

April 15, 2019

Dear Student,

Welcome to John Abbott College and the Centre for Continuing Education.

We hope that you will enjoy your studies with us.

The present student info-kit includes the following items:

- Program Schedule
- Stage Requirement Waiver
- Policies and Student Conduct Expectations (Continuing Education)
- Policy 13 - Student Conduct and Discipline Procedures
- Information on Honour Roll
- ID Card Schedule
- Emergency Information
- TIP SHEET for Continuing Education Students in Brittain Hall
- Library Relocation Guide
- Tutoring and Study Centres
- MY JAC Portal Services Instructions, Hoonuit (formerly known as Atomic Learning), Office 365 student access information, Expired Password Information, and JAC WiFi
- Campus map

Please note that:

-you can access the **Institutional Policy on the Evaluation of Student Achievement (IPESA)** at www.johnabbott.qc.ca. Under the tab "About JAC", "Official Documents", under Policies heading: "7.Institutional Policy on the Evaluation of Student Achievement IPESA". Direct link to policy: <http://departments.johnabbott.qc.ca/wp-content/uploads/2017/08/Policy-7-IPESA.pdf>. Your Program Coordinator, Susan Regan, can answer your questions arising out of this material.

Good luck with your studies and best wishes for a pleasant and productive session.

Sincerely,

**Stephanie Hygate, Director
Centre for Continuing Education**

INTERNET PROGRAMMING & DEVELOPMENT (AEC - LEA.BN)

IPD-18

Tentative Schedule

Start Date: April 15, 2019 End date: May 6, 2020

MEES Funded - Afternoon-evening

Semester	Course Name	Course Number	Hrs	Days	Start Date	End Date
	Orientation			1	15-Apr-19	
19.1.1	Intro to Computers, Internet & the Web	420-PA3-AB	45	9	16-Apr-19	30-Apr-19
	<i>Holidays</i>				19-Apr-19	22-Apr-19
19.1.2	HTML & XML	420-PW4-AB	60	12	1-May-19	16-May-19
	<i>Pedagogical Day</i>				17-May-19	
	<i>Holiday</i>				20-May-19	
19.1.3	Cascading Style Sheets	420-PD3-AB	45	9	21-May-19	31-May-19
19.1.4	Programming I - Introduction	420-PV3-AB	45	9	3-Jun-19	17-Jun-19
	<i>Study days</i>				June 6 and 12	
19.1.5	Programming II - OOP	420-PZ4-AB	60	12	18-Jun-19	9-Jul-19
	<i>Study days</i>				June 26 and July 4	
	<i>Holiday</i>				24-Jun-19	
	<i>Holiday</i>				1-Jul-19	
19.2.6	JavaScript	420-PX4-AB	60	12	10-Jul-19	9-Aug-19
	<i>Vacation</i>				19-Jul-19	2-Aug-19
19.2.7	Website Design	420-PY3-AB	45	9	12-Aug-19	22-Aug-19
19.2.8	Database I	420-P14-AB	60	12	23-Aug-19	10-Sep-19
	<i>Holiday</i>				2-Sep-19	
19.2.9	Database II	420-P34-AB	60	12	11-Sep-19	26-Sep-19
	<i>Pedagogical Day</i>				27-Sep-19	
19.3.10	Programming III - Advanced JAVA **	420-P24-AB	60	12	30-Sep-19	16-Oct-19
	<i>Holiday</i>				14-Oct-19	
19.3.11	.NET Programming Fundamentals	420-PM3-AB	45	9	17-Oct-19	30-Oct-19
	<i>CV Writing/Job Search Workshop</i>			1	23-Oct-19	
	<i>Day off - Halloween</i>				31-Oct-19	
19.3.12	Visual Basic .NET and C#	420-PQ5-AB	75	15	1-Nov-19	25-Nov-19
	<i>CV Writing/Job Search Workshop</i>			2	Nov 6 and Nov 20	
19.3.13	Data Structures and Algorithms	420-PE3-AB	45	9	26-Nov-19	9-Dec-19
	<i>CV Writing/Job Search Workshop</i>			1	4-Dec-19	
20.1.14	PHP Programming	420-P75-AB	75	15	10-Dec-19	13-Jan-20
	<i>Holiday</i>				23-Dec-19	3-Jan-20
	<i>CV Writing/Job Search Workshop</i>			1	14-Jan-20	
20.1.15	Developing ASP.NET Applications	420-P55-AB	75	15	15-Jan-20	4-Feb-20
20.1.16	Developing Web Services	420-P63-AB	45	9	5-Feb-20	17-Feb-20
	<i>Job Prep</i>				18-Feb-20	
20.1.17	Mobile Applications	420-P84-AB	60	12	19-Feb-20	5-Mar-20
	<i>Job prep</i>				6-Mar-20	
20.1.18	Stage	420-PUH-AB	270		9-Mar-20	1-May-20
	<i>Reports & Presentations</i>				4-May-20	6-May-20

Regular class hours 3:00 p.m. - 9:00 p.m. (with 1 hour break)

4/8/2019

Schedule is subject to change



STAGE REQUIREMENT

I understand that an internship (*stage*) is a required part of my AEC program. I further understand that, although John Abbott College may provide some assistance and advice, it is my responsibility to look for and to secure the work placement position. Should I be unable to find a position within a reasonable amount of time I may be withdrawn from the program.

I accept the above terms.

I have read and agree to the roles and responsibilities; and commit to respect the conditions listed on the reverse side.

(Please print name)

IPD-18 Internet Programming and Development
Program Name

Date

Signature

All parties agree to (extracted from Internship Agreement):

1. THE EDUCATIONAL INSTITUTION:

- 1.1. Certifies that the student is registered at the college and will continue to be so for the duration of the internship.
- 1.2. States that as the student is unpaid, the college is responsible for the Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST) coverage. The CNESST coverage applies for work related accident while at work and for internship related activity only. For paid internships/stages, the student is covered under the CNESST of the company.
- 1.3. Designates a coordinator to supervise internship.

The Internship Coordinator will :

- a) Oversee the quality of the internship and will support and act as a resource for the *internship supervisor*. (see 2.1).
- b) Assist the internship supervisor to host the intern by providing him/her with a list of competencies that have been acquired.
- c) Contact the internship supervisor by phone or Email early in the internship and visit the student at the half way point of the internship.
- d) Ensure that the basic objectives of the internship are being met. i.e. hours, competencies, working conditions.
- e) Take into consideration feedback provided by the internship supervisor concerning the organization of the internship, the education of the student and the tasks performed by the student.
- f) Collect feedback from the student on the quality and success of their internship. The internship coordinator will make sure that the internship satisfies the program. He/she can also withdraw a student from the place of internship if it is not appropriate in terms of content, personal issues or intern personal issues between the Company host and the student.
- g) Will assist the student to find another internship if necessary. In case the internship does not satisfy entirely the specifications of the program.
- h) Collaborate with the company should specific issues or circumstances arise.

- 1.4. John Abbott College shall have the right to immediately terminate and cancel this contract at any time without any prior written notice to the other party and without any liability whatsoever to John Abbott College, if John Abbott College determines, in its sole and absolute discretion, that the internship activity or event is not, or is no longer, in line with the program of studies, values, morals or mission of John Abbott College, or if the holding of the internship activity or event creates a security concern for John Abbott College.

2. THE HOST COMPANY will :

- 2.1. Designate, from among their employees, an **Internship Supervisor** who will organize and supervise the student's work.
- 2.2. Allow the coordinator to visit the student and observe the student at work.
- 2.3. Receive the student according to the schedule agreed upon by the coordinator and the internship supervisor.
- 2.4. Provide relevant activities which will allow the intern the opportunity to apply his/her theoretical training in the workplace.
- 2.5. Assume responsibility for any damages caused to materials used by the student unless there is evidence of gross negligence or abuse.

- 2.6. Respect the applicable standards of the government's "normes du travail".

2.7. The Company's Internship Supervisor will:

- a) Welcome and orient the student to his/her work environment and coworkers.
- b) Inform the student of the company's rules and corporate culture.
- c) Plan the work by giving direction and setting goals.
- d) Make available to the student the personnel, materials and equipment necessary for the student to perform his/her duties.
- e) Upon completion and no later than one week after complete and send to the program coordinator the student's final evaluation.
- f) Assume responsibility for the work performed by the student. Verify the quality of work and provide feedback on the performance and efficiency achieved.
- g) Make the coordinator aware of any accidents or incidents concerning the intern.

- 2.8. Make the student aware of the company's rules and emergency regulations.

3. THE STUDENT will:

- 3.1. Follow the company's code of conduct.
- 3.2. Respect the confidentiality of the company by not sharing sensitive corporate information.
- 3.3. Comply with the agreed upon work schedule and undertake all tasks with a positive attitude.
- 3.4. Wear appropriate clothing, use appropriate language, have a respectful attitude towards coworkers and behave in a suitable manner.
- 3.5. Must respect the property of the company and others. In case of evidence of gross negligence or abuse by the Student, he/she is responsible for replacement or repair costs.
- 3.6. Follow the work plan as created by the supervisor. Accept any reasonable tasks assigned.
- 3.7. Advise the internship supervisor and coordinator in a timely manner of any and all problems encountered during the internship. The student must not leave the location of the internship without prior consent of the Program Coordinator.
- 3.8. Inform the Internship Supervisor in case of absence or lateness. and the Program Coordinator in case of extended absences.
- 3.9. Complete any reports/presentations assigned by the coordinator.
- 3.10. Acknowledge that the Internship is non-remunerated or remunerated.

4. LAWS

This Agreement shall be governed by and interpreted in accordance with the laws of the Province of Québec, Canada.

5. LANGUAGE OF CONTRACT

The Parties hereto have expressly required that the present Agreement and any other contract or document relating thereto be drafted in the English language.

Policies and Student Conduct Expectations

for Full-Time A.E.C. Programs at John Abbott College

INTRODUCTION

The following document outlines key points of important policies and procedures which are applied to your credited academic studies and to your conduct as a John Abbott College student. Please note that this document does not provide a list of all policies, By-Laws and procedures governing John Abbott College.

The document highlights important stipulations you should be aware of. You are strongly encouraged to consult the John Abbott College Webpage and Portal and your Program Coordinator for any additional information pending your situation. You can find all policies and procedures on the John Abbott College Website <http://www.johnabbott.qc.ca/about-jac/official-documents/>

Policy No. 7, the Institutional Policy on the Evaluation of Student Achievement IPESA, is the master document which contains links to all other academic policies applied to your studies. The IPESA provides clear principles and procedures for the evaluation of student achievement. <http://departments.johnabbott.qc.ca/wp-content/uploads/2017/08/Policy-7-IPESA.pdf>

Policy No. 13, the Policy on Student Conduct and Discipline Procedures, outlines the conduct which is expected of all John Abbott College students in the classroom, on Campus and online. <http://departments.johnabbott.qc.ca/wp-content/uploads/2017/08/Policy-13-Student-Conduct-and-Discipline-Procedures.pdf>

KEY POINTS OF THE IPESA, POLICY N. 7

Course Outline (Art.5)

The teacher provides students with a course outline which includes:

- course objectives and content
- teaching methods
- evaluation plan and grading procedures
- reference to applicable policies

The course outlines are prepared by teachers in accordance with Ministry and College regulations. The course outline is a contract between the teacher and the student.

Grading System (Art. 11)

The College uses a numerical grading system in which the minimum pass mark is 60%. Any student who earns a course grade of 60% or greater is entitled to receive college credit for the course.

Class Attendance (Art. 4)

Attendance and participation in class, lab, and fieldwork is mandatory. The departmental policy on the number of unexcused absences and the resulting consequences is published in the individual course outlines. Students must be excused if they have a valid medical or other special reason for missing a class. Teachers must require proof. (IPESA Art.4.1)

Teachers are not required to provide alternative evaluation tasks for these students. EXAMS may not be rewritten.

Since the CEGEP system is competency-based, marks cannot be assigned for attendance or deducted for lack of attendance. Marks are to be used only to designate the extent to which the objectives of the course have been met by the student.

According to article 4.1 IPESA, special arrangements may be made in cases where chronic illness prevents the student from attending on a regular basis. Proof may be required. Special arrangements should also be made for religious holidays. Students must inform teacher at the beginning of the course in writing. Please consult Art. 4 for further details.

Cheating & Plagiarism (Art. 9)

Cheating and plagiarism are unacceptable to John Abbott College. They represent infractions against academic integrity and are subject to disciplinary measures. Students are expected to conduct themselves in a moral manner and must be responsible for all of their actions. For further information consult the Academic procedure: Academic Integrity – Cheating and Plagiarism.

Final Grade Review (Art. 8)

A student contesting a final grade must use the Final Grade Review process. The review request must be submitted on a Final Grade Review Form available from the Continuing Education Department.

For all courses, the review is conducted by the departmental Grade Review Committee. The committee is composed of the course teacher and two (2) other teachers in the department. The results of the review must be submitted to the Registrar's Office, or the Director of Continuing Education, within five (5) working days of the review request

A student requesting a final grade review must be prepared to produce any documentation returned by the teacher.

Academic Standing (Art. 10.5)

Each full time A.E.C. Program has strict regulations to follow in order for students to remain in good academic standing.

Students must successfully complete all courses in the program in order to obtain a A.E.C. Failure to pass one credit course results in the student being placed on probation. Failure of two courses results in the student being immediately deregistered from the program. Students who are asked to leave a program may make a written appeal to the Director of Continuing Education.

The Director will strike an Appeals Committee. The Appeals Committee will consist of the Director of Continuing Education, the AEC program coordinator, and a program teacher. The decision of the Appeals Committee is final.

KEY POINTS OF POLICY 13, STUDENT CODE OF CONDUCT AND IPESA ART. 3.2

NO-SMOKING POLICY

An absolute smoking ban is in effect throughout the College except for designated areas. Students who disregard this regulation will face the appropriate College penalties/fines.

Conduct

It is important that the atmosphere of each classroom and on Campus be as conducive to the learning process as possible.

The following guidelines have been established so as to create and maintain such an atmosphere.

Inappropriate behavior in the classroom, on Campus and online includes, but is not limited to, the following:

- Speaking while another person (teacher or student) has the floor (that is, he/she is addressing the class as a whole).
- Using cell phones or other electronic devices not related to the course.
- Threatening, harassing, or offensive behavior towards any person in the class, other students, teachers or College staff.
- Intoxication, possession or use of alcoholic beverages or narcotics
- Malicious libel, slander or defamation of character
- Making false statements or furnishing false information to a College official enquiring into allegations of misconduct
- Stalking, psychological harassment, sexual harassment or sexual assault of any person

Please refer to the student Code of Conduct, Policy 13 for the full list of actions considered misconduct. The Director of the Centre of Continuing Education will implement disciplinary procedures stipulated in the Student Code of Conduct.

ACKNOWLEDGEMENT

I, THE UNDERSIGNED, ACKNOWLEDGE HAVING READ AND RECEIVED A COPY OF THE JOHN ABBOTT COLLEGE, CENTRE FOR CONTINUING EDUCATION, "POLICIES" INFORMATION SHEET, A COPY OF THE IPESA, AND A COPY OF THE STUDENT CODE OF CONDUCT.

I ACCEPT THE INVITATION TO JOIN THE

IPD-18 Internet Programming & Development
PROGRAM NAME

PRINT YOUR NAME

SIGN YOUR NAME

DATE



Continuing Education Honour Roll for full-time AEC students

Every student enrolled in a full-time AEC program is eligible for the Continuing Education Honour Roll. The Honour Roll is calculated separately for each cohort of each program.

The Honour Roll will be published when the program has been completed.

The Honour Roll will include:

- the top graduate in each program of 14 or fewer graduating students
- the top 2 graduates of programs of between 15 and 19 graduating students
- the top 3 graduates of programs of over 20 graduating students

Other criteria:

- no marks below 75
- a minimum overall average of at least 80%

Academic standing will be calculated based on the average of all grades received in program courses. To be eligible, the student must have completed the entire program at John Abbott College.



ID CARDS – Spring 2019

John Abbott ID Cards are issued to all students. The initial card, for new admits, is issued free of charge during your first semester only. Cards issued after your first session or replacement cards will cost \$10.00. Returning students must obtain an update sticker each semester. This sticker is free to all students. A John Abbott ID card is required for the following:

- borrowing library materials and equipment
- use of athletic equipment and facilities
- obtaining loan certificates and bursary cheques
- obtaining materials for registration
- admission to some College functions

You will receive a message in your Omnivox regarding your student I.D. card. Please follow the instructions and submit the request. You will receive a MIO as to when you can pick up your ID card.

Please note: If you had an ID card with the smart chip embedded, then you can generally stop by Student Activities for a replacement card at any time. The dates above are for those where a photo must be taken.

Student Activities is located in the Herzberg Building, room # H-159.

Emergency Information

In case of emergency, you may want us to contact your family or a friend on your behalf. As well, when an ambulance is called, a Medicare card number is required. This information will be used for emergencies ONLY and will be kept as confidential information in your student file.

Student name (print): _____

Student number _____

Medicare card number: _____

Any known allergies, medical issues, or medications we should be aware of: (Please list)

	Emergency contact 1	Emergency contact 2
Name		
Relationship		
Day phone #		
Night phone #		

Photo/Video Release for Students in Continuing Education programs

I hereby give John Abbott College the right and permission, with respect to my likeness, performance, and participation in its video/website/photography communications:

- a) to record/photograph me, my performance and/or my participation in all John Abbott College activities whether on or off campus;
- b) to telecast any such recording one or more times, over web site, TV or radio station, or to publicize the communications or any portion thereof by any means, for any purpose whatsoever in whole or in part, including, promotion, advertising, trade.

I acknowledge that John Abbott College is the sole owner of all rights regarding the recording/photography communications, for all purposes. I hereby assign any copyright and/or publicity rights or any other rights that I may have regarding the communications by John Abbott College.

By signing, I acknowledge that I have carefully read and agree with this document.

Signature _____ Date _____

Program Name IPD-18 Internet Programming & Development

TIP SHEET For Continuing Education Students in Brittain Hall

BUILDING CODES - The following building codes are used as a guide to campus buildings:

BH (Brittain Hall), **C** (Casgrain Centre), **H** (Herzberg), **HO** (Hochelaga), **L** (Library), **AME** (Anne-Marie Edward/Science & Health Technology)

P (Penfield), **SA** (Stewart Apts./Residence), and **SH** (Stewart Hall)

To locate the buildings on the campus, please refer to the campus map

CENTRE FOR CONTINUING EDUCATION - HOURS OF OPERATION

Regular Business Hours: Monday-Friday, 8:30 a.m. - 4:30 p.m. / Summers Hours: Closed on Fridays at 12 noon from mid-June to mid-August

Tel.: 514 457-5036 Fax: 514 457-6878 Email: conted@johnabbott.qc.ca

EMERGENCIES - Emergency Procedures are listed on the College Website, and the Building Evacuation Plans are posted in all corridors.

There is an **Emergency Communication Intercom** available on each floor of Brittain Hall and in each classroom. There are **First-Aid kits** available in **BH-114** (level 1 - staff kitchen) and in **BH-307** (level 3 - technician office). There is a **Defibrillator** available on the 2nd floor. If you need an **AMBULANCE**, **CALL CAMPUS SECURITY SERVICES AT LOCAL 5226 OR 9-514-398-7777 (Emergency Only)** or the **staff on the 1st floor**. **DO NOT** call Urgences Santé (911) yourself. **SECURITY WILL MAKE ALL ARRANGEMENTS. If you do call Urgence Sante 911 pls. call Campus security right after and inform them that you placed a call with 911 so that campus security can follow up.**

Please consult the College website for procedures in any type of emergency <http://www.johnabbott.qc.ca/emergency-procedures>

ACADEMIC ADVISING (H-117) – Advisors can provide you with information and answer questions about program and course selection at John Abbott, and help you to plan the next steps in your education. This is a **FREE** service for registered students. For an appointment, call **514-457-6610 ext. 5290**, send an email to advisors@johnabbott.qc.ca, or drop by Student Services to make a daytime-only appointment.

ACADEMIC SUCCESS CENTRE (H-148) - The Academic Success Centre acts as the effective study skills resource on campus. Open and relevant to all JAC students and faculty. Staff assist students with study tips, improving reading skills, math tutoring, and more. The Centre is open Monday to Friday, 8:30 am - 4:30 pm and in the evenings, as posted outside **H-148**.

ACCESS CENTER (H-129) – The Access Centre acts as a Resource Centre for students who require learning accommodations based on neurological, physical, and/or psychological conditions such as learning disabilities, physical disabilities, hearing and visual impairment, mental health disorders, neurological conditions, medical conditions. For services provided and contact information please visit <http://www.johnabbott.qc.ca/services-to-students/access-centre/> or contact access.centre@johnabbott.qc.ca, call **514-457 6610 ext. 5398** or drop by and meet the friendly staff in **H-129**.

COUNSELLING and CAREER EXPLORATION (H-148) - Career and personal counselling is available. This is a completely confidential service and it is **FREE** for registered students. For services provided and contact information visit <http://www.johnabbott.qc.ca/services-to-students/counselling-career-exploration>, call **514 457-6610, ext. 5292**, email counselling@johnabbott.qc.ca or drop by Student Services to make an appointment. Students in crisis can usually obtain a same day appointment. You can also find contact details for external crisis resource centres and hotlines on the above weblink.

FINANCIAL ASSISTANCE OFFICE – should you require financial assistance please visit <http://www.johnabbott.qc.ca/services-to-students/financial-assistance/> or email the Financial Assistance Officer to find out whether you are eligible and the processes involved in obtaining assistance fas@johnabbott.qc.ca.

HEALTH AND WELLNESS OFFICE: - should you require clinical services (nurse or doctor), individual consultation or health education please visit the the Health and Wellness Centre is located in Herzberg 139 or call 457 6610 extension 5308, office hours: Monday to Friday 8:30 to 4:30 <http://www.johnabbott.qc.ca/services-to-students/health-wellness/> Services are free and confidential.

DENTAL CLINIC (Stewart East building) – You can take advantage of the very reasonably priced campus Dental Clinic. Dental hygiene students perform examinations, radiographs, cleaning and fillings, all under the supervision of their teachers and local dentists. For an appt: **514-457-5010**.

ATTENDANCE VALIDATION - You will have received an “Important dates” letter on your Omnivox file under the heading “**information intended for you**” indicating the start & end dates as well as the drop deadline for each of your courses.

All students are required to validate their attendance in a course once 20% of the course has been completed (for a 45-hour course, after 9 class hours; for a 60-hour course, after 12 class hours; etc.).

To do this, students will access the **Attendance Validation module** on ‘**My JAC Portal**’ at: <https://johnabbott.omnivox.ca/>. Failure to confirm your attendance in, or to indicate that you are no longer attending, one or more courses does not mean that you will be deregistered from the course(s). If you do not confirm your attendance using the Omnivox module, you will still receive a grade for whatever work you have completed in that (those) course(s). Failure to validate attendance may result in additional costs to the student.

CLASS CANCELLATION - Check for class cancellations, posted on the **Omnivox Class Cancellation** module. You may also let the system phone you by activating the Class Cancellation Notification module in the **Omnivox Services** for students. Follow the links for **Léa: the Omnivox Classroom** under **My Services** on the left, then click on **Personal File**, then **Automated Notification of Class Cancellation**.

COLLEGE CLOSING IN INCLEMENT WEATHER - In the event of adverse weather conditions or circumstances beyond the College’s control (e.g., power blackout, severe snowstorm, employee strike), the College may have to close. In this event, radio and TV stations will be advised in the morning and an announcement will be posted on **My JAC Portal** and the college web site at www.johnabbott.qc.ca .

COLLEGE POLICIES - For details on College academic and administrative policies, consult ‘**My JAC PORTAL**’ from the college web site, the College Course Calendar, or the Continuing Education Course Catalogue.

COURSE OUTLINES – This is a detailed guide to the course objectives, content, methodology and evaluation system for each of the credit courses in your program. You can access all of your course outlines, documents, grades, assignments, and more by logging into the Omnivox portal and, under **My Services** on the left side, accessing **Léa, the Omnivox Classroom**.

COMPUTER TECHNICIANS (BH-307) - Our technicians ensure that Continuing Education’s computer labs are in good working order. Elitza Dimitrova heads the team. Part-time lab attendants work during selected evenings and/or weekends. Please report computer problems to your teacher or to the technician on duty.

BANKING MACHINES - Automated bank machines are located at the entrance to the Casgrain Centre and outside of the cafeteria in Stewart building (CIBC), and in the lobby of Laird Hall (Royal Bank).

BOOKSTORE (SH-147) - For students who must purchase their own textbooks, Continuing Education ensures that copies are reserved at the College Bookstore. The Bookstore is located in the Stewart Hall building next to the cafeteria and is open Monday-Friday, 9:00 am - 4:00 pm. Along with textbooks, it also sells stationery supplies, AMT and STM Opus cards, debit cards for photocopying on campus, and gifts and clothing with the College logo.

CHANGE OF ADDRESS – Students are expected to notify the College of any change of address, telephone number, or e-mail address. Important documents are mailed to the address on file for you. To update your address, use the **Omnivox** portal. Go to <http://johnabbott.omnivox.ca> and click on the **Personal Information** module. (see **MY JAC Portal** below for quick instructions).

COMMON ROOM (BH-405) - A lunch lounge is available for students on the 4th floor of Brittain Hall. There are tables/chairs, fridge, microwave and a coffee machine as well as two computers and a printer. Please respect this space and keep it clean.

FOOD SERVICES

- Vending Machines and coffee machine, BRITTAINE HALL, BH-403 (level 4) next to Common Room (BH-405)
- CAFETERIA in Stewart Hall open Monday-Thursday 7:30 a.m.-4:00 p.m. Friday 7:30 – 3:30 p.m.
- Tim Horton’s, Casgrain Centre, open Monday-Thursday: 7:30 a.m.-5:30 p.m. and Friday: 7:30 a.m.-5:00 p.m.
- Macdonald College’s CAFETERIA, Centennial Centre, open Monday-Friday; hours vary
- Café TWIGS - fresh, local ingredients sourced from McGill’s Macdonald Farm; Monday-Friday 8:00 a.m.-4:00 p.m. Barton/Macdonald Stewart Building on the Macdonald Campus

CASGRAIN CENTRE -The College fitness facility includes gyms, squash and racquetball courts, a 25-metre pool, and weight training rooms, and is open to Continuing Education students free of charge until 6:00 p.m. daily. Casgrain Centre evening/weekend memberships are available at a 50% discount for students. For more information, go to the Equipment Room counter (**C-0069**) or call **514 457-2737**.

HONOR ROLL - Each student enrolled in a full-time AEC program is eligible for the Continuing Education Honor Roll. The Honor Roll is calculated separately for each cohort of each program. To be eligible, the student must have completed the entire program at John Abbott College.. For more information about Honor Roll details and criteria, please refer to the insert sheet in your student package.

LIBRARY MEDIA SERVICES – The campus library services are usually open Monday-Thursday, 8:00 a.m. - 6:00 p.m., (Fridays until 4 p.m.). See the special Library Services Location postings, due to the ongoing construction. Circulation – local 5330.

LOCKERS (BH-106) - Lockers are available through the Brittain Hall reception. Mandatory in the Winter semester to keep outdoor clothing and footwear out of the computer labs. Limited to two students per locker; \$5.00 each – go to BH-106.

Reduced Fare OPUS Card - All full-time students are eligible to use public transportation at a reduced rate. The STM requires a personalized OPUS card. Cards can be obtained on campus ONLY at the beginning of the Fall semester. You can also go to the OPUS card delivery office (the STM photo studio at Berri-UQAM station) with the following document:: Go to your OMNIVOX account; click on OPUS card form and download the confirmation of attendance letter. More detailed information can be obtained at <http://www.stm.info>.

PARKING - A parking permit (decal) is required to park on the campus and must be purchased online using a credit card via the **Parking Decals** module on '**My JAC Portal**'. Once reserved and paid on-line it must be picked up at **Laird Hall Security Office - Room 101** (open Monday to Friday 8 a.m. - 4 p.m.) with a valid John Abbott College ID card (or proof of registration) AND valid driver's license. Prices vary depending on the length of your program. Daily passes are available from the '**Pay and Display Ticket**' stations. More details, such as where you are authorized to park, are available on the John Abbott College website. After 4:00 p.m., parking is free.

PRINTING - At the start of the semester, each student is credited with \$18 per year, associated with their ID card. If the student prints everything single-sided at 6 cents a page, this will give them 300 pages. If the student prints double-sided, they will get more pages, as it is only 3.5 cents per impression. A print program called Papercuts manages your printing. Additional copies may be purchased at the circulation desk in **SH-104**. Photocopiers are available in **SH-104 or AME-120** – using the Papercuts software. The photocopier in Brittain Hall is **not** available for students' personal use.

PUBLIC TRANSPORTATION - John Abbott is serviced by five STM bus lines (200, 419, 211, 411, and the 251), and CIT off-island bus lines (CIT La Presqu'ile busses run between John Abbott and Ile-Perrot, Pincourt and the Vaudreuil train stations, weekdays during the morning and afternoon rush hours) and the Vaudreuil-Hudson AMT train line. The 200 and 419 are your connections to the Fairview bus terminal and many municipalities on the West Island. The 211 and 411 run between Ste-Anne-de-Bellevue and the Lionel-Groulx Metro Station downtown. Full schedules for these routes available in Student Activities (**H-159**). Monthly passes and OPUS cards can be bought at the Bookstore (**SH-147**).

SMOKING - There is an absolute smoking ban (including e-cigarettes) in Brittain Hall and on Campus premises, except for designated areas. Please consult the sign in front of the Brittain Hall building for designated areas.

CANNABIS – Possessing and smoking of Cannabis is prohibited on Campus (Cannabis Act Bill 157 Quebec government).

TELEPHONES - There are no-charge telephones in the hallways on Level 3 for local calls only. Students are asked to keep calls short and the noise level down, out of respect for those in nearby classrooms.

UNIVERSITY & CAREER INFORMATION CENTRE (H-148) - This Resource Centre carries a wide variety of college and university course calendars, reference materials, application forms, and career information. Hours may vary; for information, call Student Services at **514 457-6610, ext. 5290**.

WASHROOMS - Men's and women's washrooms are located on the lower level (basement) and the 3rd floor.

PERIMETER CHECK – You are welcome to use your classroom space after class. Please ensure to check and close all windows and doors when you are the last one out.



Library Relocation Guide

During the library renovation, the resources and services available in the library needed to be relocated. This guide will provide you with information on where the resources and services that were in the library have been relocated to for your use. If you have any questions regarding the library renovation, please do not hesitate to contact us at library.renovations@johnabbott.qc.ca.

Centre/Resource	New Location	Hours of Operation
Library Circulation Desk	Stewart Hall 104	M - R 8:00 - 6:00 F 8:00 – 4:00 (Semester Hours)
<ul style="list-style-type: none">• 7500 volumes available for loan chosen by the library and academic staff to keep on site (Off-Campus collection will also be made available to students).• Students can use the express printing stations to print on the Xerox printer located in this area.• There is a scanner available for student use in this space.• Students can add money for printing on their ID cards.		
Reference Desk	Stewart Hall 101 B	M - R 8:00 - 6:00 F 8:00 – 4:00 (Semester Hours)
<ul style="list-style-type: none">• One on one reference assistance / Reference searches.• Reference Collection and Periodicals.• Leisure Reads and Career Collection.• There is a scanner available to students in this space.		
Media Services	Herzberg 101	M - R 8:00 - 6:00 F 8:00 – 4:00 (Semester Hours)
<ul style="list-style-type: none">• Over 5,000 DVD and VHS films available for loan.• Camcorders and voice recorders available for loan.• Laptops, tablet computers, DVD projectors and other media equipment available for loan.• Video viewing workstations available for student use.• Desktop computers available for student use.		
Computer Access / Student Lounge	Casgrain 187	M - F 7:00 A.M. – 10:00 P.M. (Semester Hours) Saturdays 9:00 A.M. – 4:00 P.M. (Semester Hours)
<ul style="list-style-type: none">• Computers, printing and internet access.• Computers are for academic use.• Open lounge space for students.		
Computer Access / Student Lounge	Stewart Hall 112	M - F 7:00 – 6:00 (Semester Hours)
<ul style="list-style-type: none">• Computers, printing and internet access.• Computers are for academic use.• Open lounge space for students.		
Computer Access	Anne-Marie Edward 120	M - F 7:00 – 7:00 (Semester Hours)
<ul style="list-style-type: none">• Computers, printing, and internet access.• Computers are for academic use.		
Computer Access	Penfield 306	Hours posted on the door
<ul style="list-style-type: none">• Computers, printing and internet access.• Computers are for academic use.		
Study Space	Stewart Hall Cafeteria	M - F 4:00-6:00 (Semester Hours)
<ul style="list-style-type: none">• Study tables and chairs will be made available in this space to provide students additional space on campus to study.		



Library Relocation Guide

Study Space	Casgrain 0007	M - F 8:00 - 6:00 (Semester Hours)
<ul style="list-style-type: none">• A quiet study area• Study tables and chairs will be made available in this space to provide students additional space on campus to study.		
Study Space	Herzberg 2nd, 3rd, 4th floors	M - F 8:30- 6:00 (Semester Hours) Available in September (near the elevators)
<ul style="list-style-type: none">• Study tables and chairs will be made available in this space to provide students additional space on campus to study.		
Academic Success Centre (Peer Tutoring Centre)	Casgrain 0005	M - F 9:00 - 4:00 (Semester Hours)
<ul style="list-style-type: none">• Drop-in peer tutoring in a variety of subjects.• Athlete Academic Student Involvement Program (AASIP) / Academic Coaching Excellence (ACE).• Subjects and tutor schedules will be posted outside (C-0005), in the Academic Success Centre (H-117) or on Omnivox on the Academic Success Centre community page.		
The Writing Centre	Penfield 109	M - F 9:00 - 4:00 See schedule posted on the door AND the English Dept.
<ul style="list-style-type: none">• One on one peer tutoring for reading and writing assignments.• Drop in or reserve a writing tutor by making an appointment in Penfield 138A (red binder).• Weekly appointment also available.		
Exam Invigilation Centre	Herzberg 432	M - F 8:00 - 6:00 (Semester Hours)
<ul style="list-style-type: none">• Exam Invigilation for students registered with the Access Centre.		



Tutoring and Study Centres

Want a quiet place to study where you can find computers, reference materials and friendly peer tutors? Check out one of the many tutoring and study centres in the College! Tutors can help you with homework, prepare for tests, as well as pass on study tips and strategies. Working with a tutor is a great way to use your breaks, and it's **FREE**.

Centre/Lab	Location	Hours of Operation
Academic Success Centre	Herzberg 148 / Casgrain 0005	M - F 8:30 - 4:30
		<ul style="list-style-type: none">• Drop-in tutoring for all subjects and tutoring for English second language students (ESL)• Study Skills Workshops, Staff Appointments• Athlete Academic Student Involvement Program (AASIP), Academic Coaching Excellence (ACE)
The Writing Centre	Penfield 109	M - F 8:30 - 4:30
		<ul style="list-style-type: none">• Opens as of week 3 with a reduced schedule until week 5• One on one peer tutoring for reading and writing assignments• Drop in or reserve a writing tutor by making an appointment in Penfield 138A (red binder)• Weekly appointments also available
CAF (Centre d'aide en français)	Penfield 004	Schedule posted
		<ul style="list-style-type: none">• Help with reading, writing, and speaking French, with or without an appointment• Weekly appointments also available
Language Resource Centre	Penfield 006	M - R 8:30 - 5:30 & F 8:30 - 4:00 (Student Language Lab)
		<ul style="list-style-type: none">• Study area with computers and reference materials to develop language skills in French, Spanish, Italian, German, Mandarin and English.
Math Study Area	Herzberg 200-A	M - F 8:00 - 5:00
		<ul style="list-style-type: none">• Room for approx. 50 students to study or do Math homework near their teacher's offices. Some computers are available.• Books, solution manuals and calculators may be borrowed M - F 11:30 to 4:00
Math Help Centre	Herzberg 211	Schedule posted OR on Math website
		<ul style="list-style-type: none">• Drop-in centre staffed by teachers for all levels of Math
Biology Learning Centre	Anne-Marie Edward 318	M - F 8:30 - 4:00
		<ul style="list-style-type: none">• A study area with computers, textbooks, slides, anatomical models and answer keys for loan.
Chemistry Tutoring Centre	Anne-Marie Edward 418 Anne-Marie Edward 406 (Peer Tutoring)	M - F 8:30 - 4:30 See schedule posted on the door
		<ul style="list-style-type: none">• Drop in tutoring: CHEM 001, 003, NYA, NYB. Solution and other reference manuals.
Nursing Practice Lab	Anne-Marie Edward 552	M - F 8:30 - 4:30 (Practice Lab - make appoint)
Nursing Learning Center	Anne-Marie Edward 528	M - F 7:00 a.m. - 7:30 p.m.
		<ul style="list-style-type: none">• (Lab) Tutoring in Math for Meds & (Center) quiet study area with computers and textbooks
Physics Tutoring Centre	Anne-Marie Edward 205 Anne-Marie Edward 219	M - F 10:00 - 4:00 (Tutoring) M - F 8:30 - 5:30 (Reference Material)
		<ul style="list-style-type: none">• Drop in tutoring and reference materials for Physics
Business Learning Centre	Hochelaga 212	M - F 9:00 - 5:00 (Study Centre) M - F 10:00 - 1:30 (Tutoring – see schedule)
		<ul style="list-style-type: none">• Help available for Business Administration courses. Computers available.



Tutoring and Study Centres

Psychology Learning Centre	Herzberg 240	Schedule posted
• A quiet study area with computers		
Social Science (Drop-In Lab)	Herzberg 431	M - F 8:30 - 4:30
• Help available for Quantitative & Research Methods and Integration in the Social Sciences - Computers and technical assistance available		
Bio-Pharmaceutical Technology	Anne-Marie Edward 134	M - F 8:30 - 4:30 (See schedule)
Pre-Hospital Emergency Care	Anne-Marie Edward 614	See schedule posted on the door
• A quiet study area		
Pedagogical Computer Centre (Drop-in labs) Semester hours	Anne-Marie Edward 120 Casgrain 187 Stewart 112	M - F 7a.m. - 7p.m. M - F 7a.m. - 7p.m., Weekends 8a.m. - 6p.m. M - F 7a.m. - 6p.m.
• Computer and Internet service		

My JAC Portal Quick Reference Guide

Getting Started...

Go to: www.johnabbott.qc.ca

Click on **My JAC Portal** located on the left hand side of the John Abbott College main web page

The JAC Portal window appears (See below)

If it's the first time accessing the JAC Portal:

Click on the **First Use?** See graphic below

If not go to 'Logging On' section below



- a) **First use – Inputting personal information window opens**
Type in your student ID number and your date of birth
Click on **Validate**
- b) **First use – Questions in case you forget your password window opens**
Choose an answer to the 3 questions
Click on **Continue**
- c) **First use – Choosing a password window opens**
Follow instructions to choose your password
Click on **Confirm**
- d) **First use – Access authorized window opens**
Click on **Continue**

MY SERVICES window opens

- 1) Click on **Payment Center** located on the left hand side of the window (for M.E.L.S. students only)
Follow instructions
- 2) Click on **Parking Decals** located just above 'Payment center'
Follow instructions
- 3) Click on **Information intended for you** located on the left hand side
Follow instructions

Logging On

Once your account set, you can log on by just typing your student ID number and your password (see graphic above) and click on (Authenticate arrow)

Forgot Your Password?

If you forget your password, click on the **Forgot Your Password?** link and follow the instructions. If you have problems resetting your password, please contact the Communications Office for assistance (514.457.6610 ext. 5098).

NOTE: You can access a more detailed Reference Guide once logged on 'My JAC Portal'.

1st under 'Student Communities' header CLICK on John Abbott College Students

2nd at the very end under the 'Documents and Files available' header CLICK on Online Resources

3rd CLICK on 'My JAC Portal Reference Guide'.

Online Learning Resources 24/7

YOU REALLY CAN KNOW IT ALL

Our campus has partnered with Hoonuit (*formerly Atomic Learning*) to provide all faculty, staff and students access to the highest quality technology training and support resources available.

Hoonuit provides learners in higher education instant access to technology-focused online training resources 24/7--ensuring individuals have the answers they need, exactly when and where they are needed. Once logged on, begin building your tech skills on over 200 popular software applications.

Ready to get started?

Go to www.johnabbott.qc.ca/hoonuit

Your **Username** and **Password** is the same one that you use to access your network account on a College computer / JAC WiFi.

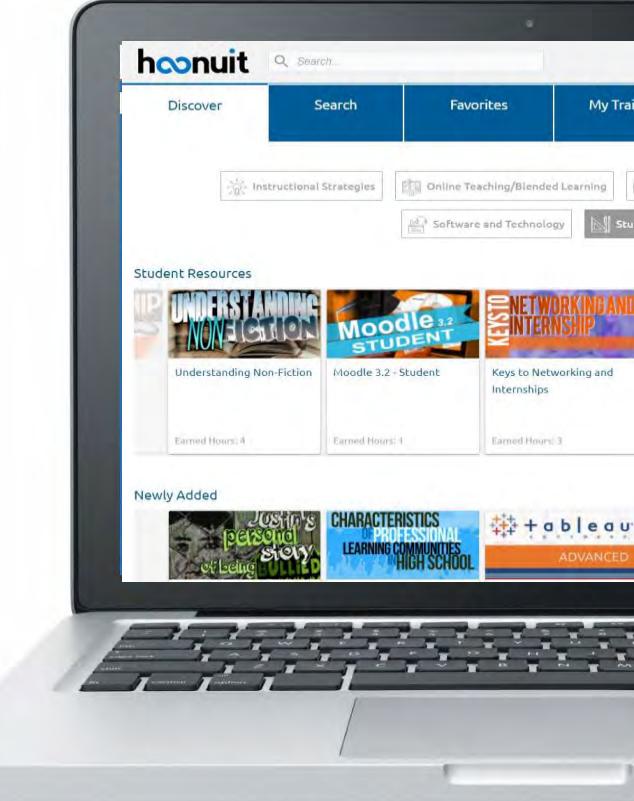
Problems accessing your account?

Contact the ITS Help desk at
extension

3333 or drop by Herzberg 411.



info@hoonuit.com 866-259-6890



Office 365 for John Abbott College students

John Abbott College now provides students with free access to [Office 365](#) —a tool that allows you to create, edit and share documents and projects in real time and on-the-go.

The service can be used on your PC or Mac and on your Android, iOS or Windows device. With your account, **you can install the Office 365 application on up to five devices.**

Access to Excel, Word, PowerPoint and more

With Office 365, John Abbott students can access and download the most up-to-date versions of well-known Microsoft programs, including:

- Access
- Excel
- OneNote
- PowerPoint
- Word

No need for a USB key - Use Microsoft One Drive

You'll receive **one terabyte (TB) of storage** and sharing, and email with a 50 gigabyte (GB) mailbox. Get access to all your files at school, at home or anywhere you have internet access.

Note that Office 365 saves documents to a cloud-based Microsoft server that is not the John Abbott College server.

Go to <https://outlook.office365.com>

Username: studentID@johnabbottcollege.net

Password: The password you set by logging on to a computer at John Abbott and accessing JAC WiFi (NOT your Omnivox password)

Need help?

If you want to learn how to use Office 365 to its fullest, you can find free online training at <http://www.johnabbott.qc.ca/hoonuit>. John Abbott students have free access to the Hoonuit (*formerly Atomic Learning*).

Students can also visit the ITS Help Desk at Herzberg 411 for assistance.

Terms of Use:

Use of Office 365 is governed by **POLICY 13 Policy on Student Conduct and Discipline Procedures** which can be found at http://www.johnabbott.qc.ca/wp-content/uploads/2016/03/Policy-13_160315_logo.pdf

The use of Office365 with a John Abbott College account is limited to currently enrolled John Abbott students. When you are no longer an enrolled John Abbott student, you will lose access to all installed Office applications and email. You will be forewarned by email before this occurs.



Everything You Ever Wanted To Know About Your Password

ITS Department John Abbott College

1. You can now reset your password at www.johnabbott.qc.ca/updatepassword
2. ITS will never email you asking for your password
3. Passwords must be at least 8 character long
4. Passwords cannot contain any part of your login user name
5. Passwords must contain at least one character from 3 of the 4 categories below
 - a. Uppercase letters
 - b. Lowercase letters
 - c. Numbers
 - d. Special characters ~!@#\$%^&*_+=`|\{\}[];";'<>,.?/
6. You cannot reuse one of your previous 12 passwords
7. There is no set date when the IT department expires user passwords
8. Passwords expire every 180 days from when you last set your password
9. You can only reset your password once every 31 days
10. After 5 failed passwords your account will be locked for 5 minutes
11. If your password has expired you will be prompted to change your password when you try to log on using a computer on campus

Network accounts and JAC Wifi

1. Resetting your student network account password:

 - a) Go to <http://johnabbott.qc.ca/updatepassword>
 - b) Type your login name which will be
studentID@johnabbottcollege.net
 - c) Type your old password which is set to be the same as your student #
Ex. 0123456@johnabbottcollege.net
Password: 0123456
 - d) Type a new password (I would suggest that you put the same password as your Omnivox password)
 - e) Confirm your new password
 - f) Click Submit
2. Once you have set up your network account, this will give you access to the college domain computers in the library and everywhere else in the college as well as access to the main wifi around the college - **JAC Wifi**
3. When you connect to the **JAC Wifi** on your personal devices, you will be presented with a login page and asked to put your student ID and password.
4. You ONLY need to put your **student ID** (ex. 0123456) and your password that you have set up in step **1d**
5. You will have to login again the next time you connect to the JAC Wifi.



JOHN ABBOTT
CEGEP/COLLEGE
21 275 Lakeshore Road
Sainte-Anne-de-Bellevue
Québec, Canada H9X 3L9
johnabbott.qc.ca

EAST



MEMORIAL FIELD



MACDONALD
HIGH SCHOOL

PENFIELD (P)



JONES (JB)



419 (STM)

7, 21 (CIT) La Presqu'île

LAIRD
HALL
McGill
Parking
Security

ANNE-MARIE EDWARD (HS)

MAPLE AVENUE

CASGRAIN (C)

GYM 3

GYM 2

GYM 1

THEATRE

STUDENT LOUNGE

SPORTS & REC

TIM MORTON'S

POOL

SECURITY

AGORA

SUJAC

STUDENT ACTIVITIES H-159

HEALTH & FINANCIAL SERVICES

STUDENT SERVICES

RECEIVING

HERZBERG (H)

STAFF LOUNGE

REGISTRAR

DIRECTOR GENERAL

ACADEMIC DEAN

LIBRARY (L)

HOCHELAGA ANNEX (HA)

HOCHELAGA (HO)

PRINT SERVICES HERZBERG H-008

HUMAN RESOURCES

BOOKSTORE

FINANCE 2ND FLOOR

STEWART HALL (SH)

BOARD ROOM

CAFETERIA

STEWART EAST (SE)

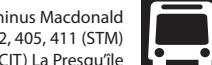
DENTAL CLINIC

STEWART APT. (SA)

BRITTIAN HALL (BH)

TERMINUS MACDONALD

200, 212, 214, 405, 411 (STM)
35, 44 (CIT) La Presqu'île



CHEMIN LAKESHORE ROAD



WEST

ST-GEORGES



STAIRS



RAMP



HANDICAPPED ACCESS



BICYCLE PARKING



STAFF PARKING



CARPOOLING PARKING



CAR-CHARGING STATION



PAY PARKING



EMERGENCY PHONE

