Welcome to Marianopolis!

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 parents who are interested in better understanding their child's academic life.

Marianopolis has a long tradition of academic excellence. 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 lack some life skills to operate as adults. Our dedicated educators and staff will help them mature into responsible and happy adults.

Thank you for entrusting us with their education.

Len Even
Director General
**VITAL INFORMATION**

**IPESA**

The Institutional Policy on the Evaluation of Student Achievement (IPESA) governs student evaluation policies and contains vital information about students' rights and responsibilities. It includes important information on all aspects of student evaluation, including academic integrity, grading schemes, missed evaluations and grade appeals. All students are responsible for knowing its provisions. We recommend reading the full document at marianopolis.edu/ipesa.

**Course drop deadline**

Students who wish to drop a course must meet with an Academic Advisor no later than September 19 (in the fall semester) or February 14 (in the winter semester). Course drops are not possible after these dates.

**Attendance**

Regular and punctual attendance is obligatory, as absenteeism reduces the probability of academic success. Students who must 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. Following any absence, the student remains responsible for meeting all course requirements. Students should advise the Office of the Associate Academic Dean, at 514.931.8792 ext. 261, if they will miss more than three days for a serious reason, such as death in the family or hospitalization. A vacation is never deemed to be a valid reason for being absent.

**STAYING INFORMED**

We encourage parents to consult marianopolis.edu on a regular basis to familiarize themselves with important dates, institutional policies and Marianopolis news.

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, grades, assignments and course materials. Important deadlines, events, classroom changes, class cancellations and reminders are also posted. Students are encouraged to check Omnivox at least once a day.

Instead of email, electronic communication between students, faculty and staff is via Messaging in Omnivox, or MIO for short. Every time a student logs in to Omnivox, new MIOs are highlighted.

Important information is also posted on TV screens throughout the building and in the weekly What's Up news bulletin, marianopolis.edu/whats-up.

The Course Calendar, at marianopolis.policies, contains general information, including the academic calendar, program information, course descriptions and College policies. Students receive it at Orientation in May.

The law requires that the College treat all personal and academic information confidentially. Therefore, we cannot give any information about students who are over 18 to parents unless we have written permission on file from the student. We communicate with all students directly in an effort to encourage them to take responsibility for their education. When academic concerns arise, we reach out to students to provide support and options.

**CELEBRATING OUR HERITAGE**

Join the Marianopolis community on the afternoon of September 19 for Heritage Walk 2014, in support of the College’s financial aid program. The 6-kilometre fundraising walk also celebrates the College’s roots in the Congrégation de Notre-Dame, which established Marianopolis in 1908. The walk culminates with refreshments at Marguerite Bourgeoys Park from 5:30 to 6:30 p.m. Along the route, Social Science Chair and Quebec historian Kareen Latour will bring to life mileposts in the city’s rich past.

Check out marianopolis.edu/heritagewalk for more information or to register.
# RESOURCES AVAILABLE TO STUDENTS

## ACADEMIC ADVISING
Academic Advisors provide information about programs, courses, summer school and registration. They also help with university program choice and application. Students can make an appointment in Omnivox or see an Advisor during drop-in hours, which are posted outside the Advisors’ offices, Rooms F-305, F-307 and F-309. [marianopolis.edu/advising](http://marianopolis.edu/advising)

## COUNSELING
Counselors provide support for dealing with emotional and mental health issues, such as depression, anxiety, addiction, grief, self-esteem, eating disorders, stress, suicide, sexuality, family issues, etc. They also provide career counseling and help with time management, study skills, interview skills and test-taking skills. Students can make an appointment via Omnivox or see a Counselor during drop-in hours, which are posted outside the Counselors’ offices, Rooms A-110, A-112, A-114. [marianopolis.edu/counseling](http://marianopolis.edu/counseling)

## ENGLISH LITERACY
The Writing Professional and the English Monitors work one-on-one with students to improve skills in grammar, writing and editing across subjects. Services are available to all students regardless of mother tongue. Students can see the Writing Professional in Room A-322. [marianopolis.edu/writingcentre](http://marianopolis.edu/writingcentre)

## FINANCIAL AID
Financial aid helps with loan and bursary applications through Aide financière aux études and provides information about tuition credits, loans, textbook lending, the food bank, on-campus jobs and scholarships. Drop-in hours are posted outside the Financial Aid office, Room A-123A. [marianopolis.edu/fa](http://marianopolis.edu/fa)

## FRENCH MONITORING
French monitors meet one-on-one with students enrolled in certain introductory French courses to work on comprehension, pronunciation, grammar, vocabulary, spelling and writing. Students in designated French courses are automatically paired with a monitor.

## NURSE AND FIRST AID SERVICES
The nurse can help with sickness and injury, and provide information on illness, sexuality and other health issues. First Aid-trained students help ill or injured students in the Health Room. Students can drop in to see the nurse Tuesday and Thursday, 9:30 a.m. to 3:30 p.m. in A-166. The Health Room (A-168) is open most weekdays, 8 a.m. to 6 p.m.

## TUTORING
Peer and alumni tutors are available for courses such as Biology, Chemistry, English, French, Mathematics, Quantitative Methods, Physics, Psychology and History of Western Civilization. Student can request a peer tutor via [marianopolis.edu/peertutoring](http://marianopolis.edu/peertutoring) or at the Learning Resources Centre, Room F-317.

## SERVICES FOR STUDENTS WITH DISABILITIES
The Adapted Services Counselor determines accommodations and services for students with documented disabilities, including physical and learning disabilities, attention disorders and health issues. Services are provided through the AccessAbility Centre. Students can schedule a meeting with the Adapted Services Counselor via Omnivox or by going to the AccessAbility Centre, Room F-310. [marianopolis.edu/access](http://marianopolis.edu/access)
BEYOND THE CLASSROOM

Marianopolis students have myriad opportunities for learning outside the traditional school context. Here are some:

- Marianopolis is the only college to hold Activity Period twice a week, a break during which students can hear guest speakers, play intramural sports and participate in any of our nearly 100 clubs.
- Students have the chance to get involved in a variety of enriching activities, such as ArtsFest, the Lab Project, Tournoi des jeunes démocrates, Science Fair, Robotics and math and science competitions.
- On the annual Arts Trip, students experience Boston or New York City by way of museums, architecture and cultural history.
- Our popular international courses have taken students to the Netherlands and Belgium to learn about international business and to the Caribbean to explore sustainability issues while living on a boat.
- Students in the Marianopolis Model United Nations Club enjoy competing against teams from the world’s top universities at Harvard-sponsored international events in such places as Australia, China and Singapore.
- Students and faculty organize medical brigades to bring medical aid, supplies and health education to communities in Panama, Peru and Nicaragua.

ACCESSIBILITY FOR ALL

As Executive Director of the Development and Alumni Affairs Office and The Marianopolis Millennium Foundation, I'd like to extend a warm welcome as you join our ever-growing network. Parents and family members, acting as board members, annual donors and event volunteers, are the lynchpin of our efforts.

The Foundation’s mandate, accessibility for all, is in place to ensure that financial aid is available to students who might otherwise struggle to pay tuition. Fulfilling this objective promotes diversity at the College and guarantees that the brightest and most motivated students can launch their futures from here, regardless of circumstances.

As your son or daughter begins to manage his or her own education, the Development and Alumni Affairs Office can act as a resource point for you to stay connected to the Marianopolis community.

This fall we will be hosting a wine and cheese evening featuring a guest of honour, where you can meet the people who do such important work for our students here at the College.

If you would like to receive an invitation to this event or have any other questions regarding the work of the Foundation, you are invited to contact me at 514. 931.8792 ext. 205, or d.mazzone@marianopolis.edu.

Dino Mazzone ’87

OUR CAMPUS IS EASILY ACCESSIBLE VIA PUBLIC TRANSIT

Marianopolis College is at 4873 Westmount Ave., Westmount, QC H3Y 1X9.

By metro: Villa Maria or Vendôme (a shuttle bus from Vendôme runs during peak hours).

By bus: 124 (from Vendôme), 66 (from Guy-Concordia), 138 (from Atwater).