

Starting on the right foot at HEC Montréal

Fall 2026



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

Facilitator

Maud-Andrée Lemieux
Registrar's Office -Zone Info
Coordinator- Immigration

Lysange Gervais
Registrar's Office -Zone Info
Immigration advisor

The chat

Colleagues from the Registrar's Office



3 Buildings

Lise-et-Giuseppe-Racanelli
(main building, Côte-Sainte Catherine)
LGR

Decelles
DEC

Hélène Desmarais
(Centre-Ville)
EHD

Plan of the workshop

1 Technological tools

2 More about your courses

3 First steps

4 Services on campus

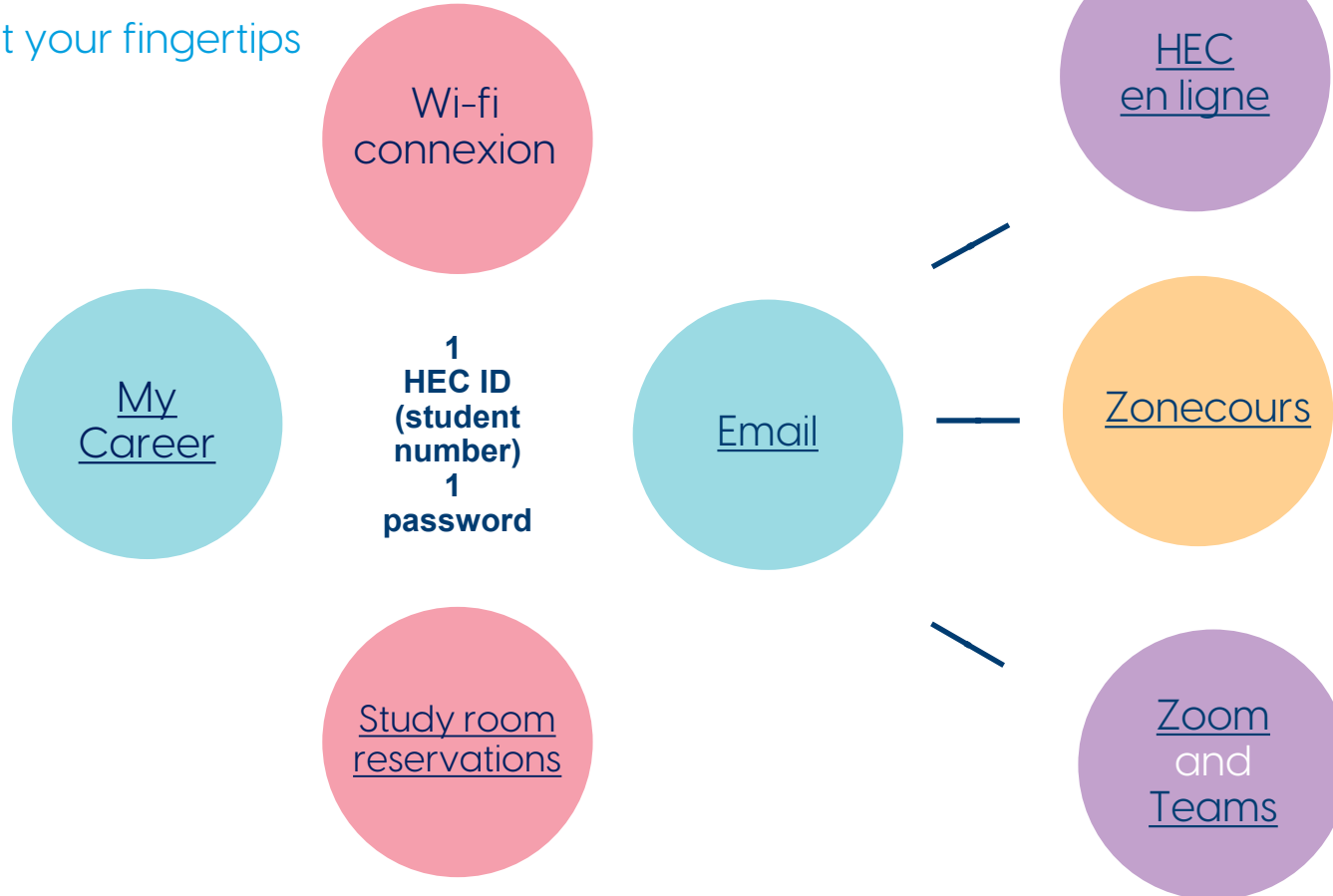
5 What's next?

Technological tools



Techno tools

at your fingertips



HEC MONTRÉAL TOOLS

Get to know them!

HEC
MONTRÉAL



QUICK LINKS

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

→ X FR Q Menu

YOUR RESOURCES

POPULAR TOOLS

[HEC en ligne](#)

[Webmail and calendar](#)

[Library](#)

[IT services](#)

[Course portal](#)

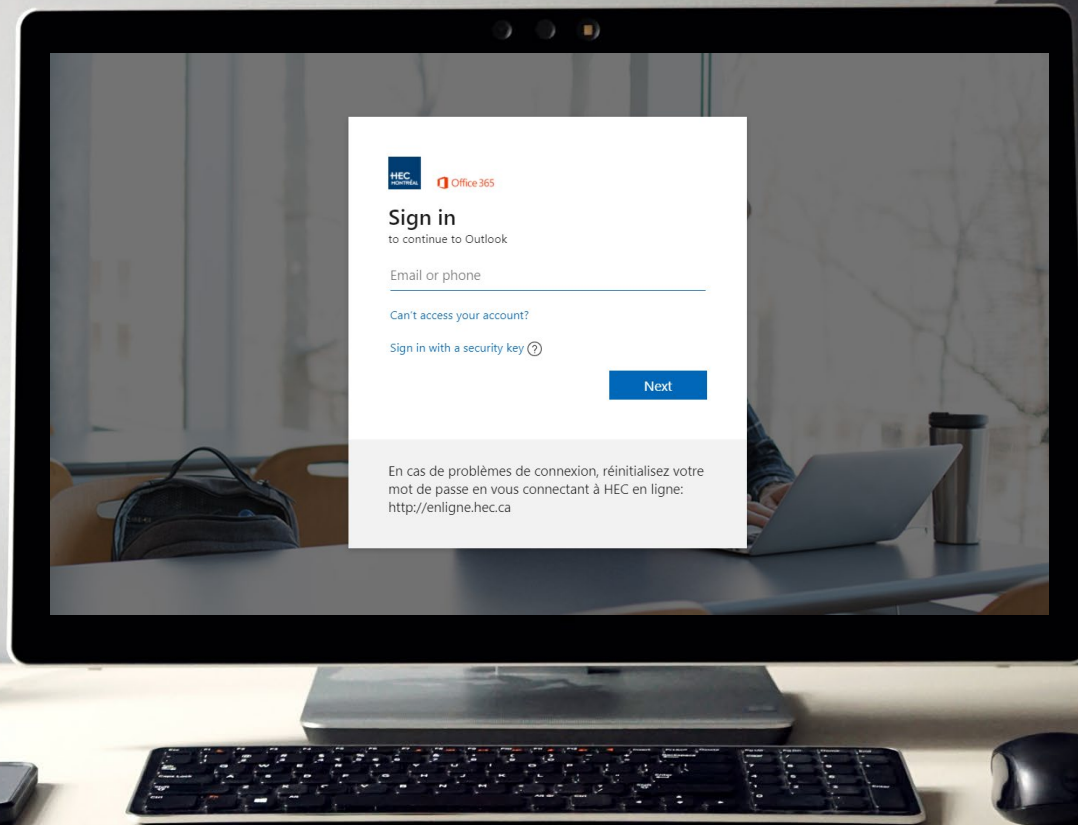
[ZoneCours](#)

[Zone Info online](#)

[ZoneRecherche](#)

[Personnel directory](#)

Email



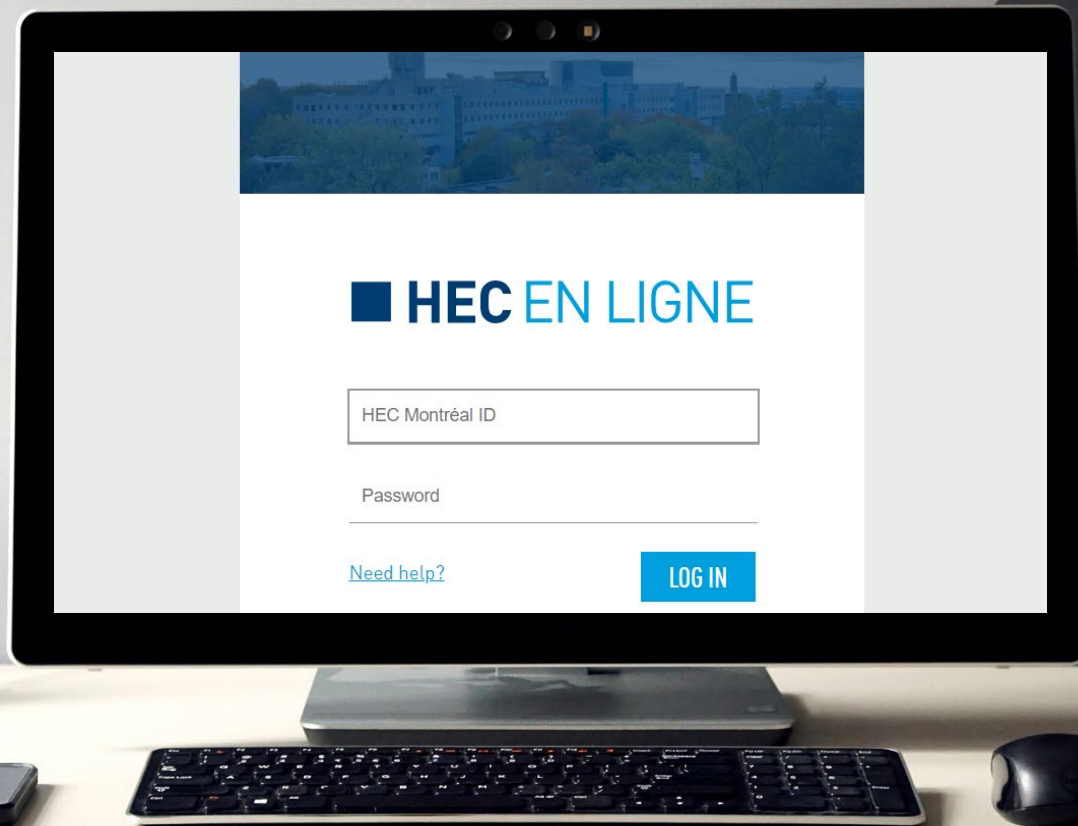
Email



- @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
- Detailed invoice
- Profile (personal information and **emergency contacts**)
- Documents (document submission, certificate of enrollment, etc.)
- Tasks
- Services and tools (locker reservation, OPUS online)



Academic Progress



Manage Classes



Academic Records



Tuition Fees



Profile



Documents



Tasks



No current tasks

Services and Tools



Courses

Fall 2026
B.B.A.
HEC Montréal

[Change Term](#)

View My Classes

[Enrollment Period](#)

[Class Search and Enroll](#)

[Cancel/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

▼ DRAF 20351 Managers and Employment Laws

Status	Units	Grading Basis	Grade	Requirement Designation
Enrolled	3,00	Graded		
Class	Meeting Dates	Days and Times	Building, Room	
A01 - 3113	2026-08-25 - 2026-08-25	Days: Tuesday Times: 8:30AM to 11:30AM	LGR, Lima	>
	2026-09-01 - 2026-09-01	Days: Tuesday Times: 8:30AM to 11:30AM More class meetings available	LGR, Lima	

[Deadlines](#)

[Exam Schedule](#)

▼ PROJ 20350 Managing Projects

Status	Units	Grading Basis	Grade	Requirement Designation
Enrolled	3,00	Graded		
Class	Meeting Dates	Days and Times	Building, Room	
A01 - 3412	2026-08-28 - 2026-08-28	Days: Friday Times: 8:30AM to 11:30AM	Decelles, Saint-Hyacinthe	>
	2026-09-04 - 2026-09-04	Days: Friday Times: 8:30AM to 11:30AM More class meetings available	Decelles, Saint-Hyacinthe	

Courses

Fall 2026
B.B.A.
HEC Montréal

[Change Term](#)

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By Date

[Printable Page](#)

☒ Show Enrolled Classes

☐ Show Waitlisted Classes

☐ Show Dropped Classes

☒ Show Exam Schedule

From 2026-08-24



To 2026-08-30



Monday August 24

8:30AM

RHRT 20310 Lecture

Building, Room: LGR, Deloitte - LGR

Status: Enrolled



3:30PM

RHRT 20302 Lecture

Building, Room: LGR, Luc-Poirier - LGR

Status: Enrolled



Tuesday August 25

8:30AM

DRAF 20351 Lecture

Building, Room: LGR, Lima

Status: Enrolled



12:00PM

RHRT 20330 Lecture

Building, Room: LGR, Jean-Guérin

Status: Enrolled



Thursday August 27

3:30PM

PROJ 20504 Lecture

Building, Room: LGR, Banque CIBC

Status: Enrolled



Friday August 28

8:30AM

PROJ 20410 Lecture

Building, Room: Decelles, Saint-Hyacinthe

Status: Enrolled



Exams

all 2026
B.A.
EC Montréal

Change Term

View My Classes

Enrollment Period

Class Search and Enroll

Cancel/Drop classes

Swap Classes

Enroll by My Requirements

Shopping Cart

Print

▼ DRAF

Status

Enroll

Class

A01 - 3

▼ PROJ

Status

Enroll

Exam Schedule

Fall 2026
B.B.A.
HEC Montréal

☐ Display Past Exam Schedule

Friday October 16

9:00AM PROJ 20504 Lecture Building, Room: To be Announced Status: Enrolled / Exam Type: Mid-term >

Saturday October 17

9:00AM RHRT 20302 Lecture Building, Room: To be Announced Status: Enrolled / Exam Type: Mid-term >

Sunday October 18

1:30PM DRAF 20351 Lecture Building, Room: To be Announced Status: Enrolled / Exam Type: Mid-term >

Friday December 4

9:00AM RHRT 20310 Lecture Building, Room: To be Announced Status: Enrolled / Exam Type: Final >

Saturday December 5

9:00AM RHRT 20302 Lecture Building, Room: To be Announced Status: Enrolled / Exam Type: Final >

Saturday December 12

1:30PM PROJ 20504 Lecture Building, Room: To be Announced Status: Enrolled / Exam Type: Final >

Tuesday December 15

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

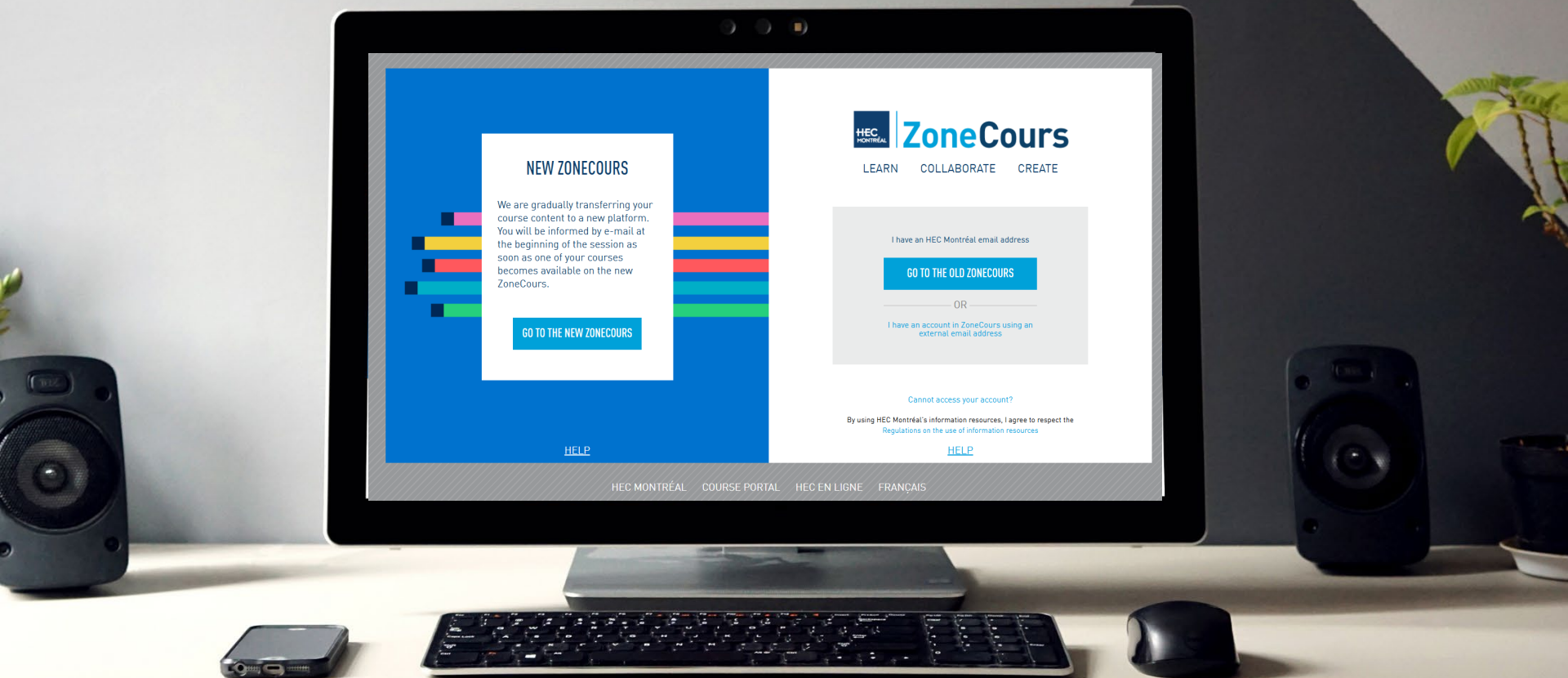
Absence from an evaluation

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

Tips on:

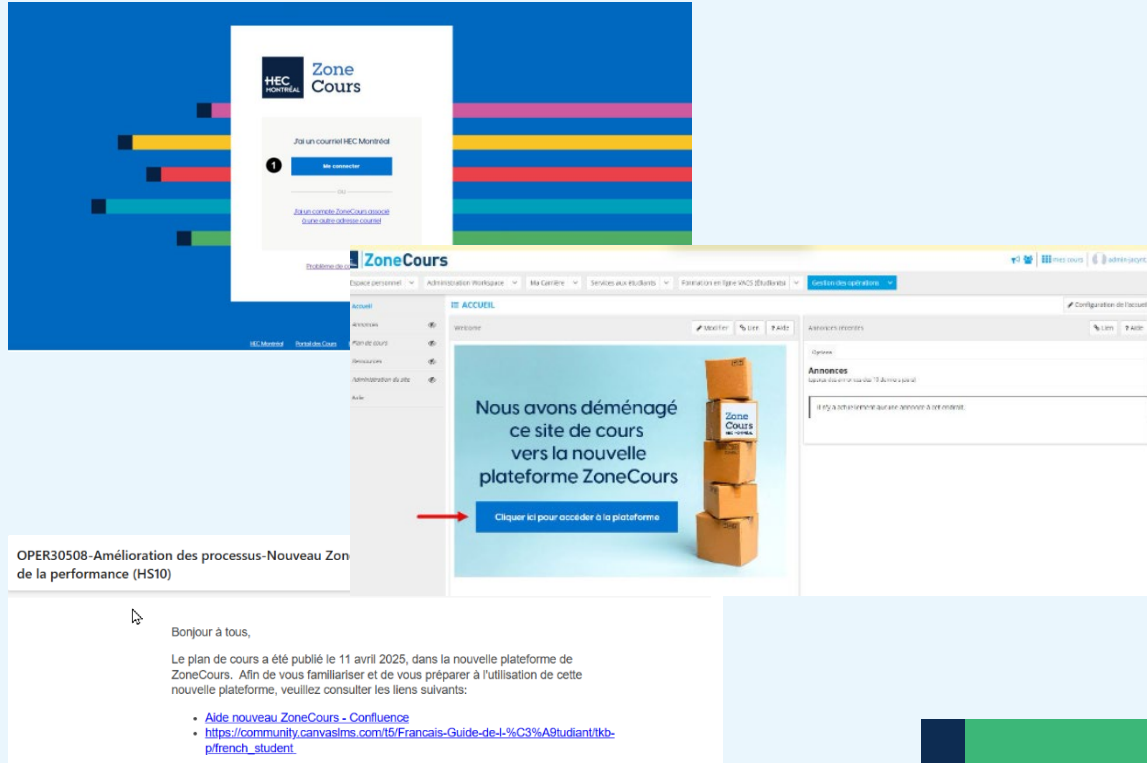
- Precautions to take before an exam
- What documentation is allowed on an exam
- Possible problems during an exam
- Other types of evaluations

ZoneCours – mixt of the 2 versions



ZoneCours 2.0 (Canvas)

[Watch the video](#) (put the English subtitles)



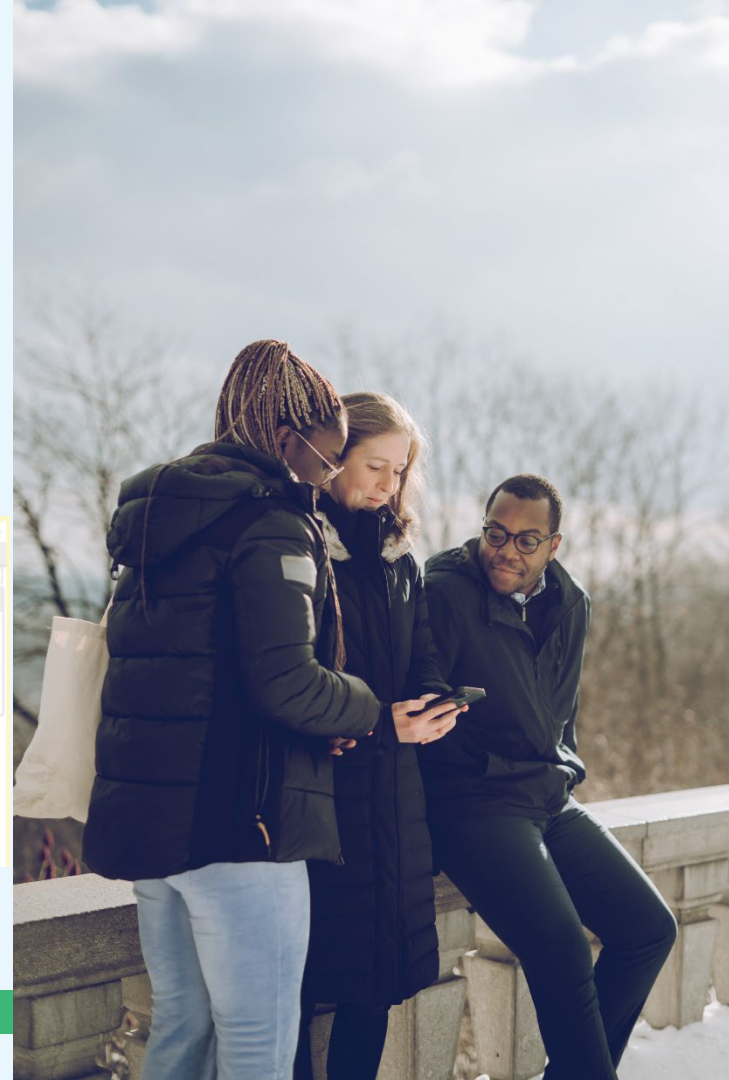
The screenshot displays the ZoneCours 2.0 interface. At the top, there's a login section with the HEC Montreal logo and the text "J'ai un cours à HEC Montreal". Below this, a blue button labeled "Me connecter" is visible. A red arrow points to a blue button labeled "Cliquez ici pour accéder à la plateforme" in the main dashboard area. The dashboard also features a large announcement banner that reads "Nous avons déménagé ce site de cours vers la nouvelle plateforme ZoneCours". The interface includes a sidebar with navigation links and a top navigation bar with various user and course management options.

OPÉR30508-Amélioration des processus-Nouveau Zone de la performance (HS10)

Bonjour à tous,

Le plan de cours a été publié le 11 avril 2025, dans la nouvelle plateforme de ZoneCours. Afin de vous familiariser et de vous préparer à l'utilisation de cette nouvelle plateforme, veuillez consulter les liens suivants:

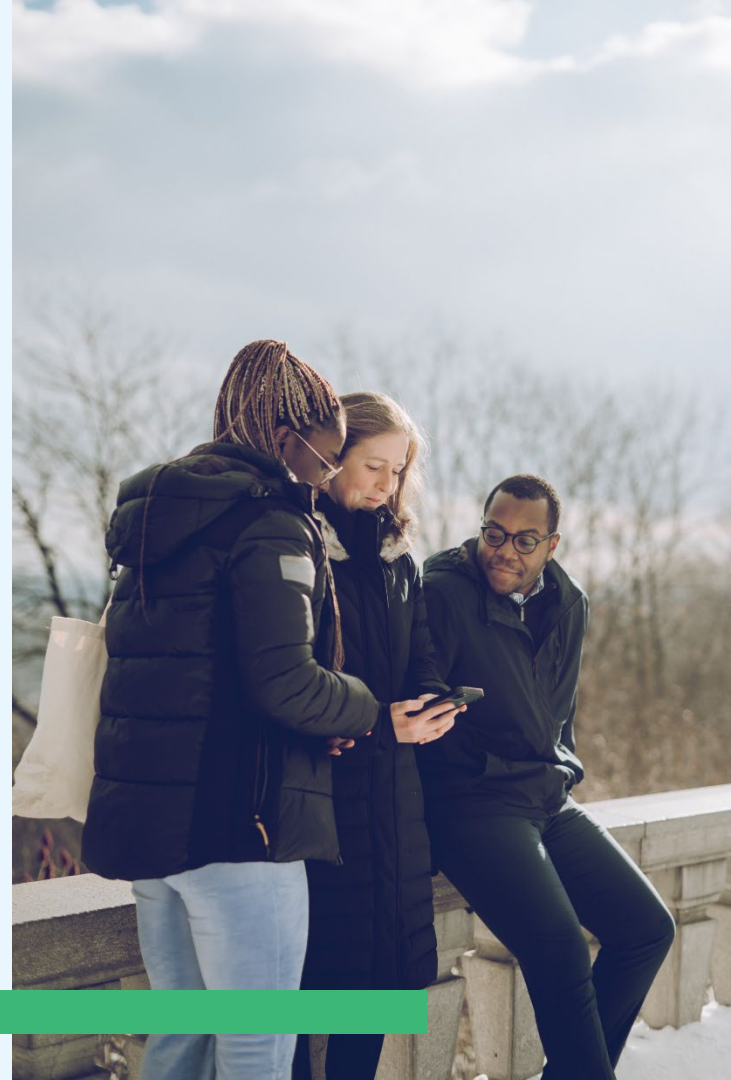
- [Aide nouveau ZoneCours - Confluence](#)
- https://community.canvaslms.com/t5/Francais-Guide-de-L-%C3%A9tudiant/tkb-pfrench_student



ZoneCours – 2 versions

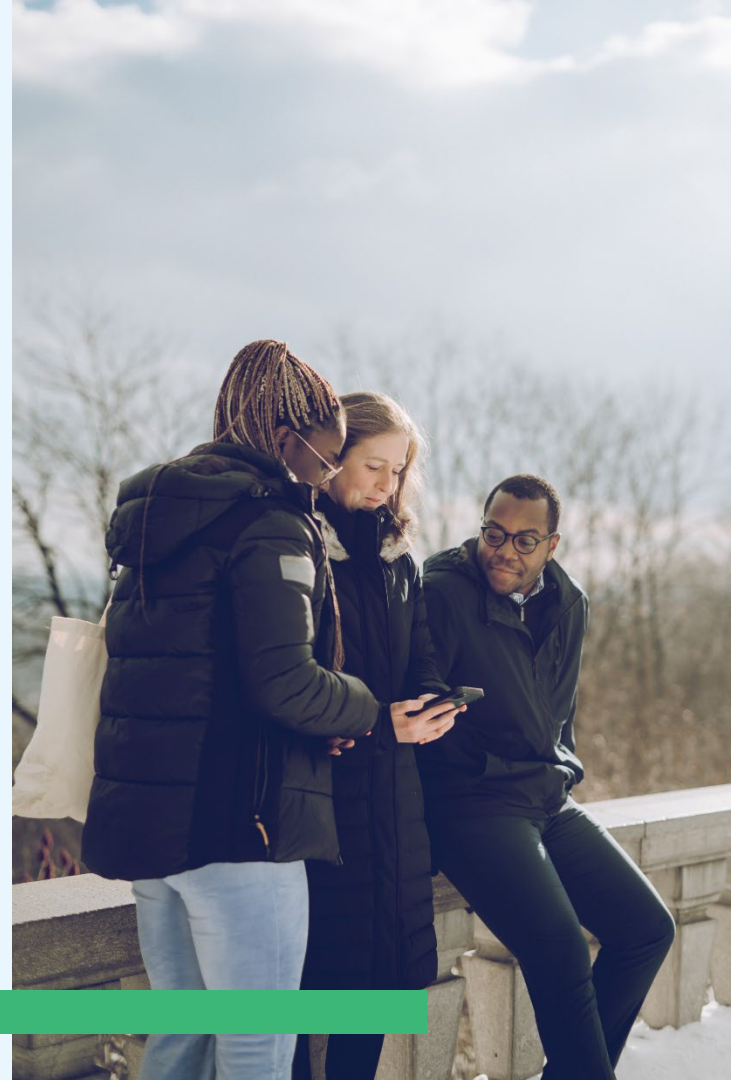
Transitioning to New ZoneCours
for all courses

- Navigation between both
ZoneCours, old and new
version



2 ZoneCours, mêmes fonctionnalités

- Course outline – 1 week before the start of classes
- Detailed plan for each course session
- Contact information and messages from professors
- Teaching materials
- Assignment submission and quizzes (grouped under "tasks" in ZoneCours 2.0)
- Calendar and agenda
- Connecting to online courses via ZOOM
- Course participant lists
 - Team creation in ZoneCours 2.0
- NEW ZoneCours 2.0:
 - "Grades" tab: simulation to find out which grade to have to achieve your goals



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

Password

> [Forgot your 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](#)

- Do not exceed the maximum recommended load of 9 credits per trimester

Exception:

- Summer (except for PhD and thesis stream master students)
- Breaks
- Last trimester of your program.

SUPERVISED PROJECT STREAM: Supervised project should never be taken at your last trimester. Always keep at least one class to do the trimester after.



Withdrawing from classes

Generally before September 4th, 2026*

Withdrawal with refund, course will not appear on transcript

Generally before November 12th, 2026*

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!

Classroom attendance

Presumed presence

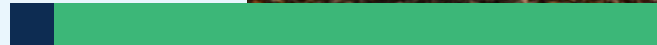
- Find a classmate to take notes
- Notify the teacher
- Watch out for participation points!



Failure to complete an evaluation

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

- Precautions to take before an examination
- Documentation Permitted for Review
- Possible problems during an exam
- Modalities for other types of assessments



The format of the courses

- Generally speaking, the courses are face-to-face.
- Some undergraduate and graduate programs offer distance learning courses that take [different forms](#).
- For instructions on how to log in or access the course:ZoneCours



First steps and life on campus



Tuition fees



! Payment before September 10th , 2026

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.

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

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 - ALUMO.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 2026 and 2nd bill in winter 2027 (commitment for the whole year)
- Possible to **opt out** for both or one portion: check the deadline

Student Card and COOP card

August 17 to 21, 2026

- LGR Building : at the library (2nd floor), from 11 a.m. to 7 p.m.

From August 31, 2026

- Hélène-Desmarais Building: at the Francine-Roy Library (5th floor), [according to opening hours](#).

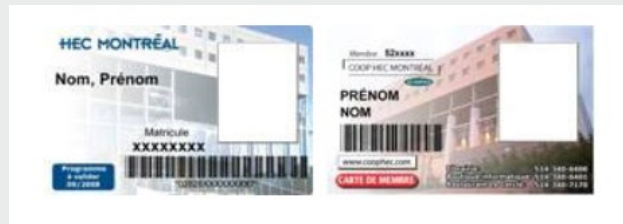
From September 8, 2026

- LGR Building : at the Coop HEC Montréal boutique (ground floor), [according to opening hours](#).

COOP Card: \$25 lifetime membership



[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

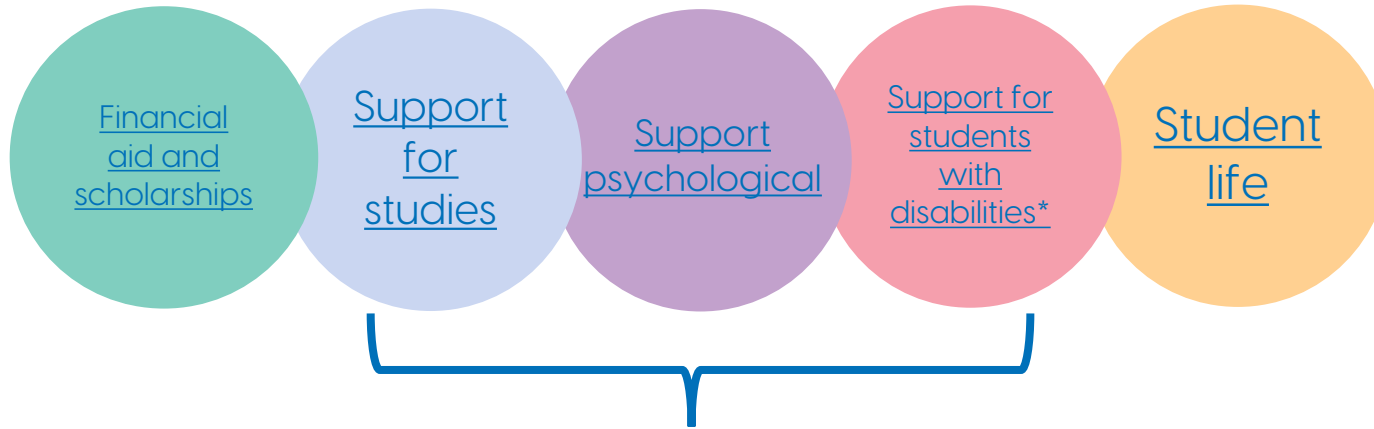
Immigration Consulting

Zone Info

- Online
- At the counter
- On the phone

Admission

Student services



Free and confidential support services

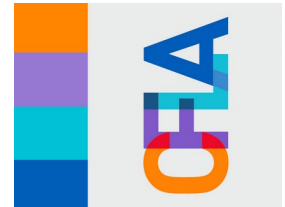
**To benefit from services to support your study projects, come forward quickly for personalized help.*

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





- Familiarize yourself immediately with the main computer tools mentioned (Course Zone, HEC online, email and agenda)
- Participate in your welcome activities ([see the back-to-school calendar](#))
- **Monitor your emails**
- Get in touch with your student association:
 - Master, PhD: [AECS](#)
- Visit the [website](#)
- **Ask for help as soon as things are not going well!**
- For international students: [consult the page](#) dedicated to you.

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





Thank you!