



O'SULLIVAN COLLEGE OF MONTREAL

GENERAL INFORMATION FOR STUDENTS

August 2026

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ADMINISTRATIVE STAFF

GENERAL ADMINISTRATION

		<u>ROOM</u>	<u>ext</u>
ROUSSEAU, Joanne	President	309-C	
MANSOUR, Nariman	Director General	309-A	
LAROCQUE, Denis	Director of Finance	309-B	
GRAVEL, Steve	IT Manager	301	
KOOMSON, Nina	Student Accounts & Financial Aid Supervisor	310	
ROUSSEAU, Pierre	Building Manager	309-D	
BARRETTE, William	Maintenance, Technical Support And Reprographic Services	312-A	
DENIS, Philippe	Audiovisual Equipment and Studio Supervisor	110-A	

PEDAGOGICAL SERVICES

GIRARD, Nathalie	Director of Studies	300-A	126
IENTILE, Amanda	Registrar	300-B	10
SOUVERAIN, Lynda	Administrative Technician	300	125
CAYER, Sakina	Community Worker and Adapted Services Counsellor	105-B	123

ADMISSIONS, PLACEMENT SERVICES & MARKETING

BOYER, Geneviève	Administrative Technician	01	0
CARLE, Lucie	Admissions and Placement Counsellor	01	128
HEALY, Micheline	Counsellor and Placement Services	01	103
DECEMME, Kentyn	Marketing and Communication Manager	01	133
MITROVIC, Aleksandar	Admissions Counsellor and International Student Coordinator	01	105

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BONNIER, Marilou	Student Life Coordinator	01	110
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GENERAL INFORMATION – PEDAGOGICAL SERVICES

Students' Rights and Responsibilities

Students' Rights:

- The confidentiality of their personal information and assessment results.
- The complete delivery of courses as per the schedule.
- Courteous and respectful service from staff members and professors. - High-quality instruction.

Students' rights are accompanied by the following responsibilities:

- To follow the College's guidelines.
- To make every effort necessary to succeed.
- To attend classes and assessments punctually.
- To complete assignments according to professors' requirements and meet submission deadlines.
- To treat professors, staff members, and fellow students with respect.
- To pay tuition fees.

ACADEMIC CALENDAR

You should refer to your agenda. However, please note that you can also follow upcoming important events on **Omnivox's homepage**. There, you will find the dates of upcoming exams or assignment deadlines. Additionally, the dates of important events will also be announced to keep you informed about special activities or important deadlines.



Your teachers provide the assessment dates (subject to change). This is intended to help you better organize your study and schedule.

Feel free to discuss this with your teachers and department coordinators for more information.

COURSE OUTLINE (LEA/OMNIVOX)

The course outline must include the following information and should be made available on LEA/Omnivox from the first class:

- Course objectives: Specific learning objectives that students are expected to achieve by taking the course.
- Course content: A detailed description of the topics, concepts, theories, or skills that will be covered during the course. This may include a list of modules, chapters, specific topics, or an overview of planned learning activities.
- Teaching methods: The pedagogical approaches used to deliver the course, such as lectures, practical work, class discussions, individual or group projects, case studies, etc.
- Assessments and grading criteria: Assessment methods that will be used to evaluate student performance, as well as the specific criteria used to assign grades. This may include exams, assignments, presentations, projects, and class participation.
- Bibliography or references: A list of books, articles, online resources, or other recommended references for further knowledge of the course subject.
- Calendar of lesson activities: An overview of the various activities, deadlines for assignments or exams, and important dates related to the course.

Some teachers may also publish the course syllabus on Brightspace. However, for pedagogical tracking purposes, the course outline is also distributed on LEA/Omnivox.

Feel free to discuss this with your teachers and department coordinators for more information.

PEDAGOGICAL PLATFORMS (BRIGHTSPACE)

The College has chosen to use the **Brightspace** platform to allow teachers to distribute course materials. Through this platform, you will be able to submit your assignments online and complete certain assessments that are not in paper format.

Although course materials can also be distributed through **LEA/Omnivox**, your teachers use Brightspace to ensure consistency across all courses. Feel free to discuss this with your teachers and department coordinators to obtain more information on the subject.

GRADE SUBMISSION (LEA/OMNIVOX)

After each assessment, all teachers are required to publish the grades on **LEA/Omnivox** within a reasonable timeframe. This distribution will allow you to track your progress in all your courses. Some teachers also publish grades on Brightspace. However, for pedagogical monitoring purposes, grades are posted on **LEA/Omnivox**.

Feel free to discuss this with your teachers and department coordinators to obtain more information on the subject.

EXPECTED BEHAVIOR

We require all our students to demonstrate respectful behaviour towards fellow students, teachers, staff members, partners, guests, speakers and anyone involved in internship settings. Any form of violence or harassment – verbal, psychological, virtual, or physical – will not be tolerated. The College will enforce disciplinary measures which may include expulsion.

ATTITUDE AND BEHAVIOR IN ACTUAL AND VIRTUAL CLASS

All students must conduct themselves with respect for their classmates, teachers and members of the administration. All forms of violence will not be tolerated at the College, whether it is verbal, psychological or physical. The College's rules on punctuality, cleanliness, dress code, politeness, and other matters will enable students to acquire the professional conduct required in the job market.

If a student disrupts the class and refuses to respect its proper functioning, whether in-person or online, the teacher will ask the student to leave the class or remove them from the online session. To reintegrate the student into the class, the teacher will outline the conditions for their readmission in writing. A copy of these conditions will be maintained in the student's file. If disruptive behaviour occurs again, the student will be expelled from the course and will receive a failing mark.

Netiquette for Online Classes

To ensure a favourable learning environment, students taking online courses must adopt attitudes and behaviours conducive to this mode of learning.

Without being exhaustive, here are the guidelines to follow during online courses.

- Open your camera at the beginning of the class and keep it open.
- Use a headset with a microphone.
- Be organized and have the necessary documents and materials for the course.
- Raise your hand and wait for the right to speak to open your microphone or use the chat room to intervene or ask questions.
- Use respectful language, both orally and in writing.
- Do not post anything related to the course (course materials or otherwise) on social media or elsewhere.
- Choose a quiet and isolated place and sit at a desk.
- Maintain good posture.
- Use your real name.
- Choose appropriate clothing.
- Choose an appropriate profile picture and background.
- Participate in discussions and answer the teacher's questions when they are addressed to you.
- Do not make discriminatory comments of any kind.
- Behave as you would in a regular class: don't do other things at the same time.

The teacher is authorized to expel a student from the virtual classroom if he/she does not respect the rules, and the College may require the student to take his or her courses online at the College located at 1191 de la Montagne Street in Montreal.

It is prohibited to photograph, film, record videos, or capture audio of a resource person without their explicit consent. The right to privacy is protected in Quebec under sections 3, 35, and 36 of the Civil Code of Quebec and by section 5 of the Quebec Charter of Human Rights and Freedoms.

Capturing and using a person's image may infringe on their privacy if that person is recognizable in the photograph or video. The rules regarding image protection may differ depending on whether the image's location is public or private.

Prior authorization from the interviewee is required.

PEDAGOGICAL PROBLEM

If a student encounters an **academic** issue, the following procedure is necessary:

- First, the student must discuss it with his/her teacher to find a solution.
- If no agreement can be reached, the student should then consult the coordinator of the respective teacher.
- If the problem persists despite these steps, the coordinator will inform the Direction of studies about the situation.

The department coordinator is the primary point of contact for students in a program. They can answer your questions, advise you on your academic path, guide you to appropriate resources, and help you resolve educational issues.

If you visit the Direction of Studies or another department at the college to discuss an issue related to a specific teacher or course, you will be directed to the department coordinator. If a solution cannot be found, the coordinator will discuss the situation with the Direction of Studies.

INTEGRITY AND INTELLECTUAL PROPERTY

No form of plagiarism will be tolerated. Plagiarism in any form will be punished according to the *INSTITUTIONAL POLICY ON THE EVALUATION OF STUDENT ACHIEVEMENT (IPESA)*.

Teachers use plagiarism detection tools to check the originality of any written work, including those created using a language model-based software like ChatGPT.

CLASS HOURS

The courses generally take place from Monday to Friday, from 8 a.m. to 6 p.m. However, certain programs also offer evening classes. Due to the professional responsibilities of some lecturers in specialized courses or scheduling difficulties, it may be necessary for students to attend classes in the evening.

If a student is late for class, the teacher will refuse him or her entry to the classroom and will mark him or her absent. Attendance is taken at the beginning of the class. Each period of 50 minutes will count as an absence (ex.: a three-hour block will count for three

absences). A student may enter the class during the break or at a time determined by the teacher.

SCHEDULE OF CLASSES

New students are provided with a printed version of their schedules. Returning students can access their schedules through the Omnivox Portal. If a student wishes to request a schedule change, he/she should visit the Registrar's Office (room 300-B).

ABSENCE OF TEACHER

The absences of teachers are posted on Omnivox. You should also check Omnivox, where teachers sometimes post assignments to be completed. However, if a teacher is not present in class and has not notified of his/her absence, you must consult the Direction of studies before leaving the College.

OMNIVOX ONLINE SERVICES

Students and teachers at O'Sullivan College use the Omnivox platform, accessible through Internet, to perform different academic operations. In order to access Omnivox, you can go to the College's website <https://www.osullivan.edu/en/> and choose Omnivox, online services.



If you are using the platform for the first time, click «first use», enter your student number (the 7-digit DA number you will find on your schedule or transcript of marks), then follow the instructions. Make sure you have your permanent code on hand.

PHYSICAL EDUCATION

To obtain the Diploma of Collegial Studies, students must complete three physical education courses. Since the College does not have a gymnasium, courses are given at the YMCA:

1440 Stanley St,
Montréal (Québec) H3A 1P7

REQUEST FOR LETTER OF ATTESTATION AND TRANSCRIPT

Students who require a letter of attestation can retrieve it from OMNIVOX/My services/ Document request.

Students can consult their grades on Omnivox/Léa/Grades/Statement of Final Grades. Students who need an official transcript must submit their request to the Pedagogical Support by Mio (soutienped). There is a 24-hour delay for any request.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

All changes to personal information must be made on Omnivox by the student

COMMANDITE

If a student wishes to take a course at another college. This authorization will be granted only in cases where it is impossible to complete a course at O'Sullivan College or if a student has failed a course or withdrawn from a course that is necessary to continue or complete their studies.

To obtain a “commandite”, students must submit their request to the Pedagogical Administrator by Mio (soutienped). There is a 24-hour delay for any request.

ATTESTATION OF ATTENDANCE

Each semester, students must sign an Attestation of Attendance form confirming their class attendance. This attestation includes the list of all courses followed by the students.

STUDENT READMISSION

In June, the Director of Studies will evaluate the student's file based on the results obtained. All students will be automatically readmitted to the next academic year, unless otherwise advised by the Director of Studies. Some students in difficulty may be conditionally admitted to the next level. When a student fails half or more of his or her courses or some core courses, he or she will be denied admission the following semester. To be readmitted to the college, they must submit a letter of intent explaining the reason for the failures and the motivation to continue their program of study. For example, a student who was rejected for the fall 2023 semester will have the opportunity to return in the winter of 2024. This request will be submitted to the Admissions Committee, and a decision will be made.

GENERAL INFORMATION

PRINTING PROCEDURE FOR THE COMPUTER LABS

To use the printers in the computer labs and the library, students must connect to a computer by entering their username and password.

WIRELESS NETWORK

The College has a wireless network on all floors, including the cafeteria, student lounge, library, teachers' offices, and classrooms.

User ID: OSULLIVAN_WIFI Password: fondation1916

Please note that authorization to use laptops during class hours is the teacher's decision.

LIBRARY

It is important to note that the library remains the best area for students to study, conduct research and concentrate on their work.

The O'Sullivan College library is located on the first floor, in room 100.

Hours

Monday to Thursday

8:00 am – 4:00 pm

Any schedule changes to the operating hours will be posted on the library door.

General Rules

Due to the limited number of copies, students may borrow only two (2) books at a time. Students may borrow books for a maximum of two (2) weeks. The same texts may be renewed for another two (2) weeks if no other student has requested the books.

- One (1) DVD may be borrowed at a time and must be returned the following day.
- It is possible to borrow three (3) periodicals, except most recent editions, for up to three (3) days.
- Students are responsible for any lost or damaged books and will be charged the replacement value.
- Silence must always be maintained in the library.
- It is strictly forbidden to eat in the library.
- Cellular phones must be turned off in the library.

Reserved Books

The books put on "reserve" by teachers are temporarily removed from circulation and set aside during the semester for students' use. To consult any reserved books, students should see the librarian.

Computers

The computers in the library are specifically for course-related assignments or for academic research on the Internet. A printer and a scanner are available to students. Computer games, e-mail and chat room activities are not allowed.

CLASSROOM RESERVATIONS

Students who wish to reserve a classroom can do so through the booking link available in Omnivox. Please note that booking slots are limited to the College's official hours of operation. It is important to always carry proof of your classroom reservation. If you do not have this proof, you may be asked to leave the room during a check by authorized staff, including the individual responsible for locking up the building.

STUDENT LIFE SERVICES

Room 01 (first floor – Reception)

The role of the Student Life Coordinator is to work with and for you to help ensure an enjoyable quality of life for all students, both on campus and online. She listens to students' needs and offers assistance and support in many areas. In addition, with the help of the class representatives elected by their peers, she plans and organizes extracurricular activities to develop a sense of belonging, contribute to the general well-being, and therefore to the academic success of all. The student life coordinator is also responsible for the "Guichet unique," which contains many information resources for students, particularly those related to sexual violence and other topics concerning their health and personal development. She is also responsible for the Graduate Bulletin, the Calendar, Graduation Photos, and related materials.

Some examples of Student Life Services initiatives include

Orientation and Welcome Day	Sports
Multicultural Event	Fundraisers and Charity Drives
First Aid and Safety	Recycling and Environment
Graduation Activities	Monthly Theme Activities

And many more... according to your interests and preferences!

Health and First Aid

We pay special attention to the health and safety of our students. Please advise the Coordinator of Student Life of any medical condition that may require individual help. All exchange of information will remain strictly confidential.

Students requiring assistance with minor ailments must see the coordinator in room 301. Referral to health professionals will be provided for more serious conditions. All injuries

that take place in the College must be reported to the Coordinator of Student Life.

Psychosocial Support Service (Community Worker)

The Psychosocial Support Service at Collège O'Sullivan de Montréal is a short-term resource for students who feel they need it. This support could be short-term individual counselling sessions or referrals to appropriate resources, depending on the student's specific situation. Meetings are held by appointment on campus in room 105B or via TEAMS.

This service is **individual, voluntary, free of charge, and confidential**.

You can refer to the *Student Guide of Psychosocial Support Services* of the Collège O'Sullivan de Montréal for more information.

LEARNING CENTER

For tutoring services and the Help Center, please refer to the guide.

ADAPTED SERVICES

The *Adapted Services department* aims to provide educational support and academic accommodation to students with disabilities, promoting their inclusion, autonomy, responsibility and success. The evaluation process conducted by the Adapted Services counsellor can lead to several different avenues: referral to an external professional, guidance and tools, reading materials, accommodation, etc.

Whether or not you have a diagnosis, please refer to the *Adapted Services Guide* for more information.

UNIVERSAL DESIGN FOR LEARNING (UDL)

Assessments, including TPs, quizzes, assignments, and midterm exams, are subject to the principles of Universal Design for Learning (UDL). It is important to note that all students are entitled to the additional time granted to students receiving accommodation. Please note that the final exam may not necessarily be subject to UDL. The teachers will provide you with further information regarding this. UDL recognizes the diversity of learners and aims to create inclusive learning environments that promote equity, autonomy, and the success of all learners.

STUDENT SERVICES (BOOKS)

Depending on your program of study, you will need to follow the instructions below to obtain your books:

For Paralegal Technology students: All law books must be purchased from Wilson & Lafleur. You can place your orders online or visit their physical store located at 445 Boul.

Saint-Laurent, Montréal, QC H2Y 2Y7. The store is open from Monday to Friday, between 10 a.m. and 2 p.m. It's important to note that Wilson & Lafleur offers discounts on most books, so make sure to inform them that you are a student at O'Sullivan College.

For French and English literature courses: You can obtain the required books for your French and English literature courses from your favorite local library.

FIRE REGULATIONS

All students must be familiar with the evacuation instructions posted in all classrooms. Furthermore, when the fire alarm sounds, students must observe the following rules:

- Maintain silence and stay calm.
- Leave all texts and notebooks in class.
- Do not go to the locker room for coats or boots.
- Do not use the elevators. Use the stairs only.
- Follow evacuation instructions.

A fire drill will be held at the beginning of each academic year.

IDENTIFICATION CARDS

All students must obtain a student card to access the college's services. Please follow the OMNIVOX instructions for creating your digital card. Students who want a printed card must go to the reception desk.

LOCKERS

Each student has a locker in which to keep personal items. No objects of value (money, credit cards, etc.) should be left in lockers. *The College is not responsible for any article that is lost, damaged, or stolen.* At the end of the school year, in May, students must empty their lockers. Only students registered for the summer semester may continue to use their lockers until the end of their program.

CAFETERIA

The cafeteria is located on the ground floor (Room 06) and is open daily from 7:30 a.m. to 6 p.m. Some hot and cold meals are available at the cafeteria counter between 7:30 a.m. and 3 p.m. Vending machines are in the cafeteria, and microwaves are also available.

Food and beverages may be consumed only in this area. Only water bottles or cups with a lid are accepted in class. You are requested to keep the cafeteria tidy by using the waste baskets and recycling bins.

BULLETIN BOARDS

Bulletin boards for information and official notices are located on each floor. Important information and messages from the administrative staff will be posted on the bulletin board in the lobby. Students must consult these bulletin boards regularly to stay informed.

Students taking online courses must visit the college's official website or the Omnivox homepage for up-to-date information.

Posters and notices prepared by students may be posted only on bulletin boards, not on walls. The text of any information that is posted must be written in proper English and/or French, be neatly presented and be submitted for approval to the Coordinator of Student Life.

LOST AND FOUND

Students may return or pick up lost articles in the office of Student Life (Room 01) or at Reception (Room 01).

RULES AND REGULATIONS

TELEPHONE MESSAGES / CELLULAR PHONES

During class and in the library, all cell phones and other personal electronic devices must be set to silent mode and kept in school bags. A courtesy phone is available at reception.

No messages are sent to students except in the case of an emergency—for example, to notify them of a serious illness or hospitalization of a parent or child, or a death. Except under these circumstances, we do not send out messages.

SMOKING

The use of tobacco, e-cigarettes, or other similar products is prohibited inside the school and on its grounds.

According to the “Tobacco Act,” smoking (tobacco, e-cigarettes, or other equivalent products) is strictly prohibited inside the school as well as outside within a 9-meter (30-foot) radius of the school’s main entrance. Smokers are not permitted to smoke on the school’s landing or stairs.

Possession and Use of Marijuana, DRUGS, and Alcohol

According to the Law, the possession and consumption of cannabis are prohibited on the premises and buildings of the college.

Possession or use of drugs and alcohol on school grounds is strictly prohibited. Students

under the influence will not be allowed in class and may be expelled.

ELEVATORS

Use of the elevators is strictly reserved for administrative staff, faculty, and visitors. Students must use the stairs. If a student's health condition prevents them from using the stairs, they must contact the Student Life Coordinator to obtain an elevator key on an exceptional and/or temporary basis.

DAMAGE

A student who is responsible for any damage to school property must reimburse the College for the repairs.

DRESS CODE

Students are required to dress appropriately and professionally. Take care of your appearance. Professionals often visit the college in search of potential employees. It is normal for students to pay special attention to their appearance and to get into the habit, throughout their years of study, of choosing their wardrobe carefully.

We expect students to present themselves in office-appropriate styles, both at the college and in online classes. Extreme styles should be avoided. Shoes must always be worn. Winter boots are not allowed in class.

CLEANLINESS

Students must keep all areas of the College clean: cafeteria, locker rooms, classrooms, hallways, the lobby and the exterior steps. Students should use the garbage and recycling bins available in each room. The computer labs are equipped with special bins for paper recycling. We strongly recommend that students use these bins.

EQUIPMENT

Under no circumstances should computer equipment be moved outside the classroom. The consumption of food and beverages near computer equipment is prohibited. The students must respect all equipment made available to them and notify the head of the IT Department by e-mail of any defect. The students are held responsible for any damage to the equipment they use.

VISITORS

It is forbidden to bring your friends to class. These visitors are not allowed to wander throughout the College. Anyone who wants to see a student must wait in the lobby.

POLICY TO PREVENT AND FIGHT AGAINST SEXUAL VIOLENCE

The requirements of the Law with respect to Colleges and Universities reflect the College's core values and its commitment to providing and promoting a safe and secure academic and work environment, free of any type of harassment or violence. With the Policy, the College can reaffirm that respect is a fundamental value and strengthen the actions implemented to counter all forms of violence, including sexual violence.

Thus, the Policy, while providing for services, accompaniment and support in cases of sexual violence, without the College substituting itself for the police investigation process

or the judicial process, places an important emphasis on education, awareness, and prevention of this issue, in keeping with the College's primary mission and fundamental values. The entire College community, as well as external parties with whom the College has a relationship, must comply with the Policy. This training is mandatory for all. See the following links:

<https://osullivan.brightspace.com/d2l/le/content/8190/Home>

<https://www.osullivan.edu/en/student-life/- life/>

PLACEMENT SERVICES (ROOM 01)

During their studies, students will benefit from the following services both on campus and online:

Job search workshops that help the students define their interests, teach them how to write their résumé, how to get ready for an interview and give them special techniques in order to stand out from other applicants;

- Conferences and lectures given by employers and former students relating to the business world and job opportunities in their respective field of study;
- The posting of job openings for students and graduates alike as they are received from the employers. These are available for viewing on Omnivox.
- The Placement Service's main goal is to help all students find employment. Every day, the College receives many employment offers and posts them on its website board for students. This service is offered free of charge to both students and employers.

All students and graduates have access to the Placement Service for the duration of their career. Our counsellors are available to help students who wish to discuss strategies and obtain the tools necessary for their job search.

The primary goal of the Internship and Career Services Office is to help all graduates find their place in the job market. To this end, we receive job postings daily, which are shared with students through the college's website and directly through our career services. The Internship and Career Services Department offers employers the opportunity to use a free service to post job openings and pre-screen candidates. Those interested in applying need only to inform their advisor, who will forward their résumé to the relevant employer.

BILINGUALISM

English and French are the two working languages of the College. Since bilingualism is one of the first criteria for employer selection, students are encouraged to improve their knowledge of French by using it as often as possible, by reading, watching movies and

television, and by making an effort to meet French-speaking students.

FINANCIAL SERVICES (ROOM 310)

Financial Assistance

O'Sullivan students can take advantage of the loans and bursaries program offered by the Ministry of Higher Education. Students who have a permanent code assigned by the

Ministry of Higher Education can complete their application online at the following address: <http://www.afe.gouv.qc.ca/>

Students who do not have a permanent code must obtain an application form, complete it and send it to the Ministry of Higher Education. Forms are available in Room 01, Admissions, or on the Omnivox/ Omnivox/My communities/Students/Fees-Payment Loans and Bursaries /Students/Fees-Payment-Loans and Scholarships portal.

Payment of Tuition Fees Accounts

Students should make certain their account is up to date. Payments made by cheque or cash can be made in Room 310 between 8:30 a.m. and 12:30 and between 1:30 p.m. and 4:30 p.m. All types of payments (Visa, MasterCard, direct payment, cheque and cash) can be made at the reception office between 8:30 a.m. to 5 p.m. It is also always possible to view your account and make online payments (Visa and MasterCard) via the Omnivox platform. Students who fail to pay their account may be suspended from classes.

Income Tax Receipts

Income Tax Receipts related to the tuition fees will be available to students on the Omnivox platform. Receipts will not be sent by mail.

Refunds and Cancellations

Tuition fees are refundable in accordance with the policy approved by the Ministry of Higher Education. Registration fees are not refundable.

Students who wish to cancel their registration must notify Pedagogical Services. If a student withdraws his/her application within 10 days of the contract's signature, but before classes begin, a penalty equal to 1/10 of the total amount agreed upon will be charged to the student. If a student withdraws after classes have started, an amount in proportion to the classes taken, plus a penalty equal to one-tenth of the course or program fee, will be charged to the student.

If a student withdraws without advising the College, the student will not receive any reimbursement.

SCHOLARSHIPS AND MERIT AWARDS

PRESIDENT'S HONOUR LIST

Students who achieve an overall average of 85% or higher will receive a congratulatory letter from the College's General Director. Their names will all be published in the student newsletter.

To be on this list, students must meet the following criteria:

- be a full-time student
- have had no failures during the semester
- have not withdrawn from any course during the semester
- hold an average of 85% or more
- internship mark is not considered for the Honour List.

RECOGNITION OF ACADEMIC PROGRESS LIST

The academic efforts of those who do not necessarily achieve an overall average of 85% are also recognized. Teachers are invited to recommend students who will receive a congratulatory letter signed by the College's General Director. Their names will be published in the student newsletter.

To be on this list, students must meet the following criteria:

- be a full-time student
- be perseverant (sustained effort)
- attend courses
- submit assignments on time
- have a positive attitude
- show remarkable progress (academic improvement)

AWARD OF EXCELLENCE - \$500

This scholarship is granted to a student who registers as a full-time student in a DCS program immediately after finishing secondary studies. This scholarship is awarded based on excellent secondary school marks.

All students registered in a DCS program, on a full-time basis, before March 1st will automatically be eligible.

The College Foundation is pleased to offer this scholarship in two (2) instalments. It is deducted from tuition fees. One scholarship is granted for each DCS program of study.

FAIRFAX SCHOLARSHIP - \$4000

This scholarship is granted to a student who registers as a full-time student in a DCS program immediately after finishing secondary studies.

To be eligible for this scholarship, the student must meet the following criteria:

Is the recipient of financial support by the Québec government or demonstrates the need for financial assistance;

- Is a Canadian citizen or a permanent resident;
- Is registered as a full-time student in a DCS program of study right after graduating from secondary school;
- Has never received the Fairfax Scholarship before;
- Has maintained a secondary school average of 75% and over;
- Has never withdrawn from any course part of the DCS program of study;
- Has attended all classes, has never been absent, has never had any plagiarism report or disciplinary report on file;
- Has passed all courses (no failures).

The scholarship for the laureate will be renewed each year for the duration of their program of study (up to a maximum of three years) if they continue to meet the criteria listed above.

This scholarship is directly applicable to tuition fees and is awarded in two installments.

COLONEL J.R. ROUSSEAU SCHOLARSHIPS - \$300

The College Foundation awards five \$300 scholarships annually.

To be eligible, the student must meet the following requirements:

- Applicants must submit a text of approximately 500 words on the reasons for pursuing a career in the chosen field of study and their long-term objectives.
- Be a full-time student and be a student for the next term;
- Complete the application before April 30th.

These scholarships are deducted from the tuition fees for the following session.

AWARDS AND HONORS PRESENTED AT THE GRADUATION CEREMONY:

Honorable Mention

To get this mention on their diploma or attestation, students must meet the following criteria:

- obtain a DCS or an ACS
- have had no failures
- are full-time students
- hold a general average of 85% or more.

GOVERNOR GENERAL OF CANADA MEDAL

This medal is granted to a student who has completed a DCS with the highest overall average.

AWARD OF EXCELLENCE IN FRENCH –GÉRARD BLONDEAU AWARD - \$150

AWARD OF EXCELLENCE IN ENGLISH - \$150

These \$150 scholarships are granted by the College Foundation to students who meet the following criteria:

- have successfully completed the four literature courses with an overall average of 75% or more;
- have successfully completed at least one literature course given 101-102 or 103 (these courses must be completed at the College);
- Recipient will be selected by the highest average.

AURA AWARD

The AURA Award aims to highlight students who have distinguished themselves through a unifying project or have shown outstanding involvement within the college and/or in the community. It recognizes students who developed collective projects and are motivated by the success of their studies and their achievement in extracurricular activities.

Eligibility:

- The projects refer to one of the following categories:
- Peer support and assistance
- International cooperation
- Culture and society
- Promotion and outreach within the community
- Health, wellness and environment
- Sports
- Any other projects that have a positive impact on student life

Selection criteria

The projects are evaluated according to the following criteria:

- Unifying character
- Impacts in the community (internal or external)
- Successful completion of studies

To submit your application, you must complete the form that you will find on Omnivox /
My communities / Pedagogical support / Service for student life.

The award will be presented at the college recognition ceremony in June.