



Course-based Master degree
Research-oriented Master degree –Dess

Winter 2024

1. **STUDENT RECORD**

<https://dossieretudiant.polymtl.ca/WebEtudiant7/poly.html> (Réf. Letter of admission)

▶ click : « *recupérer le code d'accès* » Access code (Code d'accès) read the instructions

▶ click : « *recupérer le mot de passe* » Password of your email address (Mot de passe) read the instructions

*Retrieve your access code to go into your student record online

*Retrieve your password for your email address to Polytechnique

2. **ACCESSING E-MAIL, STUDENT RECORD AND MOODLE** (English version)

<https://etudiant.polymtl.ca/etudes/> GENERAL INFORMATION

▶ click : « Student record, Moodle and E-mail »

▶ **Accessing e-mail:** we communicate with students only through their Polytechnique email account.(Ability to redirect to the address of your choice) ▶ **Student record:** to register, choose courses, etc.

▶ **Moodle:** online course-management platform where students can access their grades, tests, exams, etc.; the platform can be accessed only after students have confirmed their registration.

3. ▶ **FILL OUT CODE OF CONDUCT** (English version)

<https://Moodle.polymtl.ca>

Enter your “code utilisateur” and “mot de passe” click CONNEXION (English version)

4. **HOW TO CONFIRM YOUR REGISTRATION** (English version)

<https://etudiant.polymtl.ca/etudes/> REGISTRATION

click : « registration for the semester »

Follow the instruction

*Confirm your registration in your student record online every semester. The inscription/desinscription (registration/Deregistration) option will be available only during the specified period.

5. **STUDY PLAN** (English version)

<https://etudiant.polymtl.ca/etudes/> PARTICULARITIES OF THE GRADUATE STUDIES

click : Study Plan

Click : « Study Plan, Research Master's (PDF)» or Study Plan, Doctorate (PDF)

*Fill out with your academic or research supervisor at your first semester.

CHOOSE YOUR COURSES (English version)

<https://www.polymtl.ca/programmes/>

Program listings/courses/triennial

6. **TO CHOOSE YOUR COURSES IN YOUR STUDENT RECORD ONLINE** (English version)

<https://etudiant.polymtl.ca/etudes/> REGISTRATION

click “Choose your courses and modification “ Follow the instruction

*Each semester, select your courses through the website even if you have previously filled out your study plan. The «modification de choix de cours» (course changes) option will be available only during the specified period for students who have confirmed their registration

Département de génie physique

Pavillon principal

Téléphone : 514-340-4787

Télocopieur : 514-340-3218

Courriel : info@phys.polymtl.ca

Adresse postale

C.P. 6079, succ. Centre-ville
Montréal (Québec) Canada H3C 3A7
www.polymtl.ca

Campus de l'Université de Montréal
2900, boul. Édouard-Montpetit
2500, chemin de Polytechnique
Montréal (Québec) Canada H3T 1J4

COURSES OFF-CAMPUS (English version)

<https://www.bci-qc.ca/etudiants/aehe/> Follow the instruction

*How to register a language course or any other courses dispensed outside of Polytechnique. The course has to be recorded in your study plan, otherwise, submit a «change to study plan » form before registering the application. Tuition fees have to be paid in full.

Référence : horsetablissement@polymtl.ca

MODIFICATION OF YOUR STUDY PLAN WITH FORM (English version)

<https://etudiant.polymtl.ca/etudes/> REGISTRATION

click : « Chose of courses and modifiction»

click : « course drop»

click : Graduate students (screen down)

*Fill out the form « change to study plan »when you :

- Add an unplanned course at your study plan
- Withdraw a course at your study plan
- Add an unplanned course off-campus at your study plan
- Change link (HP to OB)

7. IN ORDER TO BE ALLOWED: (English version)

▶ **PAY TUITION FEES**

<https://etudiant.polymtl.ca/etudes/> FINANCIAL MATTERS

*You have to pay your tuition fees in full for all previous terms.

8. STUDENT ID CARD (English version)

<https://www.polymtl.ca/rentree> NEW STUDENT JOURNEY

click : Graduate Studies

click : Your materials

▶ **STUDENT ID CARD**

▶ **OPUS CARD** (Metro/Bus)

▶ **COOPOLY MEMBERSHIP CARD**

9. COURSE DIRECTORY AND SCHEDULE

<https://www.polymtl.ca/programmes> RÉPERTOIRE DES COURS ET HORAIRE

click : Études supérieures