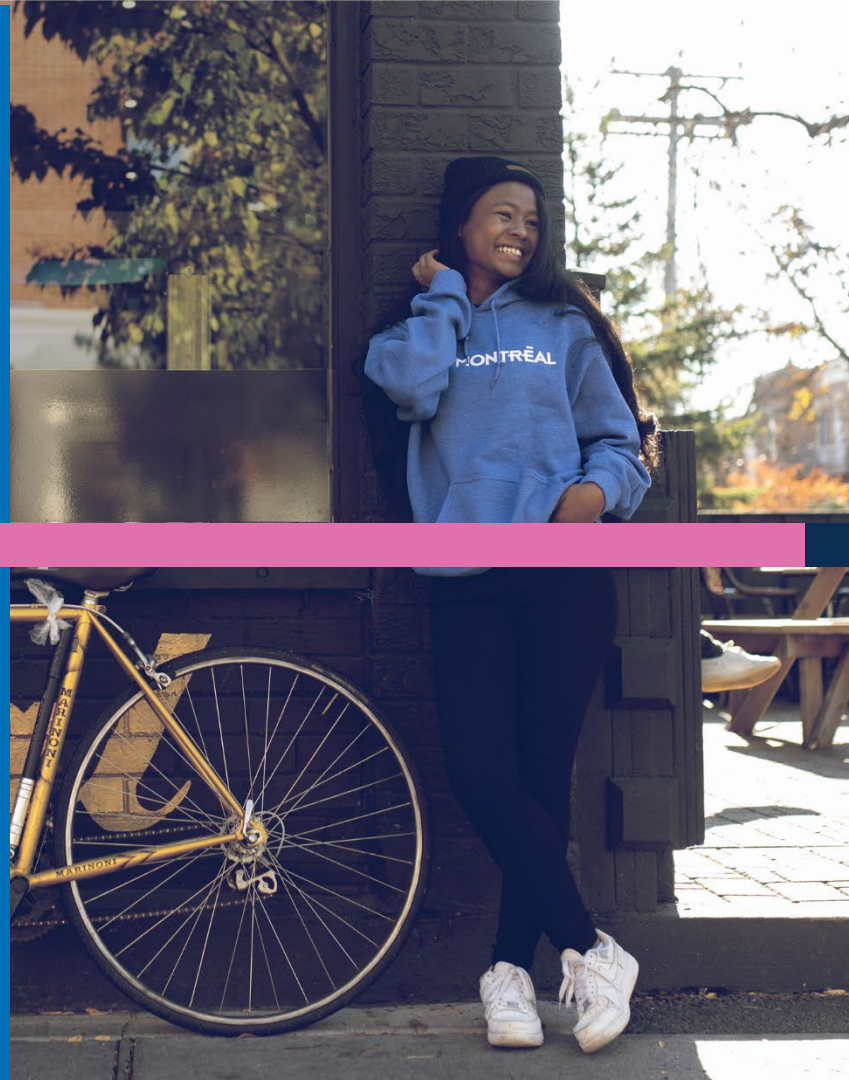


Starting on the right foot at HEC Montréal

Fall 2025





Facilitator

Maud-Andrée Lemieux – Registrar's Office
(Zone Info)

Colleagues from the Registrar's Office at
the chat

Note that the audio and PDF versions will be available on the back-to-school activities website.

Plan of the workshop

1 Technological tools

2 More about your courses

3 First steps

4 Services on campus

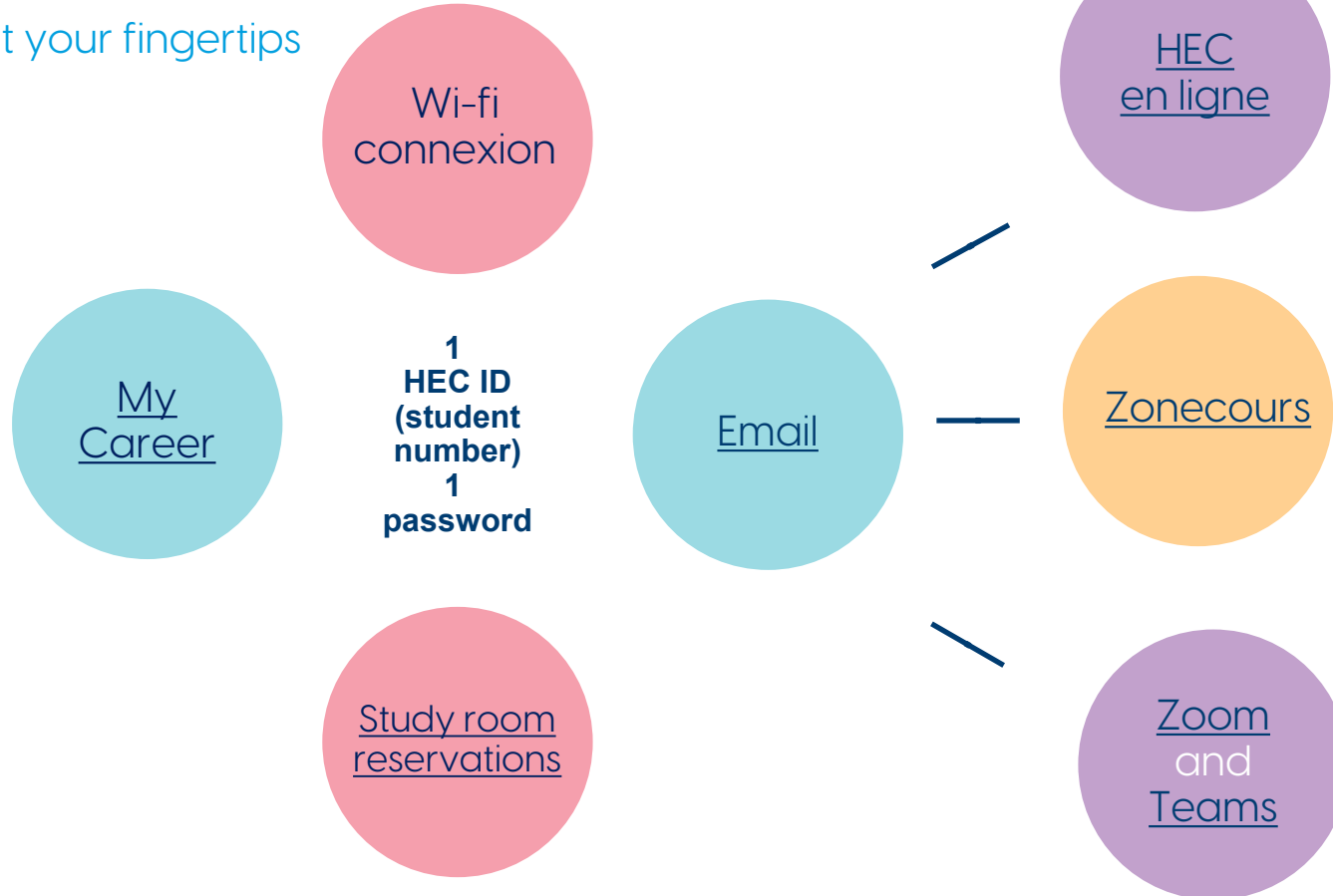
5 What's next?

Technological tools



Techno tools

at your fingertips



HEC MONTRÉAL TOOLS

Get to know them!

The screenshot displays the HEC Montréal website interface. At the top left is the HEC Montréal logo. A navigation bar at the top right includes links for 'My HEC Montréal', 'Donate now', and 'Contact us'. A large blue dropdown menu is open under 'My HEC Montréal', containing two columns of links: 'YOUR RESOURCES' (Students, Staff, Faculty, Alumni, Businesses, Retirees) and 'POPULAR TOOLS' (HEC en ligne, Webmail and calendar, Library, IT services, Course portal, ZoneCours, Zone Info online, ZoneRecherche, Personnel directory). In the lower-left area, a 'QUICK LINKS' section lists several tools, with 'Study rooms' highlighted by a red box. A pink banner in the background partially shows the text 'Admissions u' and 'certificate pr'.

HEC MONTRÉAL

RESEARCH

Admissions u
certificate pr

QUICK LINKS

- HEC en ligne
- ZoneCours
- Course research tool (in French)
- Webmail/Calendar
- Study rooms

My HEC Montréal

Donate now Contact us

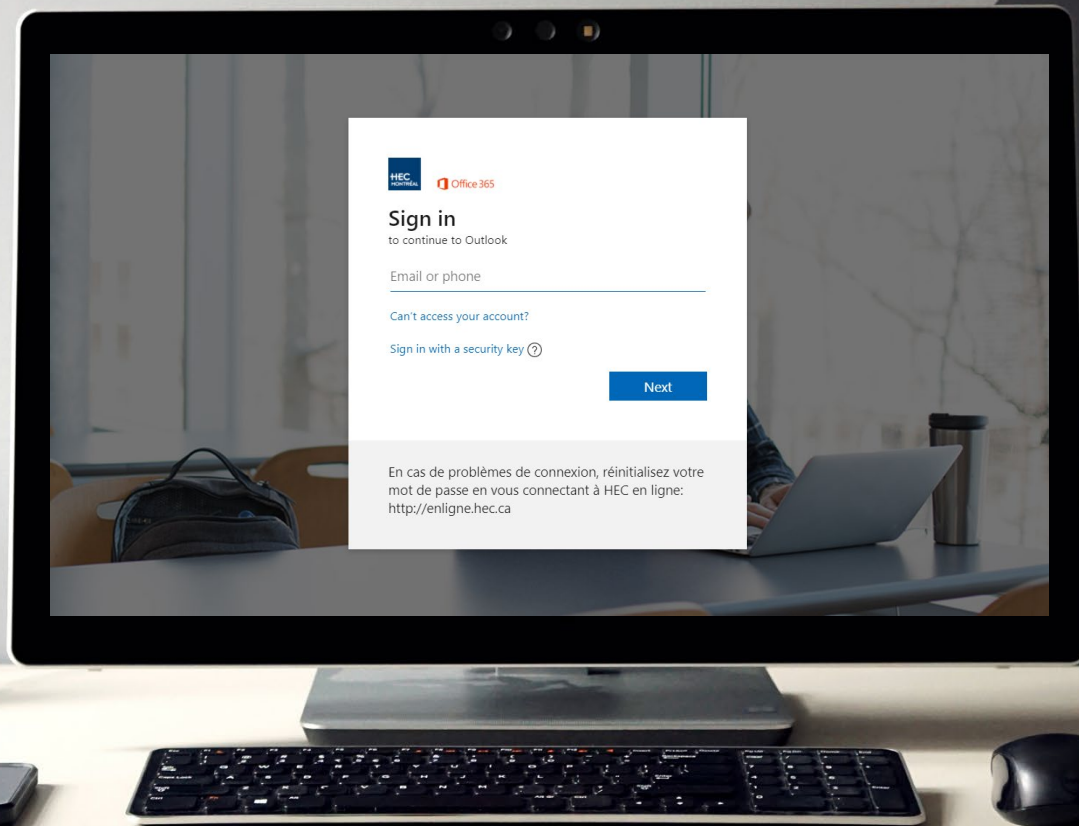
YOUR RESOURCES

- Students
- Staff
- Faculty
- Alumni
- Businesses
- Retirees

POPULAR TOOLS

- HEC en ligne
- Webmail and calendar
- Library
- IT services
- Course portal
- ZoneCours
- Zone Info online
- ZoneRecherche
- Personnel directory

Email



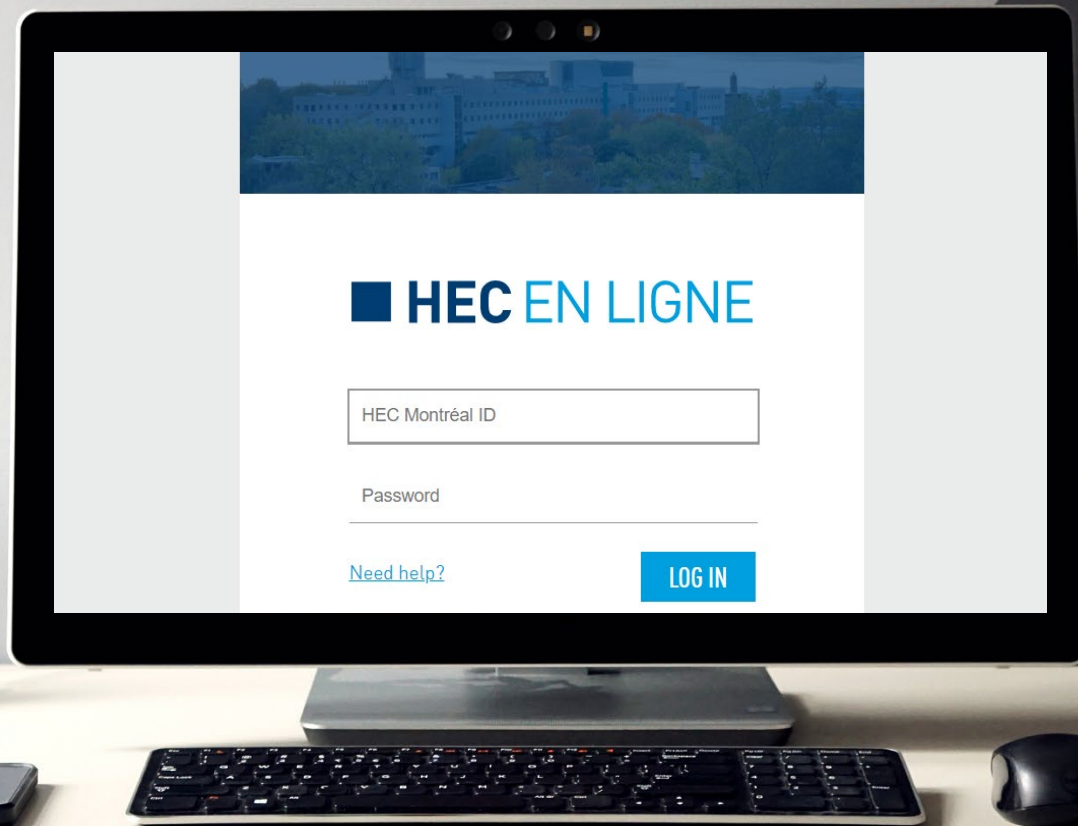
Email



- @hec.ca: you received it by email at the address you provided us when you have applied for your admission.
- When you log in for the first time, you must activate two-step authentication for security purposes.
- Different ways to access your emails
- Emails may be stored on the HEC server or redirected to another address

! Official means of communication with the university: professors, administration and associations

HEC en ligne





HEC en ligne

Academic Progress (program structure)

Manage Classes (enrollment, course and exam schedules and room assignments, withdrawing, drop classes, etc.)

Transcripts and grades

Tuition Fees (amount and invoices)

Profile (personal information and **emergency contacts**)

Documents (document submission, certificate of enrollment, etc.)

Tasks

Services and tools (locker reservation, OPUS online)

**Does not apply to students in the preparatory year, 1st year B.B.A. and gateway B.B.A., MBA
=Automatic registration for your courses*



Academic Progress



Manage Classes



Academic Records



Tuition Fees



Profile



Documents



Tasks



No current tasks

Services and Tools



Courses

Fall 2024
Certificate
HEC Montréal

View My Classes

Enrollment Period

Class Search and Enroll

Drop Classes

Swap Classes

Enroll by My Requirements

Shopping Cart

By Class

By Date

[Printable Page](#)

☒ Show Enrolled Classes

☐ Show Waitlisted Classes

☐ Show Dropped Classes

▼ RHRT 30310 Performance at work

Status	Units	Grading Basis	Grade	Requirement Designation
Enrolled	3,00	Graded		
Class	Meeting Dates	Days and Times	Building, Room	
HS10 - 3291	2024-08-26 - 2024-08-26	Days: Monday Times: 18:00 to 21:00	Virtual, Remotely	
	2024-09-09 - 2024-09-09	Days: Monday Times: 18:00 to 21:00	HDesmarais, C.521 Helsinki	
	More class meetings available			

[Deadlines](#)

[Exam Schedule](#)

Courses



View My Classes



Fall 2024
Certificate
HEC Montréal

View My Classes

Enrollment Period

Class Search and Enroll

Drop Classes

Swap Classes

Enroll by My Requirements

Shopping Cart

By Class

By Date

[Printable Page](#)

☒ Show Enrolled Classes

☐ Show Waitlisted Classes

☐ Show Dropped Classes

☒ Show Exam Schedule

From 2024-08-26



To 2024-09-01



Monday August 26

18:00

RHRT 30310 Lecture

Building, Room: Virtual, Remotely

Status: Enrolled



Exams

My Exam Schedule

Fall 2021 | HEC Montréal

Class	Description	Exam Type	Exam Date	Day	Schedule	Building, Room	By Last Name
FINA 10200A-AG01	Basic Corporate Finance	Intra	2021-10-22	Friday	13:30 - 16:30	To be Announced	
OPER 20502-A01	Prod. Inv. Planning & Contr	Intra	2021-10-25	Monday	13:30 - 16:30	To be Announced	
OPER 20505-A01	Mngt of Service Operations	Final	2021-12-08	Wednesday	09:00 - 12:00	To be Announced	
TECH 10701A-AG01	Info Technologies in Organiz.	Final	2021-12-10	Friday	13:29 - 17:00	To be Announced	
OPER 20502-A01	Prod. Inv. Planning & Contr	Final	2021-12-11	Saturday	13:30 - 16:30	To be Announced	
FINA 10200A-AG01	Basic Corporate Finance	Final	2021-12-14	Tuesday	13:30 - 16:30	To be Announced	
MNGT 10401-AG01	Organizational Behaviour	Final	2021-12-20	Monday	13:30 - 16:30	To be Announced	

! Intra = midterm exam, Final = final exam

! Dates, schedules, building and room numbers for your exams are different from those of your courses

Absence from an evaluation

Visit the website: Students > [evaluations](#)

Tips on:

- Precautions to take before an exam
- What documentation is allowed on an exam
- Possible problems during an exam
- Absences from evaluations

ZoneCours



ZoneCours – 2 versions

BBA and certificates:

- New ZoneCours 2.0 (Canvas)

Other programs:

- Old ZoneCours
- Transition during your studies



Zone Cours

- Plan for each course
- Course descriptions
- Communication with professors
- Professor contact information
- Pedagogical material
- Work and quiz submission
- Calendar/agenda
- Other resources and tools



ZoneCours

ZoneCours

Home | Gérer sa vie professi... | Analyse macroéconomique | Éthique, gouvernance... | Organizational Behaviour | Relations de travail | FAQcomptabilitédegestion | Comptabilité de gestion | Finance

Marketing introduction | Statistique | **Operations Management** | Activité récupération... | Formation en ligne VACS (Étudiants)

Overview | Announcements | **Course Outline** | Calendar | Tests & Quizzes | Assignments | Roster | Tegrity | Forums | Chat Room | Help

COURSE OUTLINE

OPER10500A.H2020 - OPERATIONS MANAGEMENT

COURSE MENU

- Presentation**
- Contact Information
- Learning Material

Evaluations

- 1 - Assignment 1, due session 6
- 2 - Midterm Exam
- 3 - Assignment 2, due session 12
- 4 - Final Exam

Course Organisation

- 1 - Introduction : Operations Management, Logistics and Supply Chain Management
- 2 - Demand Forecasting
- 3 and 4 - Inventory Management

PRESENTATION

DESCRIPTION

This course is an initiation to the fundamental principles and methods of operations management (OM) and logistics, both in industrial and service fir

- Main concepts of operations management and logistics and links between an organization's strategy and the operations and logistics functions;
- Overview of strategic and tactical decisions, challenges and trade-offs impacting OM and links between the latter and other functions within organiz
- Main aspects of operational system's design: design of products and processes, facility layout, design of work systems, capacity management, quali management, etc.;
- Overview of operations planning: short and long term planning, material requirements planning, purchasing and inventory management.

THEMES

- Product and process design
- Facility layout
- Demand forecasting
- * Qualitative and quantitative models
- * Measures of error
- Capacity Management
- Design of work systems
- * Standard time, cycle time and balancing of operations
- Continuous improvement of processes
- Quality management and control
- Inventory management in an independent demand context
- * Reorder point system
- * Fixed-interval system

Tasks

! Courses outline available maximum one week before courses begin

COURSE OUTLINE

OPER10500A.H2020 - OPERATIONS MANAGEMENT

Tasks

COURSE MENU

Presentation
Contact Information
Learning Material

Evaluations

- 1 - Assignment 1, due session 6
- 2 - Midterm Exam
- 3 - Assignment 2, due session 12
- 4 - Final Exam

Course Organisation

- 1 - Introduction : Operations Management, Logistics and Supply Chain Management
- 2 - Demand Forecasting

LEARNING MATERIAL

BIBLIOGRAPHIC RESOURCES

IMPORTANT

Giroux, Hélène, *Operations management and logistics*, Éditions JFD
ISBN: 9782923710549
[Available at the library](#)
Available for purchase at the COOP HEC
On reserve at the Bibliothèque for students of the Winter 2019 semester

[Operations Management and Logistics \(on-line version\)](#)

[<http://www.coozook.com/golan>]

On-line version available for rental for a 130-day period. Please note that it is not possible to download or print from this version.

Course Organisation

- ✓ 1 - Introduction : Operations Management, Logistics and Supply Chain Management
- ✓ 2 - Demand Forecasting
- ✓ 3 and 4 - Inventory Management
- ✓ **5 - Operations Planning: Aggregate Planning and Master Scheduling**
- ✓ 6 - Material Requirements Planning
- ✓ 7 - Purchasing Management, Logistics and Supply Chain Management
- ✓ 8 - Product / Process Design
- ✓ 9 - Facility Layout, Capacity Management and Work Study
- ✓ 10 - Work Measurement and Improvement of Work Systems
- ✓ 11 - Quality Management
- ✓ 12 - Strategic Planning

- From aggregate plan to master schedule;
- Objectives of the master schedule;
- Developping a master schedule (Inputs, lot sizes, rough cut capacity planning).

ACTIVITIES/RESOURCES BEFORE SESSION

- ☐ Giroux, Hélène - *Operations management and logistics* . Éditions JFD
ISBN: 9782923710549
{Book}
[Available at the library](#)
Chapter 4 and chapter 5 (sections 5.1 to 5.4)

ACTIVITIES/RESOURCES DURING SESSION

[Slides - Session 5](#)
(Session 5a - Aggregate planning and MPS 2019.pptx)

Exercise: Electroflux, page 134

ACTIVITIES/RESOURCES AFTER SESSION

- ☐ Review problem:
Spiderman Inc., page 137

My Career

HEC MONTRÉAL

Username

> [Forgot your password?](#)

Password

> [Need Help?](#)

☐ Don't Remember Login

☐ Clear prior granting of permission
for release of your information to this
service.

Login

My Career

Create your profile

Browse job offers

Exclusive resources (model CVs, interview prep, etc.)

More about your courses



Full time vs part time

Requirement to study full-time:

International students except summer*

Do not exceed the maximum recommended load

Individuals receiving loans and bursaries from the
Quebec government

No requirement: try to assess your workload carefully;
Better slowly but surely.

A red circle with a white border containing white text.

CAREFUL!
Supervised
project should
never be taken
at your last
semester

*Individuals enrolled in the M.Sc-thesis program or the Doctorate program are enrolled full-time year-round.

Withdrawing from classes

Generally before September 8th, 2025*

Withdrawal with refund, course will not appear on transcript

Generally before November 12th, 2025*

Withdrawal still allowed, but noted on transcript

After these dates : withdrawal = failing grade on transcript

Careful!

- Modification fee: around 25\$ per transaction

[More information](#)

**See your HEC en ligne for courses with specific schedules.*



Do not hesitate to
[consult your academic
advisor](#)
or your professors!

Pedagogical material



- Information available in [ZoneCours](#) or on the [COOP HEC Montréal website](#)
- Purchase at the [COOP HEC Montréal](#)

Used books

- Sale organized by the COOP every fall and winter semester
- [Facebook :« ACHAT ET VENTE DE LIVRE HEC MONTREAL »](#)
(not managed by the university)



Other material

Computers:

- Camera, headset
- PC recommended, MAC use permitted if Windows environment installed

Calculators:

- Texas Instruments BA II PLUS (with financial functions)
- Sharp EL-243SB

During face-to-face exams, when calculators are permitted, you must use a calculator bearing a compliance sticker.

Printing

- Self-service printers
- At the COOP

First steps and life on campus



Tuition fees



! Payment before September 11th , 2025

If not - locked out of HEC en ligne, late fee of \$25 + 3% of the balance due

Payment methods:

- Direct payment by internet or phone through your Canadian financial institution
 - CIBC portal – international students
 - Zone Info help desk with debit card.
 - NO CREDIT CARD ACCEPTED
-



[More information](#)

Do you have the right fees?

International students with a student visa

- Submit passport, CAQ and study permit



Adjustment of tuition and fees, if applicable

Permanent resident and Canadian citizens

- Verify your admission conditions in HEC en ligne, "Documents" tab

APPLICABLE RATE BASED ON LEGAL STATUS IN CANADA AND EXEMPTIONS

To see what your tuition fees will be, find the applicable rate for your legal status and check whether you are eligible for an exemption.

LEGAL STATUS IN CANADA

See which documents to provide to confirm your [legal status in Canada](#) and the rate applied by default.

RATES

See the [definition of each rate](#) and determine which category applies to you.

EXEMPTIONS

Check the exemptions page to see if you can receive a lower rate reserved for people from [Canada](#) or [certain countries](#).

FEE BREAKDOWN

See the [tables of fees by program](#) to find the price for a course or an entire program, depending on your situation.

Mandatory insurance for INTERNATIONAL STUDENTS

All international students are automatically enrolled in the HEC health insurance provided by [Cowan](#). This fee will appear on your invoice.

POSSIBLE EXEMPTIONS :

- If you are eligible to join the Quebec Health Insurance Plan (RAMQ)
- If you are a French student enrolled in the CFE-HEC package



[More information](#)

Complementary insurance - ASEQ.ca

For **local** students:

- Dental and health insurance

For **international** students:

- Dental insurance only
 - *RAMQ (Quebec Health Insurance Plan) holders can opt to add health portion*
 - Premium **automatically billed**, added to your invoice
 - 1st bill in fall 2025 and 2nd bill in winter 2026 (commitment for the whole year)
 - Possible to **opt out** for both or one portion (from Aug. 18th to Sept. 11th)
-

Student Card and COOP card

! Mandatory !

September 3 and 4, between 10: 00 a. m. and 7: 00 p. m.

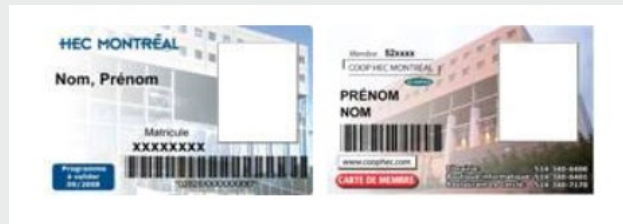
- Espace C, Main Library

Starting September 9th:

- At the COOP bookstore - CSC
- At the Francine Roy library - EHD



[More information](#)



Lockers

- In each building
- Padlock to be provided
- Hélène Desmarais small lockers: integrated padlock
- To be released at the end of each semester

LARGE LOCKERS

Reservation in HEC en ligne

SMALL LOCKERS:

Self-service



[More information](#)

Opus card

- Public transit card on the Island of Montreal
- Reduced monthly rate for full-time students
 - Online (HEC en ligne) – the student card must have been made before
 - At the STM photo studio with appointment



[More information](#)



Getting to HEC

Parking at HEC:

- [CSC](#) (french only)
- Decelles: in the streets or [parking lot of the UdeM](#)
- Hélène Desmarais: indoor spots

Public transportation: all buildings easily accessible by bus or subway

Bicycle:

- Bike racks
- Bixi

[Interactive tool](#)

School and on-campus services



Registrar's office

Academic advisors

- Courses choice
- Help with your structure

Official documents

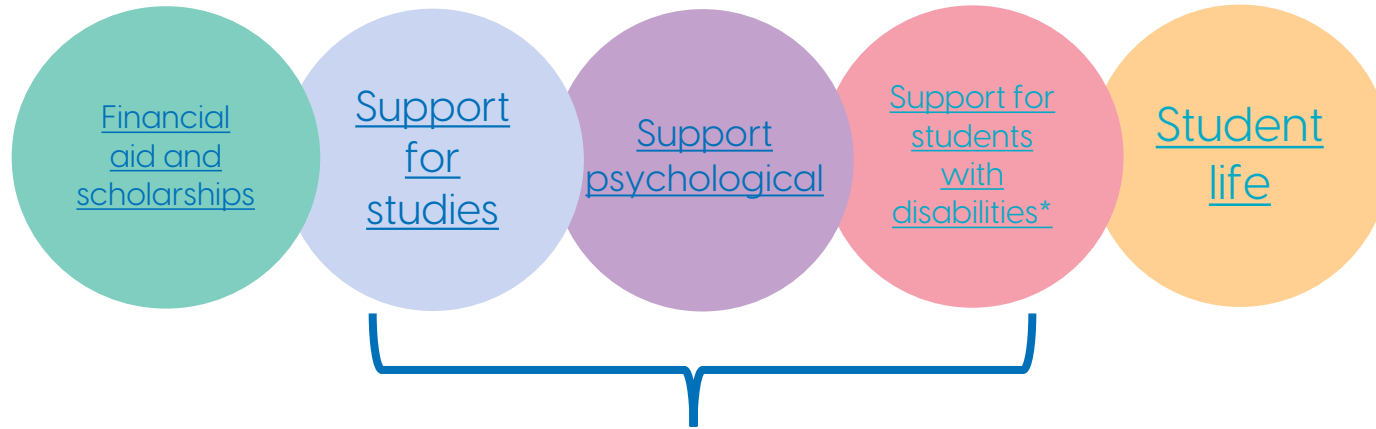
Immigration Consulting

Zone Info

- Online
- At the counter
- On the phone

Admission

Student services



Free and confidential support services

**To benefit from services to support your study projects, come forward quickly for personalized help.*

The Success and Well-Being HQ

A warm and relaxed space to take a break, exchange, and promote authentic encounters or just have a snack 🍏.

At HQ:

The Crossroads of Success

A moment of exchange for people from abroad, in order to create links and discover resources with our team.

Trivia at HQ

A fun activity to test your knowledge, while meeting people in a friendly atmosphere!

SOS study

Fast, drop-in support to help you better study, get organized, and manage stress.

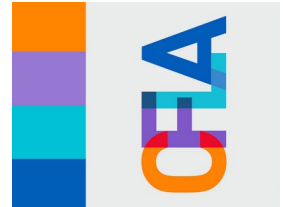


School services

The various services of the School are available for you!



Bibliothèque





CEPSUM (University of Montreal Sports Centre)

- Access with your student card
- Swimming pool and access to the fields for free
- Gym and classes at reduced costs

Cultural activities of the Université de Montréal

Various activities at low prices (visual arts, film and media, communication, dance, languages, fashion, music, photography and theatre)

CSCP (University of Montreal Health Centre)

Next steps



Your student association

Find out about your student association, which will represent you throughout your program:

- M. Sc, Short Graduate Program, Ph.D: [AECS](#)
- MBA: [AEMBA](#)

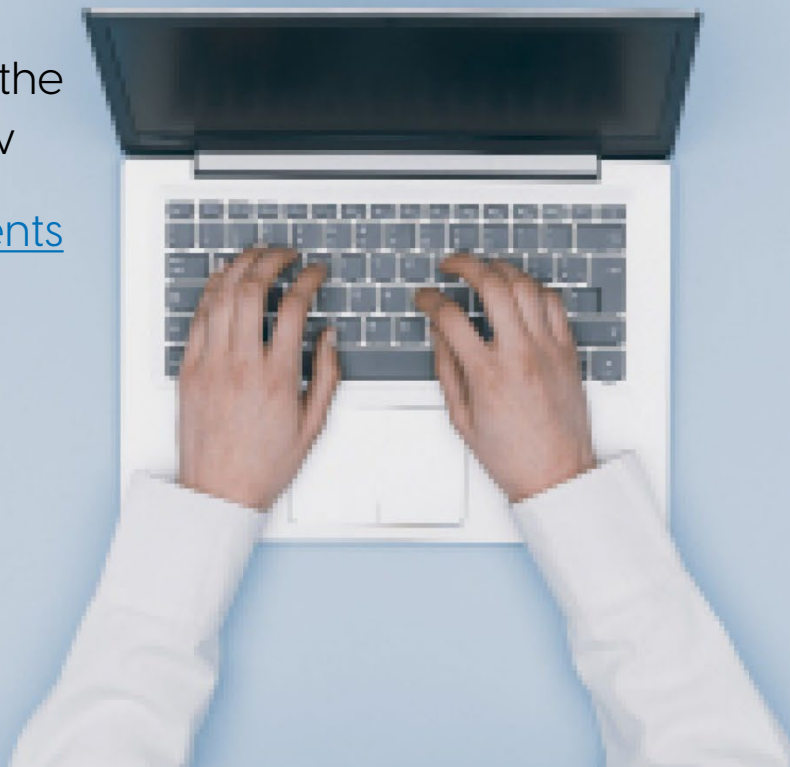
What's next?

- Familiarize yourself immediately with the main technological tools mentioned below
- Check out the [back-to-school events calendar](#)
- Read the [Newly Admitted Student](#) Guide

Visit the website

For international students:

[Consult the page dedicated to you](#)



**For any
questions, a
form:
help.hec.ca**





Thank you!