

# EXPLORE

## FRENCH IMMERSION SUMMER PROGRAM

JULY 1<sup>ST</sup>, 2018 TO AUGUST 3, 2018



*L'Éducation permanente... l'Université partout en tout temps!*

**SUMMER 2018**



UNIVERSITÉ DE MONCTON  
CAMPUS DE MONCTON

Éducation permanente

## TABLE OF CONTENTS

*(We encourage you to read the entire document, but for quick referral, you can scroll over the section you wish to consult and press Ctrl and right click on your mouse to access the desired section.)*

|   |    |
|---|----|
| TABLE OF CONTENTS.....                    | 2  |
| REGISTRATION DAY .....                    | 4  |
| TRAVEL ARRANGEMENTS .....                 | 4  |
| ARRIVAL.....                              | 4  |
| DEPARTURE .....                           | 5  |
| LODGING .....                             | 6  |
| MEALS .....                               | 6  |
| FRENCH AT ALL TIMES RULE.....             | 6  |
| PLACEMENT TEST .....                      | 7  |
| ABSENCES.....                             | 7  |
| STAFF AND ANIMATORS.....                  | 7  |
| INSURANCE.....                            | 8  |
| HEALTH.....                               | 8  |
| TYPICAL DAILY SCHEDULE.....               | 9  |
| TYPICAL DAILY SCHEDULE.....               | 9  |
| WORKSHOPS AND ACTIVITIES .....            | 9  |
| WEEKEND LEAVES .....                      | 10 |
| CELL PHONES.....                          | 11 |
| LAPTOP COMPUTERS AND WIRELESS ACCESS..... | 11 |
| PARKING POLICY.....                       | 11 |
| THINGS TO BRING WITH YOU .....            | 11 |
| PROGRAM RULES AND REGULATIONS.....        | 13 |
| RESIDENCE RULES.....                      | 14 |
| THE FRENCH ONLY RULE .....                | 16 |
| FRAMEWORK FOR THE IMMERSION PROGRAM ..... | 16 |
| INCOME TAX.....                           | 16 |
| UNIVERSITY CREDITS .....                  | 17 |
| REQUEST FOR TRANSCRIPT .....              | 17 |
| PERSONNEL AND CONTACT INFORMATION .....   | 20 |

Dear Participant:

We, at the **Université de Moncton**, are pleased to welcome you as a student in our 2018 Explore French Immersion Summer Program. We are happy that you have chosen to spend five weeks of immersion in the French language and culture at our institution. We sincerely hope that your stay with us will be a memorable experience. Our staff is committed to making your immersion experience fun and rewarding.

We are confident that this summer's prospective students are as eager as we are to make this program as successful as it has been in the past.

We encourage you to read this information package completely. In the event that you need more information, you may contact Valérie Levesque at 506-858-4650.

We look forward to meeting you on registration day.

Best regards,

**Dany Benoit**

Director of Academic Affairs  
Continuing Education  
Université de Moncton

**Valérie Levesque**

Language program Coordinator  
Continuing Education  
Université de Moncton

**Dorothy White**

Program Coordinator  
Explore French Immersion  
Summer Program  
Continuing Education  
Université de Moncton

Assistant Program Coordinator  
Explore French Immersion  
Summer Program  
Continuing Education  
Université de Moncton

## REGISTRATION DAY

**When? Sunday, July 1st, 2018 from 10:00 a.m. to 4:00 p.m.**

**Where? Pavillon Léopold-Taillon, room 136** at the Université de Moncton campus. See interactive campus map here: [www.umoncton.ca/umcm-visiteguidee/](http://www.umoncton.ca/umcm-visiteguidee/).

It is very important that you arrive on registration day, since there is a **mandatory placement test on Monday, July 1st, 2018, starting at 8:00 am**. At registration, you will have the opportunity to meet the program staff who will answer any question you may have. You will also receive an identification card that must be carried with you at all times. This card identifies you as a student in the Explore French Immersion Summer Program, and allows you access campus facilities.

**A student gathering will take place on registration day at 7:00 pm.** This first weekly general information meeting will give you an opportunity to get informed about the program regulations and to get acquainted with other students and the program staff.

## TRAVEL ARRANGEMENTS

Please note that round-trip travel arrangements and expenses from your place of residence to the Université de Moncton campus are your responsibility. You must inform us of your travel itinerary and any changes thereof by filling the travel form on line [www.umoncton.ca/learnfrench/node/24](http://www.umoncton.ca/learnfrench/node/24).

**If you must arrive after 4:00 p.m. on Sunday, July 1st, 2018, please inform us by filling the travel form online and indicating that you will need a staff member to meet you at the LaFrance residence at your arrival. If possible, you can contact us for a delay during transit by contacting Valérie at 506-858-4650 or by email: [valerie.levesque@umoncton.ca](mailto:valerie.levesque@umoncton.ca).**

## ARRIVAL

Upon your arrival on campus, you will be greeted at registration on Sunday, July 1st, 2018, at the Pavillon Léopold-Taillon, room 136 between 10:00 am and 4:00 pm.

If you are travelling by plane, a taxi will take you from the airport to the Université de Moncton campus for a cost of about \$20.00, allow 10 minutes for travel time. If you are travelling by bus or train, allow for about 5 minutes travel time by taxi, and it will cost about \$12.00.

If because of flight schedules, or other reasons, you cannot arrive before 4:00 p.m.

on July 1st, 2018 during registration, the staff will assist you when you arrive at residence Lafrance, providing that you inform us of your late arrival as directed in the travel section above. Please check the interactive campus map to locate residence Lafrance: [www.umoncton.ca/umcm-visiteguide/](http://www.umoncton.ca/umcm-visiteguide/).

If you must arrive before registration day, and wish to reside on campus, arrangements must be made to reserve a room.

Access to your room is possible free of charge on Friday, June 29, 2018 but **you must inform us ahead of time** as we will need to make arrangements so that your room is ready.

**Important:** If you must arrive prior to Friday, June 29, 2018, pre-arrangement must be made with the housing services. This is at your expense, and it is your responsibility to make prior arrangements with the housing services to confirm a room. Please find the housing request form on our web site at the following address: [www.umoncton.ca/learnfrench/wherewillstay/](http://www.umoncton.ca/learnfrench/wherewillstay/).

**However the summer housing personnel will respond to your inquiries after May 7, 2018.**

It should be noted that the campus cafeteria will not be open before registration day.

## DEPARTURE

As for travel arrangements for your departure at the end of the program, please **plan to leave no sooner than Friday, August 3, 2018 after 1:00 p.m. AST**, as there is a **mandatory course final exam** scheduled in the morning.

You will be required to leave your residence room before your final exam, which is scheduled to start at 8:00 am. There will be a room designated to store your luggage on the main floor.

**Important:** Should you need to stay on campus on the evening of **Friday, August 3, 2018**, pre-arrangement must be made with the housing services. (Located at the Lefebvre building). This is at your expense, and **it is your responsibility to make prior arrangements with housing services as soon as possible to confirm a room. However, the summer housing personnel will respond to your inquiries only after May 7, 2018.**

All students must be off campus by Saturday, August 2, 2018, at: 1:00 p.m. AST.



## LODGING

Upon registration, you will have the opportunity to visit your residence, and to obtain the residence keys. You will be given time to unpack and settle in before the start of the evening activity. You can view the residence Lafrance rooms on our website here: [www.umoncton.ca/umcm-logement/Lafrance](http://www.umoncton.ca/umcm-logement/Lafrance).

Our residences are co-ed for Explore students. All rooms are single occupancy and equipped with a high-speed wireless Internet connection. If you do not have a mobile telephone, please be informed that there are no direct line telephones in the residence rooms. Parents or family members wishing to get in contact you will need to contact the housing services at (506) 858-4015.

There are two ATMs on campus (National Bank and Caisse Populaire Acadienne). They are located in the student center.

## MEALS

Students with bursaries receive a weekly allocation of 120\$ to purchase food. The first allocation will be given on Friday, July 6, 2018. The first trip to the supermarket is planned before supper time on Monday, July 2, 2018, and weekly visits will be organized during the program. Please note that there is a cafeteria on campus, it is located in the student center. You may wish to use the cafeteria or visit a restaurant during your first day.

Your residence room will be equipped with a kitchenette (microwave, mini fridge and sink). You will need to bring or purchase your dishes and utensils. Students who would like to purchase more food than the allocation will allow, will need to do so at their own expense.

More information about the weekly food allocation, tips and recommendations on cooking with a microwave, the on campus cafeteria menus, a list of local restaurants within walking distance of the campus, and local grocery stores will be available on registration day. When available, this information will also be added to our web site: [www.umoncton.ca/learnfrench/node/24](http://www.umoncton.ca/learnfrench/node/24).

## FRENCH AT ALL TIMES RULE

The main objective of our Explore French Immersion Summer Program is to place the students in a francophone environment, giving them the opportunity to expand their knowledge of the French language as well as the francophone culture. **French only is the most important rule of the program. Although this is especially difficult for**

**novice students, our staff will do its very best to help you.**

## PLACEMENT TEST

On Monday, July 2, 2018, you will be asked to do a placement test. The results of this test will help us determine the appropriate course level for you. We try to keep the number of students per class to approximately 20 students. Our classes are kept as homogeneous as possible. Our five levels of French competencies are: beginner, beginner-Intermediate, Intermediate, Intermediate-advanced, and advanced.

**The courses we offer are of a university level, therefore, in addition to regular classroom time, students must complete the required coursework and study.** The methods used by our teaching staff are “communicative”, “contextual” and “experiential” in nature. Students are offered as many opportunities as possible to develop, practice and improve their oral and written skills in the target language. At the same time, efforts are made to satisfy our students' individual needs and learning strategies. Students are asked to bring the usual basic materials such as writing paper and writing instruments. We recommend that you bring a **French-English Dictionary, and a Bescherelle-l'Art de conjuguer** as these tools will help you during the courses or with your coursework. Our professors are experienced in creating a positive learning atmosphere while ensuring that learning French becomes a stimulating and interesting experience for one and all. Oral exercises, debates, discussions and educational games are numerous and offer a wide variety of learning opportunities in and out of the classroom.

Classroom activities are complemented by some cultural, pedagogical, social and physical activities. The communicative approach replaces the more traditional structured approach.

## ABSENCES

According to the Explore program regulations, an unexplained absence of three or more hours of class, or an unexplained absence from a workshop of two or more hours in length may result in expulsion from the program. Justification for an absence must be submitted in writing to the Explore Program Coordinator, Ms. Dorothy White.

## STAFF

The staff who will be working with you are chosen because of their expertise as well as their outstanding qualities as communicators and facilitators. They are all experienced postsecondary students with a keen interest in working with people learning a second language. During the academic year, most of them are involved in extra-academic activities on the campus; e.g., Varsity sports, campus radio, student government, coaching, etc. They are all highly skilled and you can be

assured that their activities will be well planned and executed. Everything we do is done with you in mind. All activities are geared towards the reinforcement, practice and discovery of French as the target language.

## INSURANCE

Canadian students from outside New Brunswick should bring their provincial health insurance card. We also recommend that you obtain information regarding health care for when you are out of your own province.

Foreign students must be protected by a personal health insurance policy. Proof of health insurance is required with the registration forms.

We are confident that this summer's prospective students are as eager as we are to make this program as successful as it has been in the past.

## HEALTH

Participants are asked to inform us within ten days of being accepted, or as soon as possible, if they have important medical or physical condition(s) (ex.: accessibility) of using the online Student Data Form available on our web site: [www.umoncton.ca/learnfrench/node/24](http://www.umoncton.ca/learnfrench/node/24).

A Doctor's note or Medical Certificate may be required to evaluate your needs.

Students are responsible for expenses related to pre-existing medical conditions.



## TYPICAL DAILY SCHEDULE

| TYPICAL DAILY SCHEDULE       |  |
|------------------------------|--|
| <b>8:00 am to 10:00 am</b>   | Class time   |
| <b>10:00 am to 10:15 am</b>  | Break  |
| <b>10:15 am to 11:45 am</b>  | Class time   |
| <b>11:45 am to 1:15 pm</b>   | Lunch  |
| <b>1:15 pm to 3:15 pm</b>    | Workshop or Activities   |
| <b>3:15 pm to 6:00 pm</b>    | Free time and Supper   |
| <b>6:00 pm to 8:30 pm</b>    | Variety of workshops, cultural, athletic activities study, free time |
| <b>8:30 pm until bedtime</b> | Free time and Study time   |

NOTE: Staff may modify the daily schedule, if needed.



## WORKSHOPS AND ACTIVITIES

During our summer program, a number of educational activities will be offered. Some activities are optional in order to provide study time. However, we strongly encourage students to participate in as many activities as possible because they constitute an excellent opportunity for practice and exposure to the target language and culture. A few outings to tourist attractions in Moncton and its vicinity will take place during the five weeks of the Explore program. The coordination team will also organize a number of optional activities at a cost. You will be able to register in advance to these extra activities here: [www.umoncton.ca/learnfrench/node/24](http://www.umoncton.ca/learnfrench/node/24) payment will be required on registration day. (If it is not yet available, we will inform registered Students when it becomes available.)

### PLEASE NOTE:

All afternoon workshops are **mandatory for Explore French Immersion Summer Program students**. It is a fantastic opportunity to practice the French language and be exposed to the French culture outside the classroom. It is an integral part of the program fees, or the bursary you have accepted.

## WEEKEND LEAVES

In order to ensure continuity, students **must** stay on campus each and every single weekend for the duration of the program. **Bursary students are not allowed to go home on weekends or during the week. (These are directives that must be enforced, as they are guidelines for the bursary program and an integral part of the total immersion learning experience).**

Absence from the program is limited to special circumstances. For unforeseen situations such as funerals, students must inform the Program Coordinator, Ms. Dorothy White as soon as possible. For other events such as important family reunions, participation in provincial or national sporting events, etc., arrangements must be made with Ms. White at least **two weeks in advance**.

If a student must leave the campus at any time because of an urgent family matter, he or she must inform the Program Coordinator or the Assistant Program Coordinator of his or her departure, with whom he or she will be leaving, as well as the time of his or her return.

## CELL PHONES

Cell phones, texting and other communication applications may not be used during courses, workshops or organized activities. However, you may use your cell phone's camera during a program activity.

## LAPTOP COMPUTERS AND WIRELESS ACCESS

Feel free to bring your laptop computer with you. WI-FI service (wireless access) is available free of charge everywhere on campus. However, please take note of the following:

- 1 – “The Université de Moncton is not responsible for damage caused to the personal property of its tenants. Accordingly, it is strongly recommended that students acquire insurance coverage for their personal belongings.”
- 2 – “The Université de Moncton is not responsible for lost or stolen personal belongings. Your door must be kept locked at all times.

## PARKING POLICY

All students needing to park their cars on campus must obtain a parking permit for the duration of the program from the campus Security Office. Parking permits can be purchased on Monday, July 2, 2018, between 8:30 a.m. and 4:30 p.m. Windshield parking stickers are available on a daily basis at a cost of \$12.50, a monthly parking pass is also available for the duration of the program at a cost of \$79. The Security Office is located in room 001 in the Lefebvre residence building. If you have any other questions in relation to parking on campus, you can contact the Security Office at (506) 858-4011.

## THINGS TO BRING WITH YOU

### Essential Items

- ✓ Health insurance card (Canadian residents)
- ✓ Proof of health insurance and a copy of your birth certificate (non-residents)
- ✓ Pocket money
- ✓ French-English Dictionary (required)

- ✓ Bescherelle - l'Art de conjuguer (recommended)
- ✓ Pens, pencils, notebook
- ✓ Bathing suit, bathing cap, sandals and beach towel (for the beach or CEPS sports complex swimming pool)
- ✓ Sportswear (running and/or walking shoes for various activities)
- ✓ Sunscreen
- ✓ Medications (Non prescription medication ie:Tylenol or prescription medication)
- ✓ Soap, shampoo, toothbrush and toothpaste
- ✓ Alarm clock
- ✓ Outdoor clothing
- ✓ Warm clothing in case the weather changes
- ✓ Towels and face cloths
- ✓ Laundry detergent
- ✓ Dishes, utensils and accessories for food preparation (microwave cooking)

### Optional Items

- ✓ Reusable water bottle
- ✓ Small backpack for day trips
- ✓ Hair dryer
- ✓ Camera
- ✓ Umbrella and rainwear
- ✓ Appropriate clothing for the banquet at the end of the program
- ✓ Musical instrument (if you play one)
- ✓ Fan (there is no air-conditioning in the residences)

### PLEASE NOTE:

Feel free to bring whatever article you may need, but remember that the Program lasts only five weeks and you will have access to laundry facilities.

- Sheets, blankets and pillows are provided by the housing service.
- Residences are equipped with washers and dryers and may be used at a cost of \$1.75 for washers and \$1.75 for dryers. You must acquire a reloadable smart card to use the machines as they do not accept cash.

The Université de Moncton is not responsible for the loss or theft of personal belongings. Therefore, it is imperative that you look after your personal effects, and that you keep your door locked at all times. **We recommend that you label your personal items, camera and cell phone.**

## PROGRAM RULES AND REGULATIONS

- **Alcoholic beverages are prohibited during program activities and also in residence. Non-prescription illegal drugs are prohibited at all times. Anyone in possession of or under the influence of illegal drugs will be expelled. Adults purchasing liquor for a minor (under 19 years of age in New-Brunswick) will be expelled from the program. The program's primary objective is to learn and practice French. Common sense will prevail by all concerned.**
- If it becomes necessary to dismiss a student from the program for any valid reason, the student must leave the campus immediately after the parents or guardians are notified (if applicable), and travel arrangements have been made. **The student will no longer be allowed on campus.**
- Any student whose general behavior or attitude is judged to be detrimental to the others will be sent home.
- **All students are expected to reside on campus and must therefore return to their assigned lodging for the night.** Given the fact that courses are credited and to optimize your learning experience, it is advisable for students to use their best judgement. Early to bed and early to rise, usually increases your chance of success.
- **Attendance in class and participation in afternoon workshops as well as some evening activities is mandatory for all students, and will be closely monitored by the administration.** An absence to any of the aforementioned activities will need to be justified, and will be reported to the administration. If a student is ill or injured, he or she must inform a staff member of the incident for immediate attention. If you feel sick at night, or you feel that you cannot attend classes that day, you must inform the staff member on duty on your floor whose name will be posted every day.
- Students are required to carry their ID card at all times.
- If you notice any damage to your room or if something does not work as it should, you are asked to report it to a staff member immediately.
- When borrowing sports equipment from the reception area of the residence, you will be asked to leave your ID card at the front desk until you return the equipment.
- If a student deliberately damages any property of the Université de Moncton, he

or she will be held responsible for his or her actions and any cost associated with the damages.

- Students who must leave before the end of the program must inform the Program Coordinator prior to their departure. They must leave their ID card and keys at the front desk before leaving. Any keys taken home must be returned by mail.
- It is important to arrive in class, at activities as well as workshops, or any social or cultural events **on time**.
- Footwear and shirts are mandatory in the cafeteria.
- Our staff is experienced and caring. We are more than happy to do our utmost in order to make your participation in our program very positive. If at any time during your stay, you should have a problem of any kind, do not hesitate to talk to a member of our staff. We are all here to help and make your stay as pleasant as possible.
- All activities which require bus transportation will be provided by the program. Any other form of transportation will not be permitted.

## RESIDENCE RULES

Students of the Explore program will stay at the LaFrance building, it is a co-ed facility. The following residence rules are based on common sense. We must, for the record, state the obvious:

- All residence rooms are meant for single occupancy by students participating in the Explore French Immersion Summer Program. **Visitors are not permitted to stay overnight** in a student's residence room.
- Fire alarms: It is a criminal offense to misuse fire extinguishers or fire alarms. Students who do not adhere to this regulation, will be prosecuted under article 393 of the criminal code. Some red doors, clearly marked as being "emergency exits only", activate a general alarm at the fire station if opened. They must remain closed or used only in case of an emergency.
- Animals: It is forbidden to keep an animal in your room.
- Electrical appliances: Only the following electrical appliances are permitted in your rooms: electric razors, hair dryers, CD players or radio with headphones, computers and fan.
- **No installed air conditioners are permitted.**



- Firearms and weapons: No firearms or weapons of any kind can be kept in your room or on your person.
- Insurance: The Université de Moncton is not responsible for damages incurred to your belongings due to water, fire or smoke incidents.
- **Cafeteria: You are not permitted to take dishes or utensils out of the cafeteria.**
- Windows: It is not allowed to let objects fall from open windows. Windows are not to be used to enter or leave the building. Students are asked to use the main entrance to the building.
- Walls: Please refrain from fastening posters or any objects on the walls using thumb tacks, nails or any adhesive tape that could damage the paint. Staff members can provide you with special gum adhesive which is made to attach posters to the walls without damaging them. Posters, banners, etc. must be affixed on bulletin boards only.
- Special evenings (parties): Residence halls and rooms are not to be used for parties. Any gathering will be held in the students' lounge or reserved areas in other buildings on the campus.



## THE FRENCH ONLY RULE

**To accelerate the learning process of all participants, only French is allowed for the duration of the Explore French Immersion Program.** We do understand that this is more difficult for beginners, but we ask the more fluent students to collaborate and help the less advanced students both during, and outside the planned activities. Using one word or expression during a conversation is permitted if you do not have the French vocabulary to express what you mean to say.

This policy does not apply to emergency situations or, if and when a student wishes to discuss a personal problem with a staff member.

## FRAMEWORK FOR THE IMMERSION PROGRAM

The duration of the Explore summer language bursary program is five weeks, during that time, students will receive 3 hours 30 minutes of class time each day from Monday to Friday. They will also receive a minimum of three hours per day of workshops and/or sociocultural activities, including weekends as described in the workshop and activities section on page 8 of this information package.

Except for the exceptional situations mentioned above, all transportation of students to program activities once they have arrived will be paid for by the program.

Every measure will be put in place to ensure that your stay at the Université de Moncton will be a pleasant and memorable experience.

## INCOME TAX

Participants of the Explore program will require the Université de Moncton to issue a T 2202 A (Relevé 8 in Quebec) in order to claim the Scholarship Exemption on their income tax report (as well as the Tuition Tax Credit and Education Tax Credit). Participants who have completed the Explore Program will be able to request the applicable document using the **Mon U de M section** of the Université de Moncton web site through **ManiWeb**. The instructions will be posted on our Web site in the Registered Participants' Section when these reports become available.

## UNIVERSITY CREDITS

Students may receive up to six university credits for the program. Those interested in obtaining university equivalences must make the necessary arrangements with the designated universities. Students may request a university transcript at any time after completing the program the procedure to request the transcripts are outlined in the following section.

## REQUEST FOR TRANSCRIPT

After the Explore program is completed, you can obtain a university transcript, or have it sent to an educational institution, organization or company.

Please note that an official transcript bears the Université de Moncton seal and the Registrar's signature. The transcript is sent directly to the organization or institution of your choice to ensure its official status. Only a non-official transcript may be delivered to the student. For more information, please visit: [www.umoncton.ca/umcm-registrariat](http://www.umoncton.ca/umcm-registrariat). There is no cost to receive a course transcript.

Requests for official transcripts must be done in the **Mon U de M section** of the Université de Moncton web site through **ManiWeb**.

1. Access ManiWeb at: <http://www.umoncton.ca/monudem>
2. In the ManiWeb section, click on **Dossier étudiant**.
3. Click on **Connexion à mon compte**.
4. You will need to set up your account. Have your student card ready. Your personal ID number on your student card starts with (A00...), this is your **«numéro d'identifiant utilisateur» (NI)**. Your temporary personal ID number **«numéro d'identifiant personnel» (NIP)**, assigned to you is as follows: The last two digits of your year of birth, month of birth and day of birth. (Ex: if you were born on June 29th, 1996, your temporary personal ID number would be 960629).
5. Once you have logged in to ManiWeb you will find a menu, click on **«Renseignements étudiants»**, and **«Enregistrement étudiants»** and then **«Demande de relevé de notes en ligne»**;

Fill out the form by providing the requested information as follows:

\* indique un champ obligatoire **Mandatory field are marked with an \***

Type de relevé de notes: \*  **Type of transcript**

Dé livré à: \*  **Delivered at:**

Rue ligne 1:  **Street address line 1**

Rue ligne 2:  **Street address line 2**

Rue ligne 3:  **Street address line 3**

Ville: \*  **City**

Province:  **Province**

Code postal: \*  **Postal code**

Pays:  **Country**

Indicatif régional:  **Area code**

Numéro du télécopieur:  **Fax number**

Blocage pour les notes:  **Non-applicable**

Votre courriel: \*  **Email address**

[Click on continue](#)

Fill out the following information:

**Renseignements personnels** **Renseignements étudiants** **Employé**

Rechercher

### Options de demande de relevé

Nombre de copies (jusque 9):  **Indicate the number of copies requested - up to 9**

Relevé de notes officiel:  Oui  Non **Official transcript, yes or no**

Méthode de livraison:  **Method of delivery options:** 1- Mail  
2- Pick-up at «Régistrariat» (Taillon room 358)  
3- Fax

[Click on continue](#)

In the last screen, to submit your request, click on **Soumettre**.

### Are you having problems?

Contact Service des dossiers – Registrariat, tel.: 506-858-4399, or toll free: 1-800-363-8336.

## TO CONSULT YOUR COURSE TRANSCRIPT ONLINE

To consult your course transcript and view your final grade, visit the **Mon U de M section** of the Université de Moncton web site through **ManiWeb**.

1. Access ManiWeb at: <http://www.umoncton.ca/monudem>
2. In the ManiWeb section, click on **Dossier étudiant**.
3. Click on **Connexion à mon compte**.
4. If you are accessing your account for the first time, you will need to set up your account. Have your student card ready. Your personal ID number on your student card starts with (A 00...), this is your **«numéro d'identifiant utilisateur» (NI)**. Your temporary personal ID number **«numéro d'identifiant personnel» (NIP)**, assigned to you is as follows: The last two digits of your year of birth, month of birth and day of birth. (Ex: if you were born on June 29th, 1996, your temporary personal ID number would be 960629).

Once you have logged in to ManiWeb you will find a menu,

Click on **«Renseignements étudiants»**,

Clic on **«Enregistrement étudiants»**,

Clic on **«Note finale»**

Go to **«Cycle du relevé de notes»** select **Tous les cycles**.

Go to **«Type de relevé de notes»** select **Relevé Web** and click on **Soumettre**

## PERSONNEL AND CONTACT INFORMATION

### **Dany Benoit**

Director of Academic Affairs  
Continuing Education  
Université de Moncton

### **BEFORE THE PROGRAM:**

#### **Valérie Levesque**

Language Program Coordinator  
Continuing Education  
Université de Moncton

**Telephone:** (506) 858-4650

**Fax:** (506) 858-4489

**Email:** [valerie.levesque@umoncton.ca](mailto:valerie.levesque@umoncton.ca)

### **DURING THE PROGRAM:**

*(Specific contact information will be updated in June when the team is on duty)*

#### **Dorothy White**

Program Coordinator  
Explore French Immersion Summer Program  
Continuing Education  
Université de Moncton

Assistant Program Coordinator  
Explore French Immersion Summer Program  
Continuing Education  
Université de Moncton