



LaSalle College
Montréal

Welcome
to new students



LCI EDUCATION
NETWORK
MEMBER

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Welcome to LaSalle College



Founded in 1959 by Jean-Paul Morin, LaSalle College has become North America's largest bilingual college over the years. It counts five specialty schools with over 60 programs to choose from. Renown for the high level of the education it provides, it is an integral part of Québec's educational heritage.

Meeting the needs of its students and of the workplace is important to LaSalle College; as such, it strives to keep pace with the many realities of the various work sectors. Your social and academic experiences at LaSalle College will prepare you for the often stringent reality that is university or the job market.

In addition to your studies, you will have opportunities to enrich your time at the College by attending conferences and seminars, travelling abroad and participating in activities organized by your school or by the Student Affairs Service. Teachers and staff put their expertise to good use to provide top-notch services in an environment that is conducive to success. LaSalle College is proud of the achievements of its students and graduates.

Please take time to read the student guide. It provides important information that will guide you throughout your time with us. If you have any questions or concerns, don't hesitate to ask the administrative staff, teachers or management for help. We are here to guide you toward success.

Have a great school year, and I look forward to seeing you in our hallways.

A handwritten signature in blue ink that reads 'Myrienne Collin'.

Myrienne Collin
General Manager, LaSalle College



Collège LaSalle
Montréal

**Your arrival
in Montréal**



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Arriving in Montréal

We suggest that you arrive one or two weeks before your classes start. This will give you time to get settled and familiarize yourself with some useful services (accommodation, grocery store, bank, metro stations, etc.).



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Montréal

Getting Around in Montréal

Here is the Map of neighborhoods / boroughs of Montréal.

STM – Société de transport de Montréal

With the OPUS card you can:

- Travel around Montréal and to some neighbouring cities by bus or metro
- You might be eligible for a discounted student rate

You will be able to obtain your student card (to take advantage of the reduced rate of the OPUS card) at the College on September 3rd, 2019, for the sum of \$ 15 that you will have to pay in cash.

Download Chrono, the Montréal Transit App.

BIXI

You can rent a bike from the BIXI bike-sharing system, whether you want to try it out once or sign up for a subscription. The bikes can be found all over the city and are a great way to travel short distances!



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Temporary Accommodation

You can stay somewhere temporary for the first few days, while you get your bearings in the city and until you find more permanent accommodation.

It's better to book something beforehand, ideally as soon as you know when you will be arriving in Montréal.

You will find several good options on this site

<https://www.mtl.org/en/Accommodations>.



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Your arrival at LaSalle College



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Your arrival at LaSalle College

As soon as you arrive at the College, we invite you to come meet us in Salle Jean-Paul Morin. We are excited to meet you and are ready to answer any questions you may have.

You will also be able to:

- Get your student card
- Reserve a locker
- Get information about your insurance
- Learn about the services offered at the College
 - Nursing
 - Out-of-school activities
 - Psychology
 - Sports
 - Student success workshops
 - And so much more!
- We will teach you how to use Omnivox, MIO and LÉA Web platforms

You will then be given a complete guide that will prepare you for the start of the school year and help you learn more about the services offered at the College.



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Your arrival at LaSalle College

Don't forget to take the time to visit and discover YOUR College.
What you can find on each floor:

- Basement**
 - Gym
 - La Classe Restaurant
- Ground floor**
 - Admissions
 - CL.iP (school supplies store)
 - La PREP café
- 2nd floor**
 - Salle Jean-Paul Morin
 - The cafeteria
 - The Mezzanine (event space)
 - The IT lab
 - The schools' administrative offices
 - The International School of Hotel Management & Tourism
 - The International School of Business & Technologies
 - The School of Humanities & Social Sciences
 - The Academic Studies Directorate



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Your arrival at LaSalle College

- 3rd floor**
 - Administrative offices
 - A student lounge
- 4th floor**
 - Documentation Centre
- 5th floor**
 - The International School of Fashion, Arts & Design administrative offices
- 6th floor**
 - The Plaza
 - Student services
 - Nursing care
 - Psychological support service
 - CAF (French Learning Centre)
 - ELC (English Learning Centre)
 - Placement service
 - AGEL (student association)

Lounge areas can be found on each floor.



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Placement tests

All students who have never studied in a college in Québec have to provide a placement test both for Language of Instruction (English) and Second Language (French).

English, Language of instruction :

The College offers a placement test on campus, in August (many dates available).

You do not have to do our College's placement test if you :

- have scored more than 70% in the Written component of their English Examination in Sec. V.
- have passed either the IELTS or TOEFL. The College will place you in the appropriate English class, based on your Written Proficiency Mark.

You can request an exemption from the English Placement Test if you have completed University Studies in English. Please fill out the form on our website to ensure follow-up.



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Placement tests

French as Second Language :

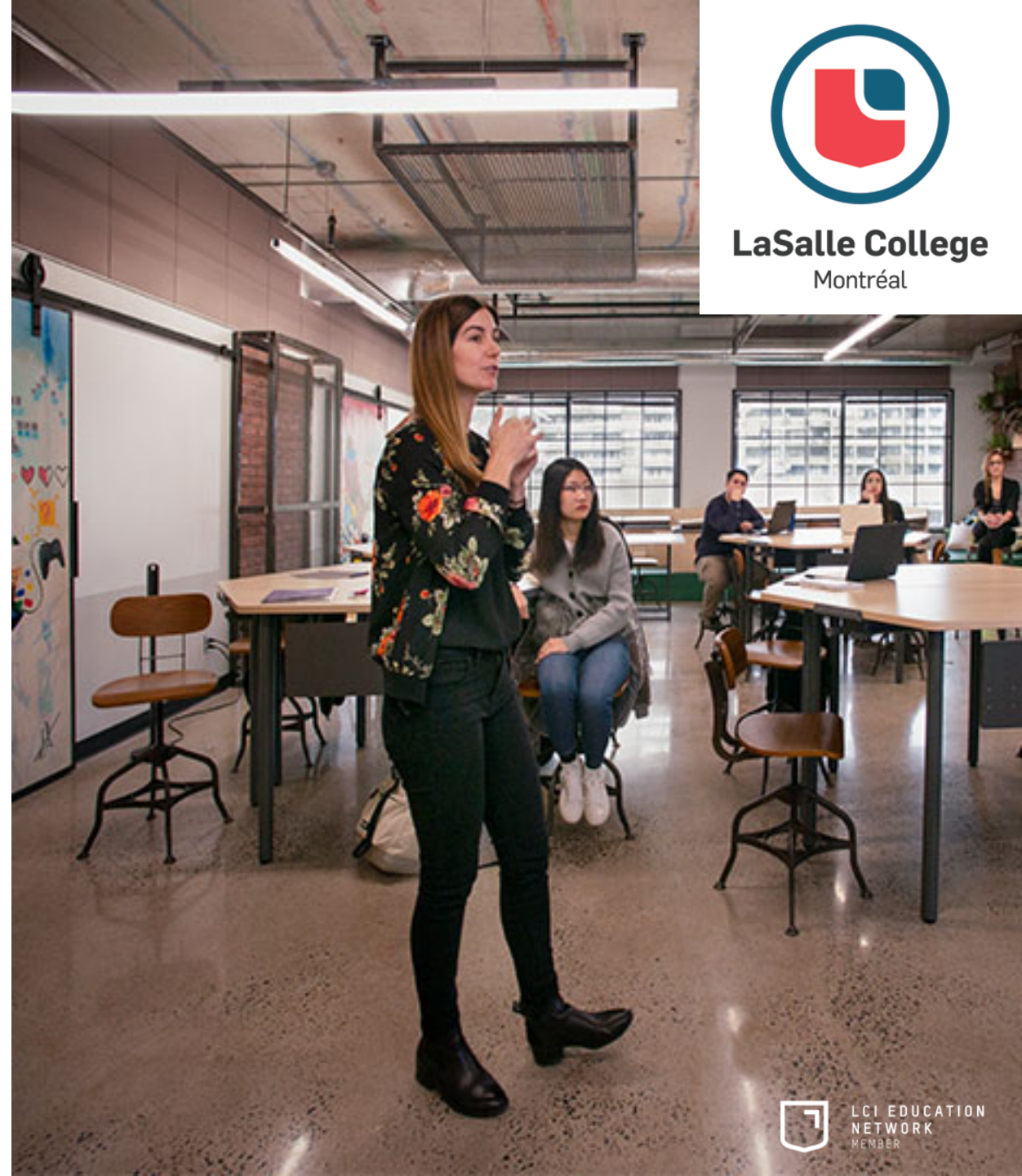
The FSL test is provided on campus, in August (many dates available).

You may request an exemption from this test if you :

- have completed University Studies in French
- have a mark above 100 on the TFI (Test de Français International)
- have never took a French class during your entire studies. Request to be placed in our French stream for beginners.



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Admission and Registration

Letter of acceptance

- Confirms that, after review of your academic record, you have been accepted in the study program you applied for.
- Read your letter of acceptance carefully to make sure you understand the conditions (placement tests, required documents, etc.).
- If you have any questions, don't hesitate to contact the Admissions Office.

Registration

Signature of your contract

It is your responsibility at each semester to register for your classes by the dates specified in the school calendar



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OMNIVOX

Internet Service

You will be able to access Omnivox once your registration is complete. Click [here](#) to access Omnivox

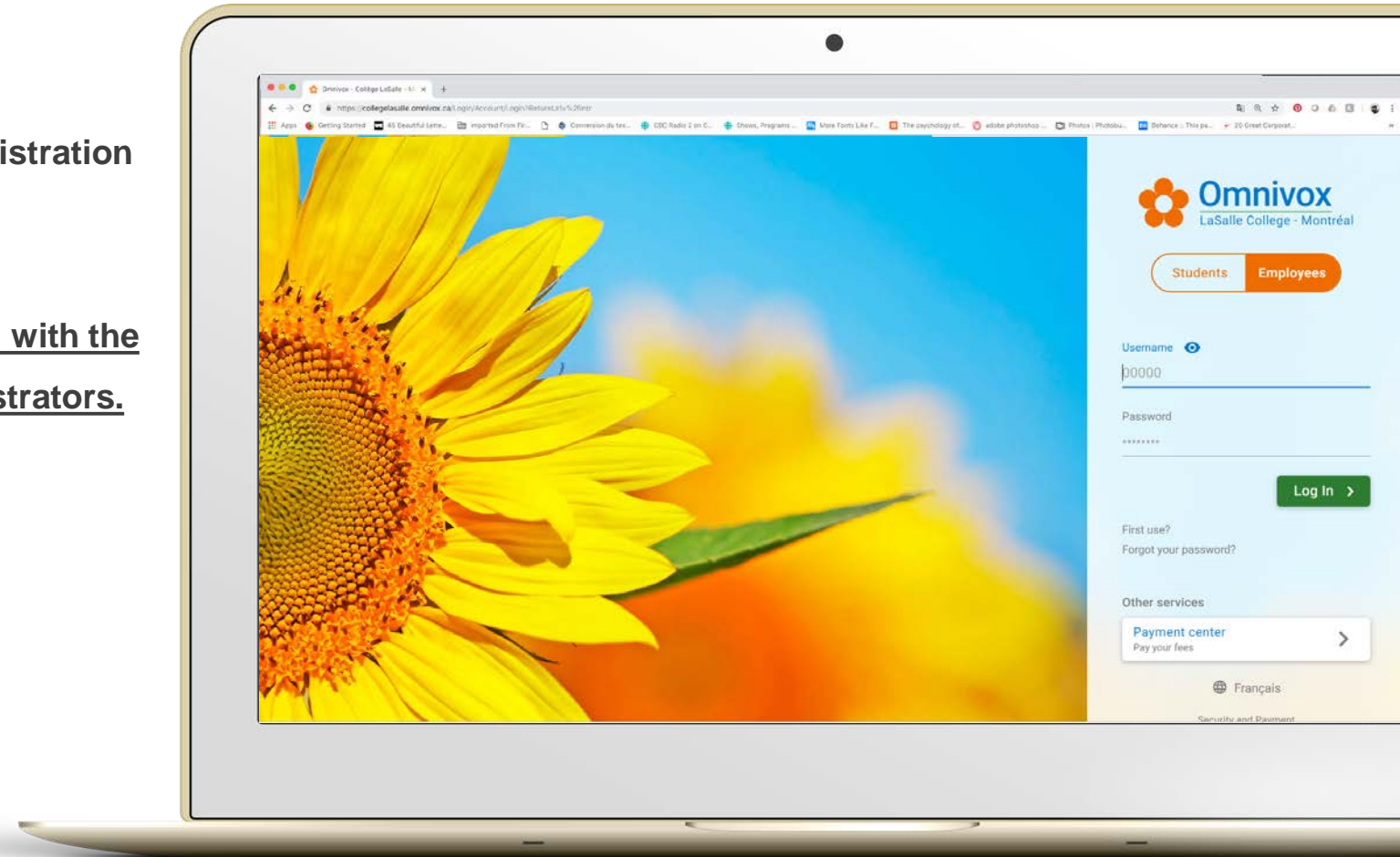
Omnivox will be your primary communication tool with the College, teachers, students, directors and administrators.

Click [here](#) to consult the User Guide

IMPORTANT

Check your Omnivox profile [daily](#)
and

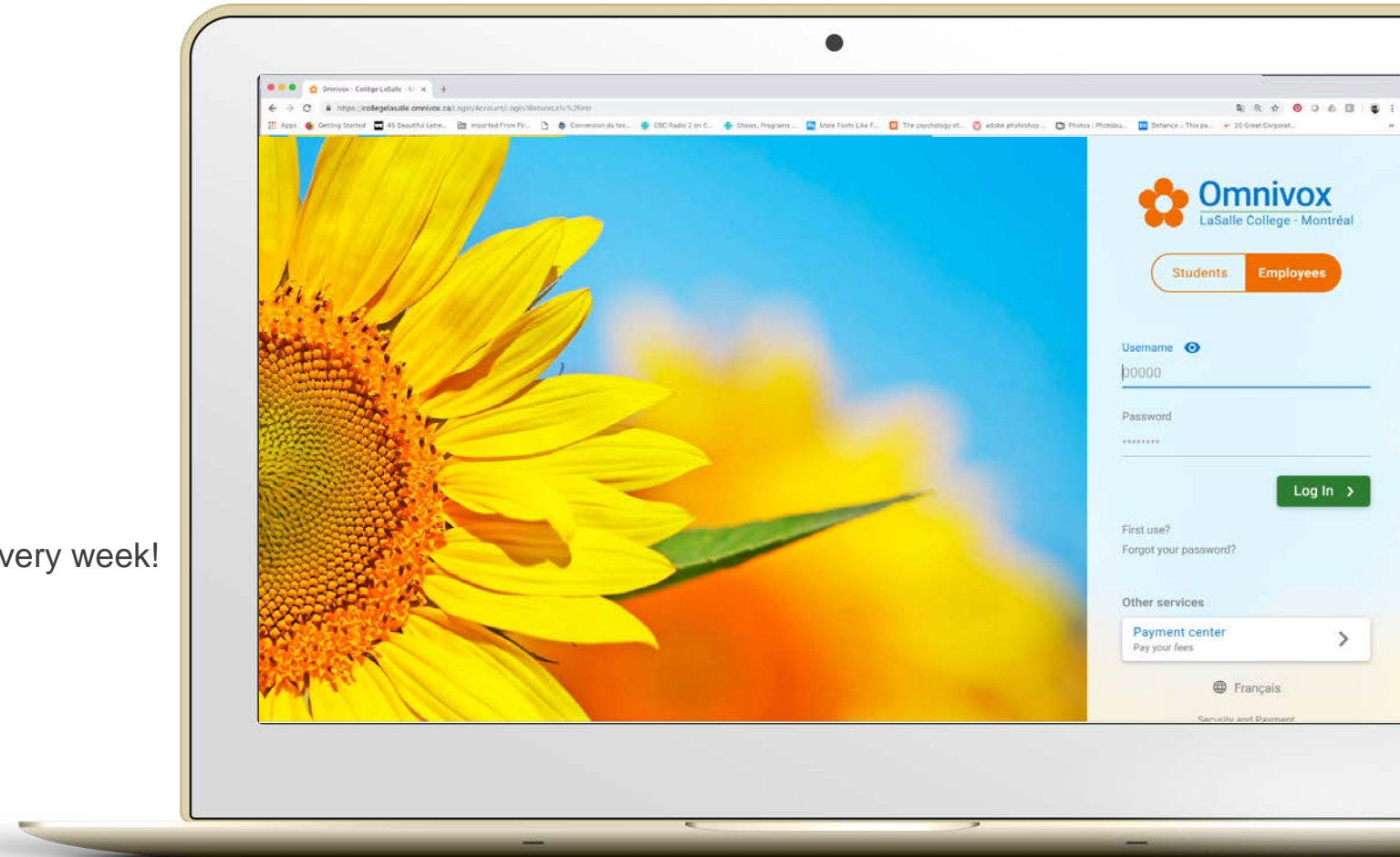
Display your [weekly schedule](#).



OMNIVOX

You will be able to access Omnivox once your registration is complete. It contains:

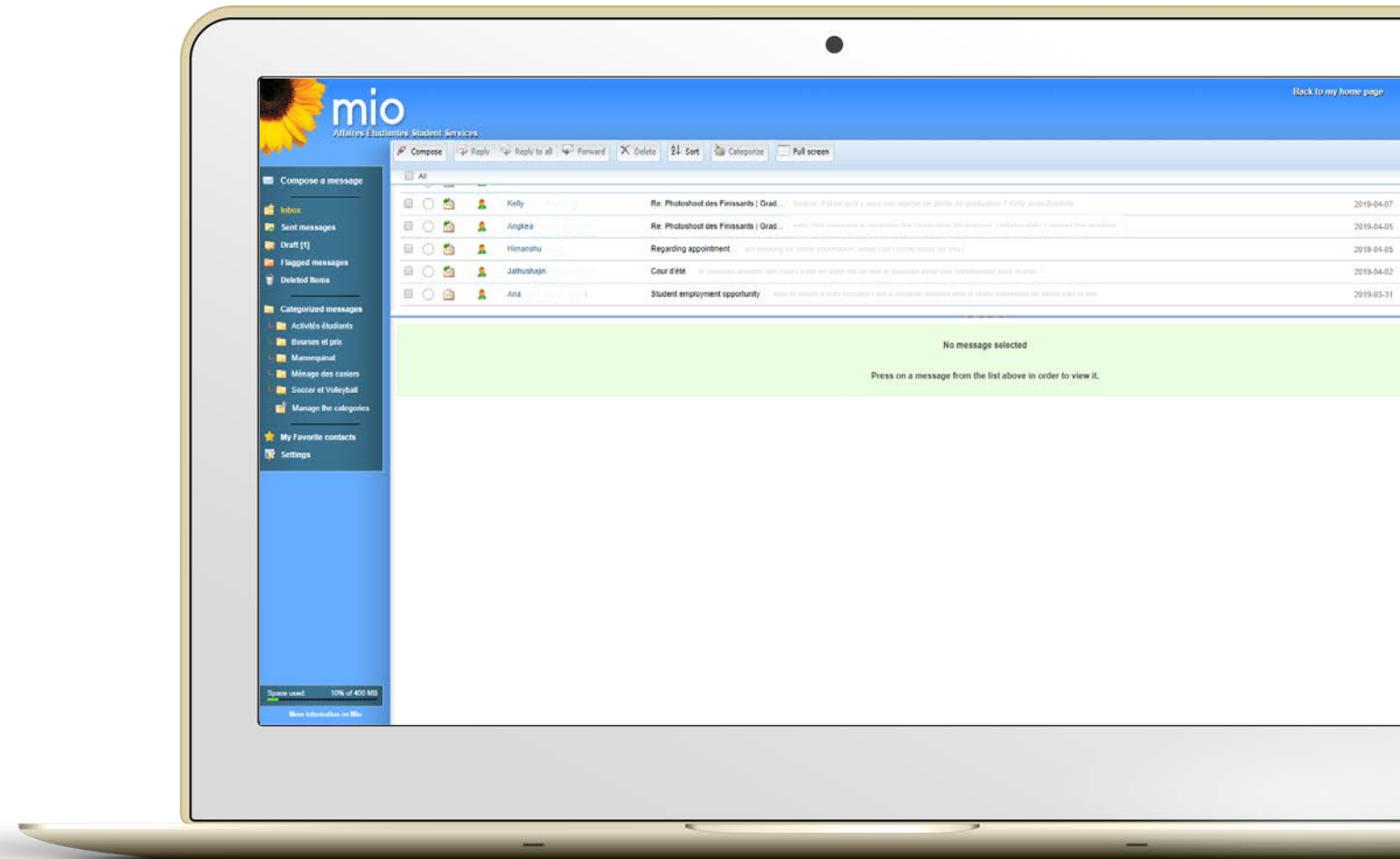
- The Student Guide (page 19)
- Your schedule
- Newsfeed
- Academic calendar (page 20)
- Important dates
- Your grades and progression chart
- Your R score (page 22)
- It's important that you check Omnivox regularly for every week!
- Cancelled classes
- Room changes



OMNIVOX and MIO

Integrated messaging service
that you can use to communicate with:

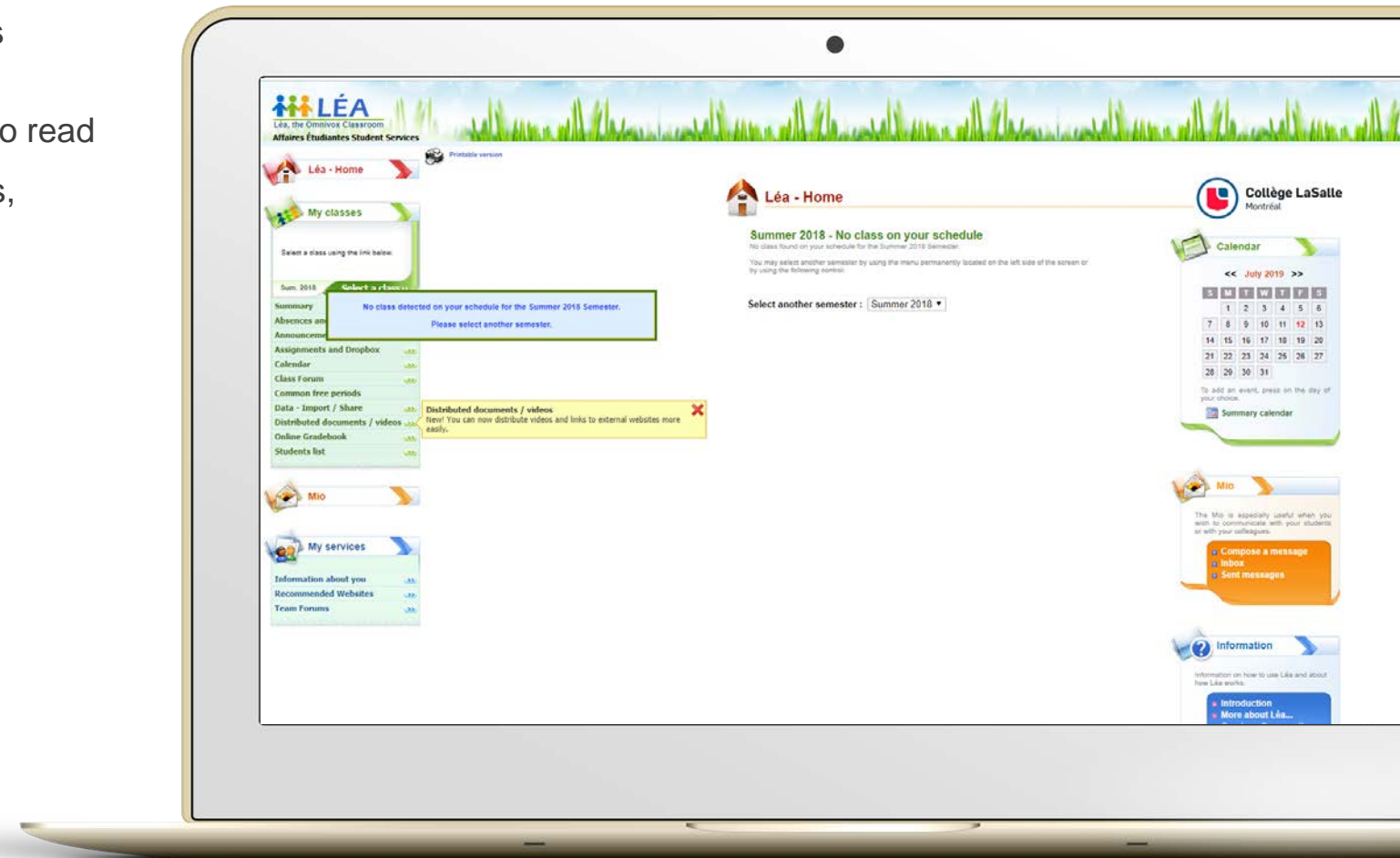
- Teachers
- Students
- Management
- College staff



OMNIVOX and LEA

A simple and efficient way for students and teachers to communicate. It contains:

- Course documents, like the course outline and texts to read
- Important dates for the course (assignment due dates, special events, etc.)
- Messages to the class
- Website recommendations from teachers
- Teacher availability for one-on-one meetings
- Grades
- Assignment descriptions
- Discussion forums



Student Guide

Available in the Documents and Messages section in Omnivox

Contains all the information you need to know about the College's code of conduct

- Instructions
- Policies and regulations
- Basic principles of the education plan
- CTRL F



My Services

- **My Home page**
Go to your home page
- **Mio**
Messaging In Omnivox
- **Léa, the Omnivox Classroom**
Online gradebook, Messages to students and teachers, Course documents, Absences follow-up, Assignments and much more...

My Omnivox Services

- **Cancelled Classes**
Class cancellation list
- **Documents & messages**
Access documents and messages intended for you
- **Personal file**
Review and update your personal data
- **Repères - Mon Webfolio**
Obtain information about career choices
- **Reprography and copyrights**
Fill out a reprography request and declare copyrights
- **Surveys and Votes**
Participate in Surveys and Votes

Documentation Centre

- **Home**
Website of the Documentation Centre
- **Digital library**
Online collections available 24 hours a day
- **Catalog**
Search a document in our collections
- **Your personal account**
Manage you borrowings, renewals and hold requests
- **FAQ**

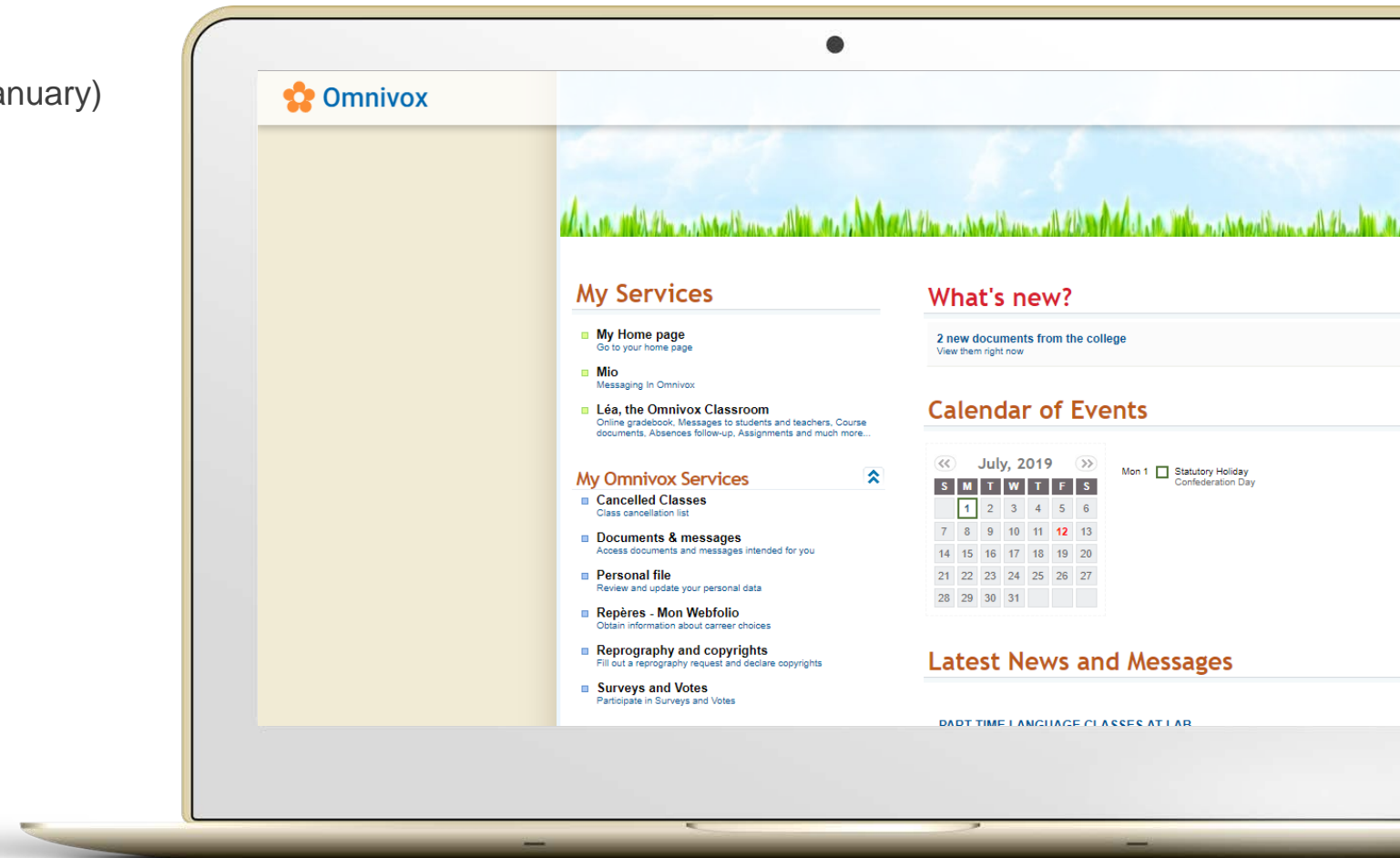
Academic Calendar

There are three semesters per year:

- Two 15-week semesters (beginning in August and January)
- A 12-week semester (beginning in May)
- Most programs begin in the Fall

Important dates:

- Marked in the academic calendar
- Found in Omnivox
- Check them often to avoid any unpleasant surprises



IPEL

The IPEL – Institutional Policy on Evaluating Learning

This policy will help you to better understand how we evaluate your learning throughout your college experience.



Mes Services

- **Ma page d'accueil**
- **Mio**
Messagerie Interne Omnivox
- **Léa - Administration**
Administration et statistiques
- **Léa, l'environnement Professeurs-Étudiants**
Résultats scolaires, Messages aux étudiants et enseignants, Suivi des absences et retards, Documents de cours, Remise de travaux, et plus...
- **Accès Super Utilisateur Omnivox**

Mes Services Omnivox

- **Absences des enseignants - Gestion**
Entrez de nouvelles absences ou faites le suivi des absences
- **Calendrier scolaire - Définition**
Gérez les événements du calendrier scolaire
- **Communiqués et Messages ciblés - Gestion**
Gérez les communiqués affichés sur la page d'accueil d'Omnivox ainsi que les messages ciblés aux usagers
- **Console de contrôle**
Paramétrez votre système Omnivox
- **Cours annulés**
Consultez la liste des cours annulés
- **Distribution de documents**
Effectuez la gestion et le suivi des documents distribués
- **Documents et messages**
Accédez aux documents et messages vous étant destinés
- **Dossier personnel**
Tenez votre dossier personnel à jour
- **Repères - Mon Webfolio**
Obtenez des informations sur les choix de carrières
- **Reprographie et droits d'auteur**
Effectuez une demande de reprographie et déclarer les droits d'auteur
- **Sondages et votes**

R score

College performance rating

Used by universities when selecting students

Scores are calculated by the Ministry of Education and Higher Education, based on criteria from the Bureau de coopération interuniversitaire (interuniversity cooperation bureau)

<http://www.bci-qc.ca/en/students/r-score/>.

Your R score can be found on Omnivox



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Student ID Card

Once you are registered, you can go to the "Student Card" booth located in Salle Jean-Paul-Morin, available at the beginning of the semester period. Otherwise, you must visit the Documentation Centre on the 4th floor to get your picture taken for your ID card.

Student cards are **MANDATORY** and you should have yours with you at all times.

It is required for:

- Taking your final exams
- Accessing the Documentation Centre
- Accessing the IT lab
- Using the printing services
- Participating in sport or other extracurricular activities

You need it to take advantage of the services and privileges offered to College students.

Money can be transferred to the card to make purchases at CL.IP, the school shop located on the ground floor.



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Useful Information

Budget

Take the time to prepare a budget before coming. You'll likely have to make some minor adjustments, but it could help you avoid unpleasant surprises.

There is a budget example on page 39.

Working part-time

Even though your studies will be your priority, you can still work part-time. We suggest no more than 20 hours a week.



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College Services

There are several free services offered to students:

- Nursing service
- Psychological assistance
- Academic support centre
- Academic and professional counselling
- CAF – French learning centre
- ELC – English learning centre
- Adapted services
- For students with a medical diagnosis or report issued by a Québec health care professional
- Documentation and audiovisual centre
- FLASH – French as a second language learning centre
- CAALS – English as a second language learning centre
- Placement service





Association générale des étudiants du Collège LaSalle

The AGEL is managed by students sitting on a Board of Directors, elected annually during the winter session. In addition to managing your association, these students are called upon to represent you on the College's various committees or councils. In order to accomplish their tasks, the members of the Executive Council will need you.

If you are interested in this challenge, do not hesitate to come and meet them at the association's office on the 6th floor.

AGEL role is:

- to represent its members to the officers of the College;
- to ensure the defence of the rights and interests of its members;
- encourage the social commitment of its members through a variety of activities and projects
- organize social activities
- promote policy to combat and overcome sexual violence



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Living in Montréal

The following pages will discuss:

- Finding accommodation
- Food
- Bank
- Life in Québec

Explore your new city

City Map and Boroughs

Metro map

Discover Montréal

Quartier des spectacles



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Montréal



Finding Accommodation

You can search for apartments to rent on websites such as:

- <http://www.lasallecollege.com/futurstudents/housing>
- hebergement-Montréal@lcieducation.com
- www.kijiji.ca
- www.lespac.com

The lease

A lease is the equivalent of a legal contract.

It binds the owner and the tenant.

Read it carefully and make sure you understand all the conditions and services that come with your rental. Don't hesitate to ask questions.

If in doubt, refer to the Régie du logement du Québec website:
<https://www.rdl.gouv.qc.ca/en>



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Finding Accommodation

Electricity and heating

If these services aren't included in your rent and aren't mentioned in your lease, you will have to contact Hydro-Québec. You can set up an agreement for equal monthly payments. This will prevent any nasty surprises in winter, when heating costs can increase dramatically.

Home insurance

Home insurance is strongly recommended (liability and personal property). You'll be protected in case of fire or theft. Also check to make sure that you have

functioning smoke alarms. If not, you can buy them in any hardware store (Canadian Tire, Rona, Home Hardware, etc.).



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Food

Grocery stores

It's easy to find grocery stores in Montréal. There are ubiquitous chains, like Metro, Provigo and IGA, but there are also smaller grocery stores in every neighbourhood.

There are also a variety of specialty stores that offer halal, kosher, vegetarian, Italian, or Indian products, among others.



Markets

Markets are very popular in Montréal. Local farmers and gardeners sell fresh produce and homemade products.

<https://www.marchespublics-mtl.com/en/>



Food

Restaurants

Montréal has a many restaurants. The choices abound.

restomontreal
trouver. manger. partager.

VOIR
GUIDE RESTOS

EATER
MONTREAL

TASTET

Meals / restaurants deliveries (mobile apps)

foodora

Uber Eats

SKIP
THE DISHES

GOLO



Montréal, Québec, Canada

Montréal in a nutshell

This cosmopolitan francophone city is characterized by its welcoming inhabitants, whose charm and dynamism are enough to make the snow melt!

Montréal is known for having one of the best qualities of life in the world, breathtaking landscapes, a healthy atmosphere, a clean and safe environment, an underground city, a plethora of artistic, commercial and social events – to name only a few of the elements that make this metropolis such a memorable cultural and social experience.

This magnificent city adapts to the rhythm of the seasons and is vibrant both day and night.



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Montréal

Tourism Montréal

Get inspired

Check out Tourism Montréal, Bonjour Québec or the City of Montréal websites. You'll find event calendars and lists of must-see sights. Many activities are free.



Tourism Montréal:
Download the mobile app!

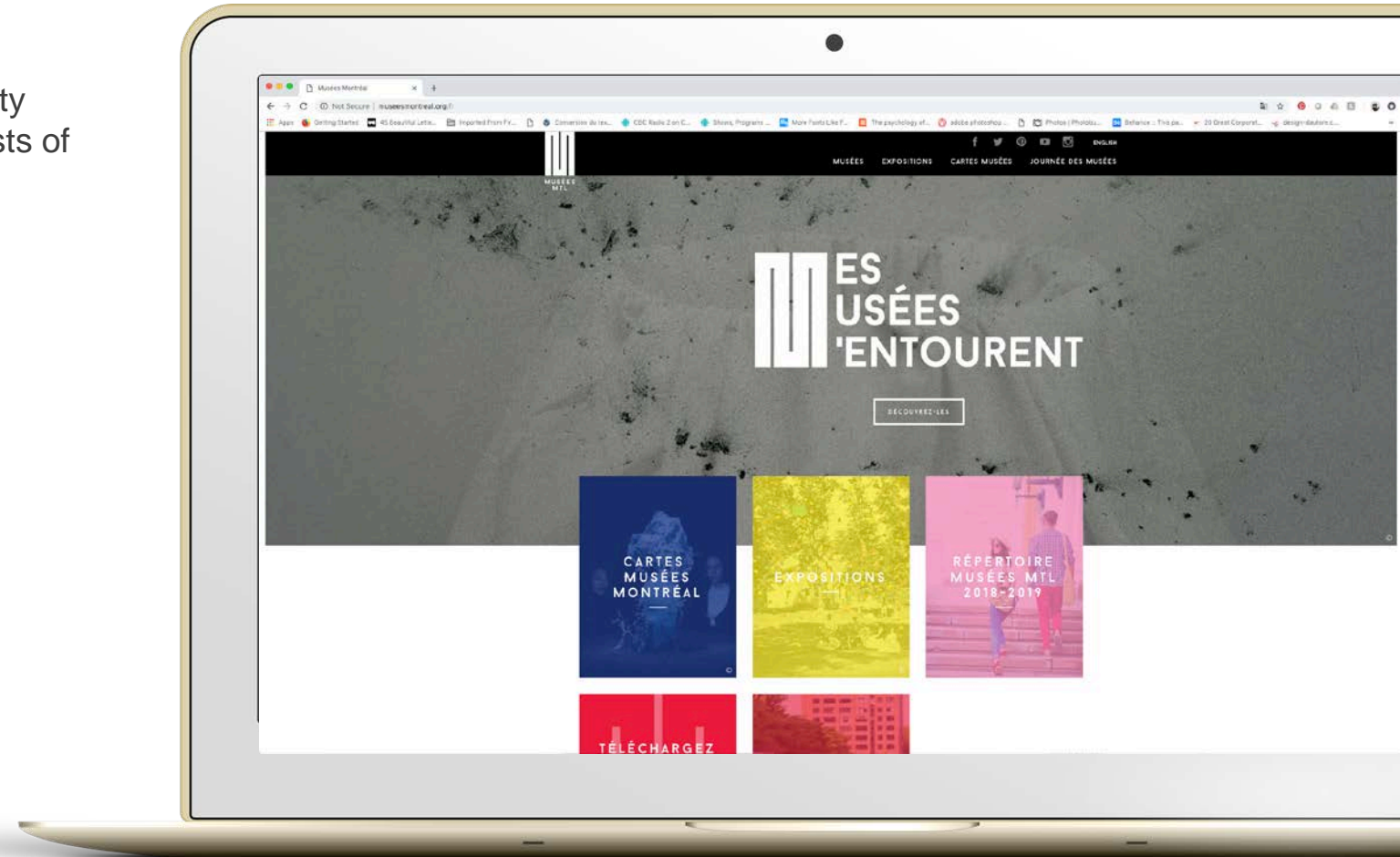
Museums

There are many museums in Montréal.

<http://museesMontréal.org/en>

And they are free on the first Sunday of each month!

- To see:**
- Mont-Royal
 - Biodôme
 - Planetarium
 - Botanical Garden
 - Old Montréal
 - La Ronde
 - Museum of Fine Arts
 - 360° observatory, Place Ville-Marie



Things to do?

Montréal: The city of festivals!

Montréal natives are crazy about festivals; they are passionate about culture and making the most of their lives in the city. Musical performances, circus arts and comedy shows—no matter what it is, it is sure to gather crowds of people of all ages, creating a truly unique and festive atmosphere during the summer. The city continues to thrive during the winter with festivals that celebrate vitality and creativity—from delicious food to extreme sports.

<https://www.mtl.org/fr/quoi-faire/festivals-et-evenements>

Some online resources for city life in Montréal. Find out about the music, fashion and cultural scenes, things to do and see, and more!

Montréal

NIGHTLIFE.CA

**MTL
BLOG**

VOIR

Where to shop?

There are so many shopping choices available all throughout the city of Montréal, whether you are looking to browse a mall or a local boutique.

Montréal's hidden gem—the Underground City: 30 km of corridors, 2,000 stores, 265 restaurants, 6 concert venues, numerous libraries, two skating rinks, 3 museums... and visited by more than 500,000 Montréal locals every single day!



Important phone numbers

Police. Firefighters. Ambulance.

911

Info-Santé

Provides health-related advice and information—24 hours a day, seven days a week (confidential)

811

LaSalle College Security

514 934-6287

We're fighting against sexual violence
(the College's internal policy)

438-469-1025

Régie du logement

To help you learn more about your rights and obligations as a lessee or a lessor.

514 873-2245

Help for sexual assault victims

A 24-hour telephone hotline offering listening, information and referral services for victims and their families—seven days a week.

514 933-9007
1 888 933-9007

Québec's Poison Control Centre

An emergency telephone service available 24 hours a day, seven days a week if you or someone you know has been intoxicated or poisoned. A team of nurses and doctors can assess the situation, tell you what you need to do and answer any of your questions.

1 800 463-5060

Suicide Action

Available 24 hours a day, seven days a week if you are in distress, anxious or bereaved, etc.

514 723-4000

Protection from frauds and scams

Identity theft, types of fraud, counterfeit money and other threats or scams.

1 888 495-8501



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Cheat Sheet



RÉSEAU
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Cheat Sheet

When you arrive at the College

- ☐ Take your placement tests, if required
- ☐ Confirm your course registrations
- ☐ Get your student id card
- ☐ Get a locker, if need be
- ☐ Buy your opus card for public transit
- ☐ Get your tugo insurance
- ☐ Tour the college

Note that the Student Affairs Service can answer your questions. Visit us at our kiosk in the Mezzanine on the first day of class, or at our 6th floor offices.

Preparing Your Budget (example)

To help you prepare your budget

Expenses	
Official documents (see page 4)	\$
Pre-travel purchases (clothing, luggage, etc.)	\$
Transportation (plane tickets or other)	\$
Temporary lodging at arrival	\$
School fees	\$
TuGo insurance	\$
Other insurance	\$
School supplies	\$
Rent for the year (12 months)	\$
Household accessories, furniture	\$
Home insurance (12 months)	\$
Groceries and basic supplies (12 months)	\$
OPUS card (public transit)	\$
Leisure and activities	\$
Total for the year	\$

Income	
Personal savings	\$
Grants	\$
Personal loans	\$
Financial support or assistance	\$
Total for the year	\$



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| LaSalle College welcomes
you and wishes you great
Success



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