


## A message from the Academic Organisation Department

Greetings to all!

### Omnivox

During your student career at the Cégep de la Gaspésie et des Îles, academic organisation services are available to you via Omnivox. For instance, you can pick up your schedule, consult your account and confirm your college attendance or course selection. The Omnivox platform is easier to use and offers you a broad range of services.

You access these services by clicking the  icon on the student portal at [etudiant.cegepgim.ca/](http://etudiant.cegepgim.ca/), or you can use the following address: [cegepgim.omnivox.ca](http://cegepgim.omnivox.ca) and then just follow the instructions.

Before you identify yourself, you can choose either English or French by clicking the icon located in the upper right-hand corner of the screen.

The following services are now available on an on-going basis:

- ✚ **Progression chart:** See where you are in your program of studies. For instance, you can check this when you wish to confirm your course selections.
- ✚ **On-line course schedule:** Pick up your schedule for the semester and confirm your registration, check your schedule, etc.
- ✚ **Document request:** Obtain a school enrolment attestation (*attestation de fréquentation scolaire*).
- ✚ **Personal documents and messages:** Pick up important messages sent specifically to you by the Academic Organisation Department.
- ✚ **Payment centre:** To consult your account statement. This module accepts direct payment by credit card. Other methods of payment are available: you can pay via your bank's online service, at a bank machine or at the college in cash or by cheque. Please take note that for any payment made by a means other than our payment centre, you will have to provide a reference number. It is shown on your account statement when you click the "*remittance slip*" button.
- ✚ **Personal file:** This is where you must indicate any change in your contact information (address, e-mail address, phone number).
- ✚ **Income tax slips.**
- ✚ **Repères:** Access an academic and professional data base.

- ✚ **Results – College studies transcript:** Obtain an official copy of your college studies transcript. This document provides information on whether or not you've passed the ministerial examination of college English or French and the comprehensive program exam. (If you wish to obtain a copy bearing the College seal, please apply for it directly at the College.)
- ✚ (Please take note that the **Course schedule modification** module has not been activated. If you wish to modify your schedule, you will have to speak directly with your personal academic counsellor).
- ✚ **MIO messaging in Omnivox:** Communication tool.
  
- ✚ **Grades:** Check your results so far in the courses in which you are currently enrolled. Enter the **LÉA – The Omnivox Classroom** platform, choose the semester and course you want to check and click the *Grades* button. You can then choose to view your *Summary of grades*, *Grades for a course* or access your *Statement of final grades* (including the CRC score). Note: Your teachers will be able to use other LÉA functions.

At certain times of the year, the following modules will be activated:

- ✚ **Course selection**
- ✚ **Attendance validation**
- ✚ **Surveys and votes**

Please take note that even after you've finished your studies, you will still be able to access Omnivox services.

For use on your smart phone, you can also download the application **Omnivox Mobile** on Apple Store or Google Play Store.

We wish you all an excellent school year!