Your child is a Marianopolis student. Congratulations!

One of the best ways to support your Marianopolis student is to stay informed. Consult marianopolis.edu, the College’s institutional website, on a regular basis: familiarize yourself with the College Calendar, important dates, institutional policies, the ever-changing homepage and the Resources and services section so you can stay up to date on what is happening on campus. Marianopolis students are considered adults who are responsible for meeting deadlines, maintaining their grades and attending class. All personal and academic information is treated confidentially for students who are over 18 years of age or have not given the College written consent to share it. Information can be distributed only directly to the student. Rest assured that should any academic concerns arise, the College will reach out to the student to provide support and options. While the College is unable to give parents information directly, appointments can be made where both the parent(s) and student are present so any issues of concern can be discussed. Please address general questions to parents@marianopolis.edu.
MESSAGE FROM DIRECTOR GENERAL LEN EVEN

It has been my great honour to lead Marianopolis College since 2009. One of my four children is a proud graduate of the College and I can relate to many parents who have questions and are interested in better understanding their child's academic life.

Marianopolis is 105 years old and has a long tradition of academic excellence in Quebec. Our prime objective is to help your sons and daughters enter their university of first choice in two years. At the same time, our students are at a critical age where they want greater independence but may still lack some of the life skills to operate as adults. Our dedicated team of educators and staff will help them find their way to maturity into responsible and happy adults in the coming years.

We are very proud of our reputation in the classroom, as well as our many extracurricular activities and services. It is critical to educate the whole person. Rest assured that our resources are aligned to maximize your child's success, both academic and social. Thank you for entrusting us with their education.

DID YOU KNOW?

Academic Advising vs. Counselling
Academic advisors support academic planning, registration, course changes and matters related to getting into university; counselors concentrate on one's psychological well-being and planning for university and one's career.

Course-Drop Date
Students can drop a course by the course-drop date and no record of the course will appear on their transcript.

IPESA
The Institutional Policy on the Evaluation of Student Achievement (IPESA) is referred to in all course outlines. The IPESA also governs student-evaluation policies. All students are responsible for knowing its provisions. marianopolis.edu/ipesa

Omnivox
This web portal gives students essential information. Students can register for courses via Omnivox and get course outlines, assignments and lecture notes. They can also message teachers via Messaging in Omnivox (MIO).

Teacher-Student Day
Classes are not held on teacher-student days. Instead, teachers hold office hours and students can meet with them to receive additional individual support.

Q: A student must miss class either due to illness or a religious holiday. What should he or she do?

A: Regular and punctual attendance is obligatory, as absenteeism reduces a student's chance of success. Students who will miss class for religious reasons must inform their teachers in advance; if they will be absent for health reasons they must provide advance notice when possible and may be required to show medical documentation. The student remains responsible for all course requirements. Please do not schedule vacations during class or exam periods. Advise the Office of the Dean if a student will miss more than three days for a valid reason, such as death in the family or hospitalization. For more, see marianopolis.edu/ipesa.

R-SCORE
Students receive a percentage grade in each course. They also receive an R-Score, which universities in Quebec use when considering an applicant. The R-Score is cumulative; there is no semester or year average. This means universities see how the student has done overall, as well as in each individual course. The R-Score is updated after each term and can be seen in Omnivox. For more information, please see marianopolis.edu/r-score.

GETTING TO CAMPUS
Marianopolis College is at 4,873 Westmount Ave. in Westmount, at the intersection of Claremont, Notre-Dame-de-Grace and Westmount avenues. The campus is between the Villa Maria and Vendôme metro stations. The following buses have stops close by: 124 (from Vendôme), 66 (from Guy Concordia) and 138 (from Atwater). During peak hours, there is a shuttle bus to and from the Vendôme metro.
SUPPORT SERVICES

Marianopolis provides top quality education and unparalleled preparation for university. Here are some resources beyond the classroom, all of which are free.

ACADEMIC ADVISING
Academic Advisors provide students with information on their program, courses, summer school, program changes, registration, the R-Score and graduation requirements. Advisors also help students with applications to universities in Quebec, Canada, the United States and overseas, including guidance on program choice, the application process and application essays. Students can meet with advisors at any time during their studies. marianopolis.edu/academicadvising

COUNSELING
Counsellors see students for a variety of personal issues, such as anxiety, depression and stress. They hold workshops on study skills, time management, note-taking and exam preparation.

FINANCIAL AID
One in five Marianopolis students receives financial aid. The College and external bodies provide funding. Marianopolis students often qualify for awards from other organizations. The College’s Financial Aid Office helps students apply for government loans and bursaries through Aide financière aux études. It also helps students search for scholarships. The office also provides information about Marianopolis tuition credits and short-term loans for emergencies. There are other resources, such as a textbook-lending program, on-campus food bank and on-campus jobs. marianopolis.edu/fa

LEARNING RESOURCES CENTRE
Students can sign up for one-on-one peer and alumni tutoring at the Learning Resources Centre. marianopolis.edu/lrc

LIBRARY
Marianopolis College’s Library offers online resources and print collections, research assistance and a great space to study. Expert librarians help students with resources, provide assistance with research and citation style and answer questions about the Library, its policies and collections. The Library is open from 7:30 a.m. to 6 p.m. weekdays. marianopolis.edu/library

SPECIAL NEEDS
Students with documented special needs can meet with the Adapted Services Counselor to discuss accommodations. These may include testing in a quiet room, extra time on exams, use of a computer, enlarged print and electronic readers. marianopolis.edu/accessability

WRITING CENTRE
Students may receive professional support for spoken and written English and French language skills at the Writing Centre. They may sign up for one-on-one sessions or drop in without an appointment.

LIFE BEYOND THE CLASSROOM

Marianopolis has more student clubs than any other school of its kind and is the only college to hold a universal break, also called Activity Period, twice a week.

Activity Period is an opportunity for students to hear from world-renowned guest speakers, play intramural sports, participate in clubs and grow outside class in a variety of ways.

Marianopolis students also have the opportunity to get involved in a variety of enriching activities, from the weeklong ArtsFest every spring and the annual Arts Trip to cultural meccas, to hands-on experience via the Lab Project.

Students may also compete in Science Fair and Math and Science and Robotics events at the provincial, national and international level, as well as the Tournoi des jeunes démocrates and Model UN conferences.

Students may receive credit for their involvement in extracurricular activities.

Marianopolis students can also supplement their educational experience and round out their global perspective by taking courses taught abroad.
HOW COLLEGES COMMUNICATE

A major difference between high school and college is the way in which important information is communicated to students.

Generally, high schools contact parents to inform them of upcoming events, deadlines and situations that affect students.

As students progress from adolescence to adulthood, responsibility for keeping up to date and maintaining communication with teachers shifts from the parent to the student.

In accordance with the Act respecting access to documents held by public bodies and the Protection of personal information, Marianopolis cannot release information about a student who is 18 or older to anyone, including the student’s parents.

This includes information about the student’s attendance and how they are performing academically.

Even with students under the age of 18, colleges and CEGEPs give preference to the same approach, as it is in the students’ best interest to take responsibility for their education and learn to ask questions, request help and communicate with their teachers when there is a problem or issue.

MARK YOUR CALENDAR

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<thead>
<tr>
<th>January</th>
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<tbody>
<tr>
<td>9</td>
<td>Registration begins</td>
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<tr>
<td>16</td>
<td>Winter 2014 classes begin</td>
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<tr>
<th>February</th>
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<tbody>
<tr>
<td>6</td>
<td>Groundhog Day alumni reunion and silent auction</td>
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<tr>
<td>11</td>
<td>Winter Concert</td>
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<tr>
<th>March</th>
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<tbody>
<tr>
<td>3-7</td>
<td>College closed for spring break</td>
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<tr>
<td>19</td>
<td>Prix d’expression musicale (snow date March 20)</td>
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<th>April</th>
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<tr>
<td>14-25</td>
<td>ArtsFest</td>
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<td>17</td>
<td>ArtsFest Concert</td>
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<td>22</td>
<td>Spring Recital</td>
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<tr>
<td>1</td>
<td>Spring Recital</td>
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<tr>
<td>8</td>
<td>Young professionals alumni networking cocktail (TBC)</td>
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<tr>
<td>9</td>
<td>Deadline to confirm attendance at convocation</td>
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<tr>
<td>29</td>
<td>End of session</td>
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<tbody>
<tr>
<td>12</td>
<td>Convocation</td>
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SOURCES OF INFORMATION FOR PARENTS

The primary method that Marianopolis uses to communicate with students is each student’s Omnivox account. In Omnivox, students have access to their class schedule, their grades, their assignments and course materials.

There is also general information, such as important deadlines, events, classroom changes, class cancellations and reminders.

The College does not use email to communicate with students. Instead, students, faculty and staff communicate via the Omnivox messaging system – Message In Omnivox, MIO for short. Every time a student logs in to Omnivox, new messages are highlighted.

Students are encouraged to check Omnivox at least once a day. Important information is posted on TV screens throughout the building. It is also available via the weekly electronic news bulletin What’s Up, marianopolis.edu/whats-up.

The Course Calendar includes general information, including the academic calendar, program information, course descriptions and College policies. It is distributed to students at Orientation in May. The Course Calendar can also be found at marianopolis.edu/course-calendar.

VOLUNTEERING

Parents who wish to volunteer their expertise, talents or time are invited to contact Elisabeth Livingston at e.livingston@marianopolis.edu or 514.931.8792, ext. 257.