

REGISTRATION AND COURSES SELECTION

Winter 2025







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Undergraduate and preparatory year students: please review the webinar offered in French for more details that apply to your program.



THE REGISTRAR'S OFFICE



Roles of the Registrar's office

- 1. Informs about :
 - Academic issues (e.g.: admission, compliance with the academic regulations; diplomation)
 - Administrative issues (e.g.: insurance, payment of tuition fees, immigration documents*, registration)
- 2. Insures that you fulfill the requirements of your program, in compliance with the Academic rules
- 3. Delivers official documents (e.g.: transcripts, attestations, diploma)
- 4. Direct you to the right resources
- 5. ...and more
- * Office for international students : <u>sep-international@polymtl.ca</u> for counselling

Please include your ID (matricule) when writing to us!



SESSION OBJECTIVES



This presentation aims to help you:

Register for your semester

□ Make your <u>course selection</u> for your semester

□ Find out about your course schedule





IMPORTANT DATES



WINTER 2025

Term registration Undergraduate studies, certificate, microprogram 1 st cycle and graduate studies	1 st period: December 10 to 19, 2024 2 nd period: January 6 to 22, 2025	
Term registration Independent students and auditors	January 6 to 22, 2025	
Course registration and modification Undergraduate studies, certificate, microprogram 1st cycle and graduate studies	1st period: December 11 to 19, 2024 2nd period: January 6 to 22, 2025	
Course registration and modification Independent students and auditors	January 6 to 22, 2025	
Classes begin	January 8, 2025	
Period for payment of tuition and other fees	Early February to March 15	
To consult the calendar: etudiant.polymtl.ca/etudes/calendriers-et-horaires (in Fro	ench only)	5



ACCESS – STUDENT ACCOUNT

You must confirm your registration via your <u>Student</u> <u>Account</u> every term.

To register, go to <u>Polytechnique</u> <u>Montréal</u> home page.

Select :

- 1. STUDENT ZONE
- 2. The essentials
- 3. **Dossier étudiant** (available in French only)







STEP 2

To log in to your **STUDENT ACCOUNT**, you will need your:

- Access code (Code d'accès)
- Password (Mot de passe)
- Date of birth (Date de naissance)

You must recover your access code (code d'accès) and **password** (mot de passe) on your first visit.



RÉCUPÉRER LE MOT DE PASSE

STEP 1

CONNEXION

RÉCUPÉRER LE CODE D'ACCÈS





REGISTRATION - Student account POLYTECHNIQUE MONTRÉAL

Aatricule:

OLYTECHNIQUE



1st period: **December 10 to 19, 2024** 2nd period: **January 6 to 22, 2025** Undergrad Studies / Certificate / Microprograms / Graduate **Studies**

January 6 to 22, 2025

Independent Students / Auditors







DOSSIER ÉTUDIANT



REGISTRATION – Student Account

Click on:

- 1. Je m'inscris (Register) ;
- 2. Enregistrer (Save);
- 3. *Retour à la sélection des options* (*Return to menu*).

Once your registration has been processed, you will see the mention « *Inscrit* » (*Registered*) beside the *Inscription / Désinscription* (*Registration / Unsubscription*) menu.

It may take up to 30 minutes to appear.

You will then have access to the following options:

- Horaire personnel (Personal schedule)
- Modification de choix de cours

(Modification Of the course selection option)

INSCRIPTION / DÉSINSCRIPTION

- L'inscription permet l'accès aux fonctions suivantes :
- Horaire personnel
- Modification de choix de cours

Note importante :

Un avis vous sera transmis à votre courriel de Polytechnique Montréal, vous informant que le relevé de compte pour vos frais de scolarité incluant les autres droits divers, administratifs et les assurances est disponible dans votre dossier étudiant. Vous devrez acquitter le paiement en un seul versement avant la date limite

Les étudiants inscrits à la maîtrise recherche ou au doctorat qui désirent ne pas s'inscrire à un trimestre doivent demander une interruption d'études dans les délais prescrits. Pour ce faire, vous devez remplir le formulaire "Interruption d'études aux études supérieures" (formulaire [doc] [pdf], english version [doc] [pdf]) et obtenir l'autorisation de votre directeur de recherche.

Si vous décidez de ne pas vous inscrire, votre choix de cours sera supprimé.





REGISTRATION – Specificities



Graduate Research Programs Particularities

- Non-thesis or modular Master's and Specialezed graduate diploma (DESS)
 - Eventually, if you're not taking any courses and want to maintain your registration to complete your project, you <u>must make a request in order to keep your registration active</u> (in French only).

• Research Programs (Master's, PhD)

- $\,\circ\,$ You must register even if you are not taking any courses.
- $\,\circ\,$ If you do not register, you must:
 - obtain a leave of absence from studies;
 - o or inform the Registrar's Office that you are <u>withdrawing from your studies</u>.

Certificate and microprograms

• You must confirm your registration **for each certificate** or microprogram for which you wish to take courses.



REGISTRATION – Specificities



General Consent of Students

To complete your registration, you will need to sign up the general consent for the management of your personal information.



Frais de scolarité et droits divers :

Un avis vous sera transmis à votre courriel de Polytechnique Montréal, vous informant que le relevé de compte pour vos frais de scolarité incluant les autres droits divers, administratifs et les assurances est disponible dans votre dossier étudiant. Vous devrez acquitter le paiement en un seul versement avant la date limite (pour second devrez devrez

Si vous décidez de ne pas vous inscrire votre choix de cours sera supprimé.

1st period: December 11* to 19, 2024 2nd period: January 6* to 22, 2025

*Opening at 9:00 a.m.

To register for a course, select the "modification de choix de cours" option and enter:

- *sigle du cours* (course code) ;
- groupe du cours (theory and lab groups);
- intitulé du cours (the course name or title).

The list of courses is available on:

Winter 2025 Course Schedule (in French only) (Available no later than December 11, 2024)

Inter-university courses: It is possible to take courses at another Quebec university. Certain conditions apply.





MONTRÉAL COURSE SELECTION & MODIFICATION

MONTRÉAL COURSE SELECTION & MODIFICATION



Specific to undergraduate certificates and microprograms

- Certificate students may be admitted to more than one certificate. Be sure to register your courses in the correct program.
- Courses required at the admission will be imposed directly in your course selection by the Registrar's Office.
- It is your responsibility to make a course selection according to:
 - ✓ Your program's academic pathway;
 - \checkmark the <u>certificate course offerings</u> for the term.
- Recognition of a course taken in another certificate or microprogram is not guaranteed and is not automatic.

MONTREAL COURSE SELECTION & MODIFICATION



Specific to graduate studies – The Study plan

- It is your responsibility to make your course selection according to the study plan approved by your supervisor of studies or research director.
- You will also need to submit your study plan to your department for approval and signature by your academic or research supervisor.
- The study plan must then be submitted to the Registrar's Office by January 22, 2025.
- For more information on the study plan, you can check out the video on <u>The study plan</u>.



Specific to exchange programs and clusters

Once you have registered, the **Registrar's Office** will assign you a personal schedule **within approximately 3 working days.**

Note that it's your responsibility to:

- ensure that your course selection is free of schedule conflict;
- that the courses you have chosen are not on the list of courses that are not available to exchange students;
- consult the <u>Course Selection Guide (in French only section "Choix</u> de cours"), the <u>Thematic-Clusters Course Selection Guide</u> or the <u>Clusters webpage</u>, section 3 "Course selection".

NONTRÉAL COURSE SELECTION & MODIFICATION



Specific to independent students and auditors

- Independent students: You will have access to the *Modification de choix de cours* option beginning January 6, 2024 as priority access is provided to regular students.
- Auditors: You do not have access to the *Modification de choix de cours* option. After confirming your registration, you must send your course selection:
 - for a bachelor's degree course: <u>regist-bacc@polymtl.ca</u>
 - for a certificate course: registraire-certificats@polymtl.ca
 - for a graduate course: registraire.etudessuperieures@polymtl.ca
- It is the student's responsibility to make a course selection based on <u>the course</u> <u>schedule</u> offered this semester.
- Please note that independent students and auditors are not allowed to take certain courses. Please consult the following <u>list</u> (in French).



PERSONAL SCHEDULE

POLY

After completing your course selection, the **personal schedule (Horaire personnel)** menu allows you to validate your detailed schedule.

Schedule simulation tool:

<u>Générateur d'horaire de l'AEP</u> (*in French only*)

This is a simulation : in order to make the correct course selection, you must edit your student file, in the "modifications de choix de cours" section.





CODE OF CONDUCT / VACS



Mandatory courses

All students must agree to abide by the regulations, declarations, policies, directives and other rules adopted by Polytechnique Montréal by electronically signing the code of conduct.

A course called <u>Code of Conduct</u> – GO-Poly is available on your Moodle homepage. This course includes for example an activity call *Counter Sexual Violence*. All activities must be completed by the deadline.



Deadline: January 31, 2025







Compliance with Polytechnique Montréal's language policy: Obligation to attain a minimum level of knowledge of French during your studies

If you have been admitted to Polytechnique based on your success on an English test, you must, to obtain you diploma :

- Meet the language requirements for admission: attain Level B2 in one of the French tests accepted, or:
- Pass a French course offered by a Québec university, whatever level. Offered at Université de Montréal, or other institution, or :
- Successfully complete a francization program recognized by the Québec government.

Earliest the better !

See : https://etudiant.polymtl.ca/etudes/en/programs-0/graduate-studies-0/polytechnique-montreals-language-policy



ACCADEMIC SUPPORT



For academic assistance

If, for example, you need help with your course selection or if you have questions about your program, visit please the <u>Choose your Courses and Modification</u> webpage.

If you need personal advice, contact:

- Certificates:
 - Contact your program coordinator (<u>.pdf</u>) (section "Particularité pour le choix de cours" in French only)
 - Or send an email to <u>certificats@polymtl.ca</u>.
- Graduate Studies:
 - Contact the Graduate Studies Secretariat of your program. You can consult the directory by consulting the <u>page Contacts (departments)</u>.



ADMINISTRATIVE SUPPORT



If you have any difficulties with your **registration**, with your **course selection** or with **changing your course selection**, you may contact the Registrar's Office.

- Certificates: registraire-certificats@polymtl.ca
- Graduate Studies: registraire.etudessuperieures@polymtl.ca



ÉAL SUPPORT AND ONLINE SERVICES

Online support tool for your courses:

• Your courses will be available on Moodle.

IT Tools:

• To make sure you buy the right computer for your studies, go to <u>Student</u> <u>Computer Requirements</u>.

To prepare your semester, visit <u>GO-Poly</u>:

- Institutional and Departmental Welcome Sessions
- Webinars
- New student day
- Etc.







For more information



Questions about the beginning of your studies

• Visit the GO-Poly website: polymtl.ca/gopoly



• Write to the GO-Poly team: info@polymtl.ca

