

SUMMER SCHOOL 2017 GENERAL INFORMATION

APPOINTMENT CLASSIFICATION AND PROCEDURES FOR JOHN ABBOTT STUDENTS

Priority A

Graduating students needing 1-3 courses to complete diploma requirements or graduating students needing extra courses to meet university prerequisites. Registration will be on **May 29 at 18:00**.

Priority B

Students graduating in the Fall semester needing 1 course above their regular program course load, to prevent a heavy course load and/or stay in sequence. Registration will be on **May 30 at 09:00**.

Priority A & B

Must complete a Priority Appointment Request form in Student Services before **May 19**.

Non-Priority Day student & Non-Priority Continuing Education student

If you are not a Priority A or B and are currently attending John Abbott College, you must complete the **summer school registration survey on Omnivox beginning May 1 until May 23**. Registration will be on **May 30**.

PROCEDURES FOR COMMANDITE STUDENTS AND EXTERNAL STUDENTS

John Abbott student

John Abbott students who need to take a course at another CEGEP must obtain a "Cours Commandite" form from an Academic Advisor. Students are responsible for registering with the Cegep where the course will be followed.

Non John Abbott student on commandite

Non John Abbott students on commandite from another CEGEP must obtain a commandite request from their Cegep. Once the "commandite virtuelle" is processed at John Abbott College, students will receive an e-mail with a link to complete the application. Commandite forms do not guarantee placement in courses. Commandite students will be processed after John Abbott Priority A & B.

*Commandites will be processed as of **May 1***

External student

Students who are not enrolled at a CEGEP level institution must come to the Registrar's Office between **May 15 and May 19** to fill out an application form. Students must bring the following documents to open their file:

Born in Quebec: your valid Quebec birth certificate (indicating parents' names)

Born in Canada, but not in Quebec: your valid birth certificate (indicating parents' names) **AND** your valid Medicare card (if no longer supported by parents) OR Parents' valid Medicare card (if supported by parents)

Born outside of Canada, but are a canadian citizen or permanent resident: your valid birth certificate (indicating parents' names) in English or French **AND** Canadian citizenship papers (both sides) OR permanent residency papers (both sides) **AND** CSQ (Certificat de Sélection) – Primary option if applicable **AND** your valid Medicare card (if no longer supported by parents) OR Parents' valid Medicare card (if supported by parents)

ALL SITUATIONS: your Secondary V diploma or equivalent

Students will be notified on May 24 by 16:00 via Omnivox of their appointment time.

For questions, please e-mail us at summerschool@johnabbott.qc.ca or call us at 514-457-6610 ext. 5266 or 5267

FEES

Total Registration Fees per course	\$ 29.00
Non-Refundable Commandite fee (if applicable)	\$ 30.00
Quebec Resident Tuition	\$ 2.00 per course hour
Non Quebec Resident Tuition (subject to change)	\$ 6.76 per course hour
International Tuition (subject to change)	\$ 26.17 to \$ 40.58 per course hour depending on program

International students must have a valid student visa and medical health insurance coverage until August 18, 2017 to be permitted to register.

Fin d'études students who need 1-2 courses to graduate in the summer and, who have not been considered part-time or fin d'études in a previous semester, will not be required to pay tuition fees but must pay registration fees.

FAILURE TO PAY FEES BY MAY 30th AT 16:00 WILL RESULT IN DEREGISTRATION

COURSE DATES

All courses run Monday, Tuesday, Wednesday and Thursday (with the exception of Math 201-015-50, also on Friday). Please verify course particularities with the teacher. The College will be closed Monday, June 26th and July 3rd.

Course	Begins	Ends	Drop deadline
30 hours	May 31	June 15	June 01 at 16:30
45 hours	May 31	June 27	June 05 at 16:30
60 hours	May 31	July 06	June 06 at 16:30
75 hours	May 31	July 17	June 07 at 16:30

Summer Make-up courses

Course	Begins	Ends	Drop deadline
Math 201-016	July 04	August 15	July 11 at 16:30
Math 201-015	July 04	August 14	July 11 at 16:30
Chem 202-001	July 04	August 15	July 11 at 16:30

COURSE DEREGISTRATION AND REFUND POLICY

Courses dropped from a student record before or on the official drop deadline will not appear on a student transcript. All fees except the Registration fee will be refunded. All course drops must be processed by email to summerschool@johnabbott.qc.ca or in person at the Registrar's office H-128. **There will be no exceptions to these deadlines.**

ATTENDANCE VALIDATION

After the drop deadline, all students must go to <http://johnabbott.omnivox.ca>, log-on, click on Attendance Validation and confirm the course(s) in which they are registered.

FALL 2017 REGISTRATION ADJUSTMENTS (FOR DAY DIVISION STUDENTS)

Summer students who need to add/drop courses after receiving summer school grades in order to complete their registration for the Fall semester must contact the Registrar's Office by August 1.

Potential graduates who fail a summer school course and did not register during the regular registration period, must contact the Registrar's Office to correct any individual registration problems by August 11.