies in Gaspésie or on the Magdalen Islands.

At step 10, after you've chosen your campus, you will be able to contact the person responsible for opening files. Click on this link to be redirected to the [Student Access Centre](#) page.

You can make an appointment with a counsellor at another time. Click on [this link](#) to watch a presentation on learning support measures by Julie, a special educator at the College.

### **Step 8: Obtain the material you need**

To be able to adequately take part in the distance learning program, students must have the following material on hand for the start of classes on January 25:

- Operating system: Windows 10. \*A Macintosh computer with the OS, X, 10.9 or more recent operating system can be used, but it is not supported by the IT Department.
- Processor and Memory: Intel Core 2 Duo 2Ghz or more recent and 2 GB RAM.
- Web Camera or Computer-embedded Web Camera with a resolution of 720p30 or higher.
- USB headset with microphone.

High Speed Internet connectivity required

Recommended material:

- An Antidote 10 licence.
- A second monitor or TV connected to your computer in extended mode (strongly recommended for courses requiring you to learn software such as Microsoft Office or Acoma).
- The free version of Lexibar software can be downloaded for those with reading and writing difficulties.

The Zoom application is used for all courses. The Zoom classroom is located on your LÉA platform. Your virtual classes will be available on Omnivox in the *What's New* section for each class.

If you are unable to obtain the material, please contact the College Student Financial Aid Office.

For textbooks or other needs specific to your program courses, consult your campus section.

You will receive your agenda by mail at the beginning of the term

### **Step 9: Rules, policies and schedules**

There are several rules and policies in effect at our College that will be very important to you as you complete your program.

You can consult them as follows:

<http://www.cegepgim.ca/cegep/reglements>,

<http://www.cegepgim.ca/cegep/documents-officiels>,

<http://www.cegepgim.ca/cegep/calendrier-scolaire>.

### **Step 10: Choose your campus**

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## **New students... Follow the guide! – Gaspé**

### **Personal academic counsellor and remedial assistance**

For any information about your path or program of study, please contact extension 1777 or [api-gaspe@cegepgim.ca](mailto:api-gaspe@cegepgim.ca); you will be referred to the person responsible for your program. For detailed information on the services offered, you can consult the pedagogical support service page for your campus [pedagogical support department page for your campus](#).

### **Learning support measures**

We invite you to quickly contact the person responsible for learning support measures if you have a diagnosed functional limitation: Julie Labbé, ext. 1441 [jlabbe@cegepgim.ca](mailto:jlabbe@cegepgim.ca). For detailed information on the services offered, please consult the [Student Access Centre](#) page.

### **Housing**

You have the option of staying at the campus residence. For more information, visit the [Residence](#) website.

## **Sports-study stream**

Students who are members of a swim club and who wish to continue their training during their school year are invited to register with Sophie Audet at ext. 1439 or [saudet@cegepgim.ca](mailto:saudet@cegepgim.ca).

## **Academic material**

During your first week of class or once you have retrieved your schedule, check your MIO messages. Your teachers will send you the list of material you will need to start the session via this platform.

To get them, visit the campus student co-op website ([www.coopscogaspesie.com](http://www.coopscogaspesie.com)) to purchase textbooks and course notes.

**For any further information, please contact us:**

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