

Hello new and returning students,

We are happy to provide you with information concerning the beginning of classes for the Winter 2018 semester.

Important dates to keep in mind:

- *Welcome meeting (for new students only) :*
 - *Thursday, January 18 at 9:00 a.m. in room 119.*
- *Classes begin on Monday, January 22, 2018.*

We hope you have an excellent semester!

*The team at the Gaspé Campus
Yves Galipeau, Director General*

Requirements Process to confirm your Registration

*** Registration is required for all students**

❖ Step 1: Pay your registration fees

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

You can pay:

- By credit card via 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.

You must pay by January 7, 2018, to 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 schedule (mandatory)

Via Omnivox between Monday, January 15 at 10:00 a.m. and Thursday, January 18 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 rectify the situation and will have to pay \$20 for a late fee.

❖ Step 3: Course modification (if necessary)

Between Monday, January 15 at 10:00 a.m. and Friday, January 19 at 4:00 p.m.

Each modification MUST be justified.

If you need to make an adjustment to your schedule, once it is retrieved, see your Academic Advisor.

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

<p>Modify your schedule Make an appointment with your Academic Advisor in Room 119 (ext. 1777) after you have retrieved your schedule. You can have your schedule modified from 10:00 a.m. on Monday, January 15 to 4:00 p.m. on Friday, January 19.</p>	<p>Have your photo taken for your ID card (<i>new students only</i>) A daylong photo session for new student ID cards will be held on registration day in the library, which is located on the second floor in room 228. Your student card is valid as long as you are a student here. It will be reactivated at the beginning of every term. Returning students 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.</p>
<p>Check in with Adapted Services Contact Catherine Savage, Advisor in Adapted Services, in office 122 or at extension 1374. If you have a diagnosis, she can help determine appropriate services that are necessary for you to succeed.</p>	<p>Locker rental 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.</p>
<p>Financial assistance for studies <i>Person in charge: Andrée Leblanc ext. 1420, in office 119.</i> To complete your application for financial assistance, go to : http://www.afe.gouv.qc.ca/en/ If you are entitled to financial assistance for the first time, collect your warranty certificate by accessing your file on-line, under the tab “Your File”, then click on the link “Notice”. To ensure you receive your payment in September, be sure to pick up your schedule on time. For more information, visit http://www.cegepgim.ca/english-section/student-services/financial-aid , contact Diane Gariépy at 418 368-2201, ext. 4112 or by mail at aidefinanciere@cegepgim.ca.</p>	<p>Elevator Only students with permanent or temporary physical impairments may use the elevator. You can get a key from the shopkeeper in Room R27-E if you show him a medical document. You will be required to pay a \$10 deposit, which will be refunded when you return the key.</p>
<p>Pick up your agenda (<i>new students only</i>) 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.</p>	<p>Pick up your parking pass (if necessary) You have to get a parking pass in the main entrance (you will need your licence plate number) to be allowed to park your vehicle at College parking lots. You can pay for your permit with cash, by direct payment with your debit card or by cheque. Fees: \$110/year, \$85/semester, \$5/day or \$2/hour.</p>
<p>Cafeteria The Campus cafeteria is on the ground floor. You can get hot meals there for lunch. Snacks (muffins, fruits, sandwiches, etc.) are also available during business hours. Meal and coffee cards can be purchased.</p>	<p>Sports and extracurricular activities Information about sports and extracurricular activities will be available when you arrive on Campus.</p>

For more information about the services available at the Gaspé Campus: www.cegepgim.ca/english-section