

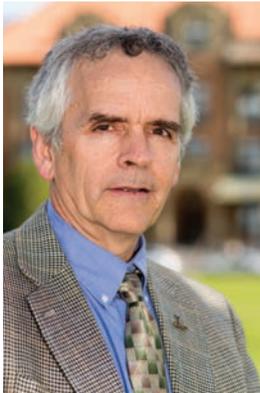
# INFORMATION EVENING

A resource for parents  
and students at  
John Abbott College

WEDNESDAY, MAY 27, 2020

JOHNABBOTT.QC.CA

## A MESSAGE FROM OUR DIRECTOR GENERAL



Dear parents and students,

On behalf of John Abbott College (JAC), I wish to thank you for trusting us with this next step that is post-secondary education. We are honoured to welcome you to one of Québec's best and certainly most beautiful CEGEPs. Over 90% of our graduates tell us that if they had to do it again, they would choose John Abbott. We are thus confident that you will be well served while at JAC.

John Abbott is dedicated to all aspects of learning. Whether online if a situation or crisis prevent us from being on campus or in person, our highly qualified and experienced teachers are here to guide you. Our services staff offer support to students experiencing personal challenges and provide educational, cultural and sports activities - it is important to have fun too! We also encourage student participation on different committees such as the Board of Governors, Academic Council, Student Success Committee, Student Union and other student organizations.

We make every effort to support students to become autonomous learners who are well prepared and passionate about their future.

Welcome to our JAC community,

John Halpin  
Director General

## WHAT IS IN THIS BOOKLET?

**Registration & Admissions:** Key points about the process for registration and information on admissions.

**Student Success:** Background information about the services and policies in place to ensure the highest student achievement.

**Key Information:** Other important information about the College.

**The dates in this booklet have been adjusted due to the current COVID-19 pandemic to the best of our knowledge however, they could continue to change. Dates and timeframes are updated as needed on the College website at [www.johnabbott.qc.ca](http://www.johnabbott.qc.ca).**

*This document is also available in French.*

## WHAT IS OMNIVOX?

Omnivox provides online interactive services for students to update and access their student record. Access to Omnivox requires a student number and password and is available by telephone, Internet or mobile application. These services are available in English and French. Students should visit Omnivox daily to stay informed of important dates and activities.

## IMPORTANT CONTACT INFO

John Abbott College 514-457-6610

Academic Advising	5290
Access Centre	5457
Academic Dean's Office	5283
Academic Success Centre	5285
Admissions	5358
Campus Security	5226
Communications	5098
Counselling	5292
Director General's Office	5281
Financial Assistance	5540
First-Year College Experience Office	5286
Housing Services	5234
Registration Help Line registration.help@johnabbott.qc.ca	5360, 5363
Student Services	5291

## AUTOMATED MESSAGES

From time to time students might receive an automated telephone message from John Abbott College. This service is used when we need to contact students quickly in order to provide them with important information.

## AGENDA

At Orientation, students will receive a John Abbott agenda. You are encouraged to consult this publication for important dates. The agenda is distributed by the Student Activities Office (H-159).

## REGISTRATION & ADMISSIONS

This section contains a brief description of essential information on registration and admissions. In some instances, detailed information will be provided at a later date. Should you require any further information please contact the Registrar's or Admissions Office at local 5358 or email [admissions@johnabbott.qc.ca](mailto:admissions@johnabbott.qc.ca).

### COURSE READINESS

For students who wrote an English/French placement test, results will be available via the Omnivox *Information Intended for You* module indicating which English/French course to take. Depending on the results of the placement test, the student may be invited to take a "mise à niveau" English course in the summer. This non-credit course will enable students to begin English 101 in the fall semester if applicable. Further details concerning placement testing can be found in the *Important Information for New Students* booklet.

If a student needs to register for one or more of these courses and has not taken advantage of the mail-in registration form, in-person registration will take place in the Registrar's Office (H-128) during regular business hours until June 28. Call 514-457-6610 local 5266 or 5267 to enquire if space is still available.

On July 2, anyone who does not have their high school diploma and does not meet CEGEP entrance requirements at that date will be charged tuition fees of \$6.00/course hour.

### ADMISSIONS READINESS

In July, after receiving all Secondary V diploma results from the *Ministère de l'Éducation et de l'Enseignement supérieur*, our Admissions Office will verify the completion of diplomas and program prerequisites. It is the students' responsibility to ensure that they have met all CEGEP requirements before classes begin. Students who suspect they are going to fail a course should enquire at their own high school about writing a supplemental exam or attending summer school.

**WHERE TO FIND INFORMATION** The Course Calendar, found on the John Abbott College website, provides course descriptions, while the Schedule of Classes, available on My JAC Portal, identifies days and times of course offerings.

**QUÉBEC RESIDENT STATUS** Some students may be asked to provide documents to qualify as a Québec resident. Students will be notified if this information is required. Students who do not qualify will be charged tuition fees of \$1572.00 per semester (fees subject to change).

### ABOUT REGISTRATION

Students at John Abbott register online using the Omnivox Registration Service according to their assigned registration appointment time. Students have 14 hours to register. In certain programs, they may have already been pre-registered into some of their courses. From July 2 to August 7, students may view these pre-registered courses using the *Omnivox Online Schedule* module. Depending on students' final provincial grades, some changes may be made to their pre-registration during the week of July 20.

Academic Advising holds Program and Registration information sessions for new students throughout the summer. These sessions, which will be held virtually this year, are designed so that students better understand their program structure and how to complete their online course registration. Information on how to sign up for these sessions has been sent to students via the Messaging in Omnivox (MIO) on My JAC Portal.

Other important information regarding registration is available on the Registrar's Office community on My JAC Portal, *Registration Information* or *Schedule of Classes*. Students who have difficulty registering can call the Registration Help Line at 514-457-6610 local 5360 or 5363 from Monday to Thursday between 10:00 and 18:00 and on Friday between 08:30 and 12:00, or email [registration.help@johnabbott.qc.ca](mailto:registration.help@johnabbott.qc.ca). Before contacting the Registration Help Line, students should try rearranging their schedules or consulting their progression chart and the schedule of classes to see if alternate courses can be taken.

**REGISTRATION VERIFICATION** After each appointment period, i.e. at the end of each day, the College verifies that students have registered according to the academic policies. Students who registered correctly may obtain a schedule and book list using the Online Schedule module between 19:00 and 05:00 beginning the day after their appointment time, or all day on Saturday and Sunday. If errors have been made during registration, they will not be able to obtain their schedule and will have to correct their registration immediately by calling the Registration Help Line. All students must complete their registration prior to the first day of classes.

## PROGRAM ADJUSTMENTS

For a variety of reasons, some students change their minds about registering in the program to which they have been accepted. Program adjustments may be requested. Admission will depend upon whether space is still available in the desired program. For further information, call the Admissions Office.

**COURSE CORRECTION** Students may make course corrections for pedagogical reasons from August 13–19, with the assistance of an Academic Advisor. For an appointment with an Academic Advisor, students can book an appointment using the Academic Advisor Appointment module in Omnivox, or in person in H-117. Corrections should be made prior to the first day of classes, August 20, whenever possible.

**SCHEDULE MODIFICATIONS — PREFERENCE COURSE DROP/ADD/EXCHANGE** Using the *Course Registration* module, starting at 09:00 on August 29 until 05:00 on August 31, students have the option of making changes to their schedule for preferential reasons. The course must be open and the student must be eligible to take the course. Courses are extremely limited at that time.

**COURSE WITHDRAWAL** The deadline to drop a course or to withdraw from the College is September 18 at 16:00. Students must maintain a course load of 12 hours or four courses in their program, or tuition fees will be applied.



## SUJAC

The Student Union of John Abbott College is the official student voice, with vital input into College operations. The student population is represented by a six-member executive, and a congress elected at the beginning of each fall semester.

## CAMPUS STORE

\*\* Due to the current Covid-19 pandemic, we encourage all students to process orders on-line whenever possible.\*\*

Please visit our web site at:  
jac.bookware3000.ca

The John Abbott College Campus Store is located in Stewart Hall. The Campus Store carries all textbooks and necessary supplies, as well as John Abbott College memorabilia and sportswear.

Payment methods are Visa and MasterCard (web orders only at this time). The Campus Store is currently closed for in-store purchases. Please check the web site for updated information.

## SURVEYS

From time to time, students will be asked to complete surveys. When they access My JAC Portal, a notice will indicate that there are surveys to fill out. At the start of the fall semester, students will be invited to participate in an important online survey: the Provincial Survey of CEGEP Students.

## LOANS AND BURSARIES

Students wishing to receive financial assistance from the Québec government for 2020-2021 should request it as soon as possible, considering that processing times can be several weeks. The request can be made online at [www.afe.gouv.qc.ca](http://www.afe.gouv.qc.ca). For more information, contact your high school guidance counselor or the financial aid officer at John Abbott College 514 457-6610, ext. 5540.

## STUDENT COURSE VALIDATION

Each semester, students must confirm their attendance for courses in which they are registered as of September 21 for the fall semester and February 17 for the winter semester. This validation is done using the *Attendance Validation* module.

## FEES

**REQUEST FOR FEE REFUND** It is possible to obtain a partial refund of the \$162.00 confirmation fees paid if a student decides not to attend John Abbott. All refund requests must be made in writing and submitted to the Admissions Office by the following deadlines:

If your request is received BEFORE August 20: \$142.00 refund.

If your request is received BETWEEN August 20 and September 18: \$71.00 refund.

## SERVICES FOR STUDENTS

John Abbott College is recognized across Québec for its comprehensive student services. You are encouraged to learn more about the many value-added services that can help students succeed. Consult our website and/or the Services for Students brochure. Services include counselling, academic advising, academic success, accessibility, tutoring centres and much more.

## FIRST-YEAR COLLEGE EXPERIENCE OFFICE

The First-Year College Experience Office, located in the Herzberg building (H-119), is responsible for developing programs that assist first-year students in their transition from high school to CEGEP. The Education Advisor works with the College community toward providing outreach programs and services to students, parents, faculty and staff. Offering an open door concept, students are encouraged to drop by the office with their questions or send a message on Omnivox (MIO) to First-Year College Experience Office when needed. Parents are welcome to contact us at [student.success@johnabbott.qc.ca](mailto:student.success@johnabbott.qc.ca) or 514-457-6610 x5286 to speak with the Education Advisor.

## STANDING AND ADVANCEMENT

**GOOD ACADEMIC STANDING** To be considered in good academic standing in any given semester, students must pass a minimum of 50% of the regular course load in their program. Any student who does not pass 50% of the regular course load must see a counsellor to sign a probation contract, which may include a reduced course load or specific remedial conditions. Probationary students must also meet with a counsellor twice during the semester to discuss their progress.

Students who do not meet the terms of their probationary contract will not be permitted to register as day students for the next two consecutive semesters (excluding summers). Those students may apply for re-admission after one year. The admissions policy recommends that students successfully complete evening courses during this time. Re-admission is not guaranteed. Student Services counsellors will be pleased to answer any questions concerning this probation policy.

**THE HONOUR ROLL** Academically exceptional students from all programs are named to the College Honour Roll which is displayed in the Herzberg building. The criteria for being an Honour Roll student is available on the College website.

## THE COURSE OUTLINE

The course outline is a commitment between the teacher and the student. It is a thorough guide to the course. During the first week of each semester, a course outline is provided to every student for each course in which he or she is registered. Each item of information should be explained to the students at this time. Departments assure that different sections of the same course are equitable in the amount of work required of the students, the evaluation plan, the summative evaluation and the marking criteria.

The course outline must include:

- The distribution of course hours (class work/fieldwork) with an explanation of the number of homework hours required in a week;
- The teacher's availability;
- The objectives of the course which reflect the Ministerial objectives;
- The course content;
- The instructional methods;
- The evaluation plan;
- The role of the course within the program;
- The required texts and approximate cost for textbooks and other material (if any);
- The departmental absence policy;
- Late submissions;
- Statement of competencies;
- Behavioural expectations;
- Observance of religious holidays;
- Statement on Cheating and Plagiarism.

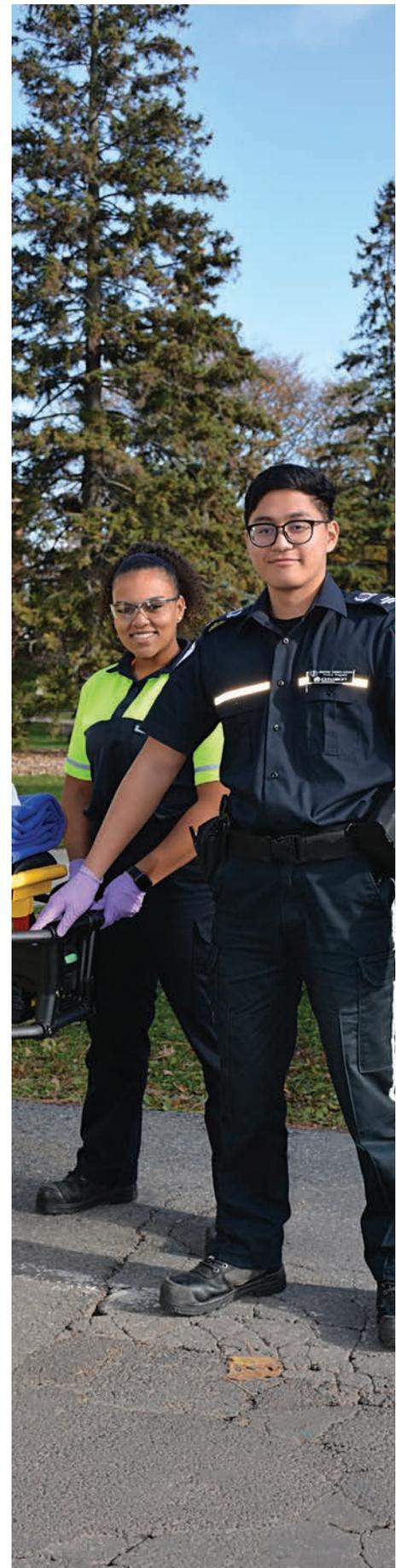
The segment of the course outline covering evaluation describes the tasks used in evaluating the students' work and weighting placed on these different tasks. The deadlines for the submission of major assignments are clearly stipulated.

## STAYING ON TRACK

Our students' academic progress is carefully monitored and students who are at risk academically receive an academic progress report via Omnivox by the end of October, and another in March. The report informs students of their progress in each of their courses before it is too late to address special needs or difficulties. If you are a parent, you might want to ask your teenager to see this report and to discuss the results.

## ADVICE REGARDING PART-TIME WORK

A growing number of CEGEP students are taking on part-time and even full-time jobs on top of full-time studies. Working can help build character, develop a strong work ethic and give teenagers spending money. However, numerous studies



## AVERAGE COST PER SEMESTER

Books (varies by program)	\$200 to \$1000
Educational Support Fee	\$25
Student Services Fee	\$72
Student Association Fee	\$45
Registration Fee	\$20

## FEEDBACK ON PARENTS' NIGHT OR THIS BOOKLET?

We would love to hear from you!  
For any questions or comments please contact us at [communications@johnabbott.qc.ca](mailto:communications@johnabbott.qc.ca) or extension 5098.

## IMPORTANT LINKS

Course Calendar  
[www.johnabbott.qc.ca/cc](http://www.johnabbott.qc.ca/cc)

IPESA  
[www.johnabbott.qc.ca/ipesa](http://www.johnabbott.qc.ca/ipesa)

Registrar's Office  
[www.johnabbott.qc.ca/registrar](http://www.johnabbott.qc.ca/registrar)  
Students can visit the Registrar's Office  
Community on My JAC Portal

Student Code of Conduct  
[www.johnabbott.qc.ca/conduct](http://www.johnabbott.qc.ca/conduct)

JAC Foundation  
[www.johnabbott.qc.ca/foundation](http://www.johnabbott.qc.ca/foundation)

confirm that working more than 12–15 hours per week during the school year affects not only academic performance, but overall health and well-being. Being a student is a full-time job and we advise to limit the number of work hours during the first semester until they adjust to the new demands of being a college student.

## EXIT EXAM

All students must write and pass the Ministerial Language Examination in order to graduate. It is scheduled in mid-December, mid-May and early August every year. Once students are eligible, they will be invited by the College. Support for passing this exam is offered through the Academic Success Centre.

## INSTITUTIONAL POLICY ON THE EVALUATION OF STUDENT ACHIEVEMENT (IPESA)

The IPESA is designed to provide teachers, students and the entire community with information that will make them aware of the expectations and the standards of the College. It serves to advise students, teachers, and other members of the college community of their duties, rights and responsibilities in regard to the evaluation of students' academic achievement. The IPESA can be found on the College website: [www.johnabbott.qc.ca/ipesa](http://www.johnabbott.qc.ca/ipesa).

## ABSENCES DUE TO MEDICAL REASONS

Students who are absent from class for less than a week should provide a medical note to their teacher(s) and make arrangements for missed work. If a student is absent from class for more than a week, a medical note must be provided to the Registrar's Office, who will then advise the teachers that the student will not be attending class for a specified period of time. It is, however, up to the student to contact the teacher(s) to obtain work in order to stay up-to-date. If a student is absent from class for three weeks or more, and is advised by a medical doctor that they should no longer attend the course, then the student should make a Request for Authorized Absence (permanent medical incomplete) from the Registrar's Office. The deadline to apply for a permanent medical incomplete is the last day of classes of the semester during which the absence took place.

## KEY INFORMATION

**PARENTAL ROLE & ACCESS TO INFORMATION** Access to information changes for parents once their child reaches 18 years of age. CEGEPs are not permitted to provide any specific information to parents. In accordance to the Act respecting access to documents held by public bodies and the protection of personal information, it is therefore impossible to provide documentation whether on registration, transcripts, schedules, tax statements, proof of attendance, graduation, etc., or to discuss the academic progress (learner attendance, grades, etc.), without first obtaining written permission from the student. For this reason, the College provides resource people to address the concerns and questions of parents. You can contact the Registrar's Office (5902) or the First-Year College Experience office (5286).

**TRANSPORTATION** Bus tickets and monthly passes are available at the Campus Store. Schedules may be picked up at Student Activities. Students who drive to school and wish to park on campus must purchase a parking permit and pay an annual parking fee of \$200 (price and availability subject to change). This must be done online using the *Omnivox Parking* module. Please note that the number of parking permits is limited. A carpooling module is also available through Omnivox.

## **PUBLIC TRANSPORTATION TO JOHN ABBOTT INCLUDES**

### **STM**

- 200 from Fairview Shopping Centre
- 211 from Lionel-Groulx metro station
- 212 from Sainte-Anne-de-Bellevue train station
- 405 express bus from Lionel-Groulx metro station
- 411 express bus from Lionel-Groulx metro station
- 419 express bus from Fairview Shopping Centre

### **EXO Transport**

- 7 bus from Vaudreuil train station
  - 35 bus from Dorion train station
  - 44 bus from Pincourt
  - 335 bus from Dorion train station (weekends and holidays only)
- Montreal-Vaudreuil / Hudson commuter train from Lucien L'Allier and Vaudreuil/Hudson stations.

Schedules may be viewed online on the various public transportation websites:  
[www.stm.info](http://www.stm.info)  
[www.exo.quebec](http://www.exo.quebec)

**JOHN ABBOTT COLLEGE FOUNDATION** Established in October 1999, the John Abbott College Foundation exists to support the College's mission and statement of purpose. Through fundraising activities, the Foundation allows the College to respond to the steadily increasing demands for its services, while ensuring that the education students receive and the environment in which they learn are second-to-none.

With these collective contributions, we aim to protect and nurture our most valuable resources — students and employees, so that they may continue to raise the bar of academic excellence.

Donations to the John Abbott College Foundation are always appreciated and can be made by calling the Foundation Office at 514-457-6610 ext. 5284, or at [johnabbott.qc.ca/foundation](http://johnabbott.qc.ca/foundation).

## **MARK YOUR CALENDARS • DATES TO REMEMBER**

The fall semester is rapidly approaching. Please take note of important dates that may impact your next steps. All new students will receive important registration information in the *Omnivox Information Intended for You* module. Students will be assigned an individual registration date and time between August 8 & 15. To obtain this specific registration date, click on the Course Registration module.



**JUNE–JULY** Students who wish to apply for Québec loans and bursaries 2019-2020 should do so at this time as the evaluation process may take four to six weeks. You may apply online at [www.afe.gouv.qc.ca](http://www.afe.gouv.qc.ca). For further information, please contact high school guidance counsellors or the JAC Financial Assistance Officer at 514-457-6610 local 5540.

**AUGUST 13–19** A half-day orientation session is provided for new students where they meet with faculty and students from their program, along with resource people from various services aimed at supporting their academic pursuits and contributing to the quality of their student experience. **Format to be determined.**

**AUGUST 20** Classes begin

### COLLEGE SUMMER HOURS

Please note that during summer months, the College is open Monday through Thursday, from 08:30 to 16:30. On Fridays, it closes at noon from June 14 to August 16.

Please note that the College hours are subject to change due to the current situation regarding the pandemic. Consult the College homepage for the accurate business hours [johnabbott.qc.ca](http://johnabbott.qc.ca).



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