

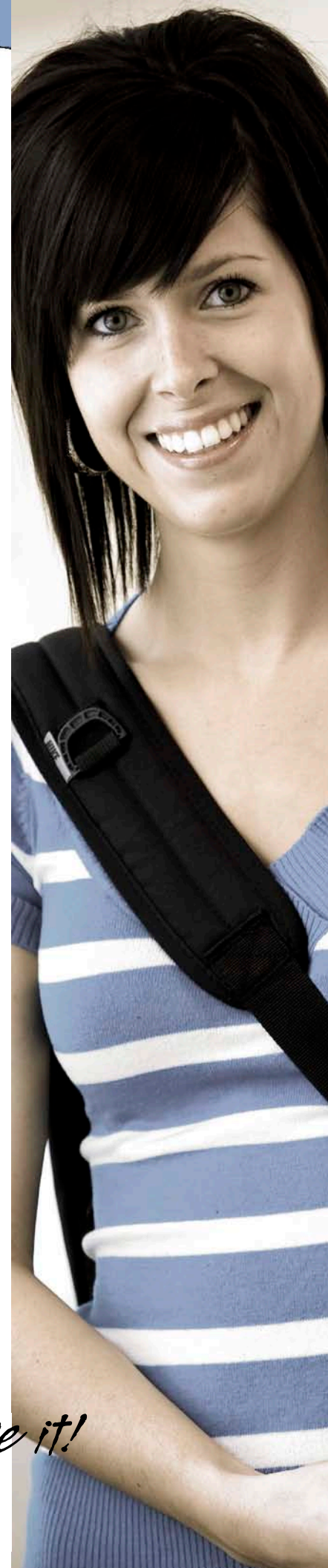


**Université du Québec  
en Abitibi-Témiscamingue**  
Office of the Registrar

## 2010-2011 REGISTRATION GUIDE

Online registration  
[uqat.ca/symbiose](http://uqat.ca/symbiose)

*UQAT: Udeserve it!*



## REGISTRATION METHODS

### A- Online registration

1. Check the registration dates below
2. Go to [uqat.ca/symbiose](http://uqat.ca/symbiose)
3. In the left-hand column, click on «Registration»
4. Complete the required steps.

When you are admitted to UQAT, you will automatically receive a Symbiose user account. To activate your account when you first access the portal, you need to click on the First Access tab and follow the instructions.

### Online Registration Dates

Fall 2010	as of April 12, 2010
Winter 2011	as of October 25, 2010
Summer 2011	as of March 14, 2011

### B- In-person registration

1. Check the registration dates below
2. Students in Rouyn-Noranda, need to go to their Module's Secretary's Office. Contact information: [uqat.ca/modules](http://uqat.ca/modules)
3. Other students need to go to the Secretary's Office on the campus where they are registered. Contact information can be found on the last page of this guide or at [uqat.ca/nousjoindre](http://uqat.ca/nousjoindre).
4. Before registering, you can consult the list of courses to be taken in your program at [uqat.ca/programmes](http://uqat.ca/programmes).

### Registration Weeks (in-person registration)

Fall 2010	August 2-6, 2010
Winter 2011	November 7-11, 2010
Summer 2011	April 4-8, 2011

## COURSE TIMETABLES

Once you have completed the registration process, you can check your course timetables and classroom numbers at [uqat.ca/symbiose](http://uqat.ca/symbiose) by clicking on «General Course schedule».

Course timetables and classroom numbers are also posted near the main entrance at Rouyn-Noranda and near the Secretary's Office at other UQAT campuses and centres.

*\*The contents of this guide were current as of the date of its printing. However, the information in this guide is subject to change without prior notice.*

## PAYMENT METHODS

- Tuition fees are payable upon registration for all students.
- Full-time students may pay their tuition fees in two instalments.  
Check the Academic Calendar for payment deadlines or see [uqat.ca/calendrier](http://uqat.ca/calendrier).

### How to pay your tuition fees

#### A- Credit Card

Pay your fees with a Visa or MasterCard using the [uqat.ca/symbiose](http://uqat.ca/symbiose) portal. Click on the «Pay my tuition fees» tab or phone the UQAT Finance Services office at 819 762-0971, ext. 2313, or toll free at 1 877 870-872, ext. 2313.

#### B- Caisse Desjardins

If you have a bank account with Caisses Desjardins you can pay your tuition fees on their website at [www.desjardins.com](http://www.desjardins.com). Your permanent code serves as your billing number.

You can also pay at the counter at any Caisses Desjardins in Québec, show your bill or UQAT statement of account.

#### C- Cheque or money order

You may write a cheque or money order and send it by mail to the following address:

Service des finances  
Université du Québec en Abitibi-Témiscamingue  
445, boul. de l'Université  
Rouyn-Noranda (Québec) J9X 5E4

#### D- In person

At the counter in the Finance Services office (Room A-200), on the Rouyn-Noranda campus:

- Debit card
- Visa or MasterCard credit cards
- Personal cheque
- Money order
- Cash

#### E- At Secretary's Offices at UQAT campuses and centres

- Debit card
- Visa or MasterCard credit cards
- Personal cheque
- Money order
- Cash (Val-d'Or only)

### Late payment fees

A late fee of \$25.00 may be billed to the student's account for payments not received by Finance Services before the date noted in the Academic Calendar.

### Returned cheques

When a cheque is returned by the bank, an administrative charge of \$25.00 is levied. In addition, the student risks losing the privilege of paying fees by cheque.

## Outstanding accounts

Unless otherwise arranged with Finance Services, students with outstanding accounts will be denied access to registration as long as the outstanding account is not paid.

This restriction also applies to overdue accounts with the Université's services.

Students who do not pay their fees are ineligible to receive their diploma or official attestation of studies from the Université, and will be denied the privilege of registering for courses in person, by mail, or via the internet.

## Reimbursement (Refund)

When the Université cancels all the courses in which a student has registered, the student receives a full refund. However, if the student cancels one or more courses according to established procedures and within the required deadlines, some fees will not be refunded. Consult the Tuition Fee section for more information.

## TUITION FEE DETAILS

	Undergraduate and Graduate (Professional stream)	Graduate and Post-Graduate (Research stream)
Tuition fees	\$68.93/credit	\$68.93/credit
General fees <sup>1</sup>	\$96.00 (full-time) \$86.00 (part-time)	\$96.00 (full-time) \$86.00 (part-time)
General fees, per credit <sup>2</sup>	\$9.00/credit	\$14.00/credit

1. General fees include:  
Registration fee: \$45.00/session  
Student Association fee: \$21.00/session  
Student Life fee: \$10.00/session (Part-time)  
\$20.00/session (Full-time and Graduate and Post-Graduate research streams)  
Donation to the Fondation de l'UQAT: \$4.00  
Contribution to the scholarship fund: \$6.00
2. General fees per credit include:  
Student Services fee: \$3.25/credit  
Technical fees: \$5.00/credit (Undergraduate and Graduate professional streams)  
\$10.00/credit (Graduate and Post-Graduate research streams)  
Copyright fee: \$0.75/credit

### Students who are not residents of Quebec (Undergraduate and Graduate professional streams)

For students who are not residents of Quebec, a fixed fee in the amount of \$119.99 per credit (subject to change) is levied from undergraduate as well as Master's and Ph.D. students.

### Non-Canadian students (Undergraduate and Graduate professional streams)

For students who are not Canadian citizens, add a fixed fee amount of \$413.12 or \$469.72 per credit, depending on the program chosen.

## **Students resident in Quebec (Graduate and Post-Graduate research streams)**

### **For full-time students:**

Students must pay \$1033.95 per trimester, plus general and related fees according to the number of credits taken, for the minimum duration (three trimesters for Master's programs and six trimesters for Ph.D. programs). Subsequently, the student must register for research and must pay \$250.00 per trimester plus general and related fees, corresponding to the number of credits taken, until the student has finished their program of study. Registration in summer trimesters is mandatory.

### **Part-time students:**

Students must pay \$516.98 per trimester plus general and related fees according to the number of credits taken for the minimum duration (6 trimesters for Master's programs and 12 trimesters for Ph.D. programs). Subsequently, the student must register for research and must pay \$250.00 per trimester plus related fees, corresponding to the number of credits taken, until the student has finished their program of study. Registration in summer trimesters is mandatory.

Tuition fees for courses external to a student's program and for upgrading courses are paid in addition to the fees already mentioned; they are calculated according to the scale used for undergraduate students.

## **Students who are not residents of Quebec (Graduate and Post-Graduate research streams)**

Students registered in a full-time Master's program (with thesis) must pay \$1799.85 per trimester in differential fees in addition to \$1033.95 in tuition fees for the minimum duration. Part-time students must pay \$899.92 in differential fees (subject to change) as well as \$516.98 in tuition fees per trimester. Registration in summer trimesters is mandatory.

## **Non-Canadian students (Graduate and Post-Graduate research streams)**

For graduate students, added to the \$1033.95 tuition fee is a fixed fee of \$6,196.80 per session, for the minimum duration. For Ph.D. students, the fixed fee is \$5,453.85 per session for the minimum duration. All fees are subject to change.

Additionally, non-Canadian students (exemptions excepted) must subscribe to a Desjardins Health and Hospitalization Insurance Plan at a cost of \$792.00 per year (subject to change). Contact Student Services for more details or see [uqat.ca/international](http://uqat.ca/international).

### TUITION FEE TOTAL AMOUNTS

<b>Undergraduate</b>	<b>Students from Quebec</b>	<b>Canadian students not from Quebec</b>	<b>International students</b>
1 course - 3 credits	\$319.79	\$679.76	\$1,728.95
1 full-time session 5 courses - 15 credits	\$1,264.95	\$3,064.80	\$8,310.75

<b>Graduate Professional stream</b>	<b>Students from Quebec</b>	<b>Canadian students not from Quebec</b>	<b>International students</b>
1 course - 3 credits	\$334.79	\$694.76	\$1,574.15
1 full-time session 5 courses - 15 credits	\$1,339.95	\$3,139.80	\$7,536.75

<b>Graduate Research stream</b>	<b>Students from Quebec</b>	<b>Canadian students not from Quebec</b>	<b>International students</b>
1 courses - 3 credits	\$1,171.95	\$2,971.80	\$7,354.75
1 full-time session 5 courses - 15 credits	\$1,339.95	\$3,139.80	\$7,536.75

<b>Post-Graduate</b>	<b>Students from Quebec</b>	<b>Canadian students not from Quebec</b>	<b>International students</b>
1 course - 3 credits	\$1,171.95	\$2,971.80	\$6,625.80
1 full-time session 5 courses - 15 credits	\$1,339.95	\$3,139.80	\$6,793.80

*Amounts are in Canadian dollars and fee amounts may be changed without prior notice.*

## UNDERGRADUATE STUDIES REGULATION

For information regarding undergraduate studies, you are invited to consult Regulation 3 - Undergraduate Studies, at [uqat.ca/reglement3](http://uqat.ca/reglement3).

## 2010-2011 ACADEMIC CALENDAR

	FALL 2010	WINTER 2011	SUMMER 2011
<b>Deadline date for admission and change of program</b>			
<b>Undergraduate Studies:</b> Full-time Part-time	March 1, 2010 June 1, 2010	November 1, 2010 November 1, 2010	March 1, 2011 March 1, 2011
<b>Graduate and Post-Graduate Studies</b> Master's and Ph.D.	June 1, 2010	November 15, 2010	March 1, 2011
<b>International student admission application deadline (all levels)</b>	January 15, 2010	June 1, 2011	November 1, 2010
<b>Registration Week</b>	August 2-6, 2010	November 7-11, 2010	April 4-8, 2011
<b>Start of the trimester</b>	August 30, 2010	January 10, 2011	May 2, 2011
<b>Payment of tuition fees:</b> Payment of total amount for part-time students or 1 <sup>st</sup> payment for full-time students Final payment for full-time students <sup>1</sup>	At registration  November 1, 2010	At registration  March 7, 2011	At registration  April 29, 2011
<b>Deadline for all group changes, changes in status or course additions</b>	September 3, 2010	January 14, 2011	May 6, 2011
<b>Withdrawal with reimbursement (refund) of tuition fees:</b> Concentrated timetable (e.g. courses offered over several weekends) <sup>2</sup> Regular timetable	September 13, 2010	January 21, 2011	May 13, 2011 May 6, 2011
<b>Withdrawal without mention of failure (authorized withdrawal without reimbursement [refund]):</b> Concentrated timetable (e.g. courses taught over several weekends) <sup>3</sup> Regular timetable	October 21, 2010	February 28, 2011	May 27, 2011 June 22, 2011
<b>Reading Break<sup>4</sup></b>	October 25-31, 2010	February 28 - March 6, 2011	N/A
<b>End of the trimester</b> Concentrated timetable Regular timetable	December 20, 2010	April 29, 2011	June 13, 2011 August 12, 2011
<b>Holiday</b>	September 6, 2010 Labour Day  October 11, 2010 Thanksgiving	April 22, 2011 Good Friday  April 25, 2011 Easter Monday	May 23, 2011 National Patriots' Day  June 24, 2011 National Holiday of Quebec  July 1, 2011 Canada Day
<b>Deadline for submission of grades<sup>5</sup></b> Concentrated timetable Regular timetable	January 7, 2011	May 13, 2011	July 5, 2011 August 26, 2011
<b>Distribution of grades via Symbiose</b> Concentrated timetable Regular timetable	January 21, 2011	May 27, 2011	July 16, 2011 September 12, 2011

1. The deadline date for the receipt of the second and last payment is always the first Monday following Reading Break.
2. In order for to receive a refund or not be required to pay fees, withdrawal from courses must be done in writing, three business days after the first day of the course, at the latest.
3. In order that withdrawal (without mention of failure on the transcript of grades) be authorized, notice of withdrawal must be made on the business day following the 21<sup>st</sup> hour of the course.
4. Reading Break is a week during which no teaching activities are carried out.
5. For concentrated courses, grades are available five days after the end of the course.

## GENERAL INFORMATION

**Bureau du registraire [Office of the Registrar]**  
Université du Québec en Abitibi-Témiscamingue  
445, boul. de l'Université, local A-100  
Rouyn-Noranda (Québec) J9X 5E4  
Tel.: 819 762-0971, ext. 2210  
Toll free: 1 877-870-8728, ext. 2210  
Email: [registraire@uqat.ca](mailto:registraire@uqat.ca)

**Amos**

341, rue Principale Nord  
5<sup>th</sup> Floor, Suite 5041  
Amos (Québec) J9T 2L8  
819 732-8809, ext. 8221  
Toll free: 1 866 798-8728  
[amos@uqat.ca](mailto:amos@uqat.ca)

**La Sarre**

500, rue Principale  
La Sarre (Québec) J9Z 2A2  
819 333-2624  
[lasarre@uqat.ca](mailto:lasarre@uqat.ca)

**Matagami**

100, du Commerce, C.P. 320  
Matagami (Québec) J0Z 2A0  
Toll free: 1 866 260-6374, ext. 1  
[matagami@uqat.ca](mailto:matagami@uqat.ca)

**Rouyn-Noranda**

445, boulevard de l'Université  
Rouyn-Noranda (Québec) J9X 5E4  
819 762-0971, ext. 2210  
Toll free: 1 877 870-8728  
[registraire@uqat.ca](mailto:registraire@uqat.ca)

**Val-d'Or**

Centre d'études supérieures Lucien  
Cliche  
675, 1<sup>re</sup> Avenue  
Val-d'Or (Québec) J9P 1Y3  
819 874-8728, ext. 6295  
Toll free: 1 866 891-8728  
[vd@uqat.ca](mailto:vd@uqat.ca)

**Chibougamau**

110, rue Obalski  
Chibougamau (Québec) G8P 2E9  
418 748-6155  
[chibougamau@uqat.ca](mailto:chibougamau@uqat.ca)

**Lebel-sur-Quévillon**

81, Place Quévillon, CP 548  
Lebel-sur-Quévillon (Québec) J0Y 1X0  
819 755-3739  
[lebel@uqat.ca](mailto:lebel@uqat.ca)

**Mont-Laurier**

Centre collégial de Mont-Laurier  
700, rue Parent, local A-104  
Mont-Laurier (Québec) J9L 2K1  
819-623-6214  
Toll free: 1 877 870-8728, ext. 2929  
[mont-laurier@uqat.ca](mailto:mont-laurier@uqat.ca)

**Senneterre**

251, 9<sup>e</sup> Avenue, C.P. 1690  
Senneterre (Québec) J0Y 2M0  
819 737-8728  
[senneterre@uqat.ca](mailto:senneterre@uqat.ca)

**Ville-Marie**

9-A, rue Notre-Dame-de-Lourdes  
Ville-Marie (Québec) J9V 1X7  
819 622-1453  
[ville-marie@uqat.ca](mailto:ville-marie@uqat.ca)