

ATTENTION
U0, U1, U2, U3 (B.Sc.(Arch.)) Students,
Undergraduate Exchange Students

Program Advising and Course Registration
Between
Monday, January 8-Tuesday, January 23, 2018

It is recommended that students (including architecture exchange students) will meet with Mary Lanni-Campoli, Student Advisor, Room 202, Macdonald-Harrington Building, for program advising and course registration, during this time period. Advising appointments are also possible throughout the academic year.

New Students (including Returning, Special and Exchange students): Registration on Minerva is already available as per the conditions of your acceptance. Please register for at least one course by Monday, January 8, 2018 in order to avoid a late registration fine. In addition, please schedule a meeting with Mary as soon as possible.

COURSE ADD/DROP PERIOD

The course add/drop period allows for changes or corrections to the original registration. The course add/drop period for winter 2018 term will take place between December 1, 2017 to January 23, 2018. Please do not wait until the last day, in case of technical difficulties. Add/drop period in winter 2018 will end on Tuesday, January 23, 2018; full refund.).

Late withdrawal is also possible as follows:

Withdrawal with refund: Tuesday, January 30, 2018.

Withdrawal with no refund: Tuesday, March 13, 2018.

OTHER IMPORTANT DATES

Classes begin: Monday, January 8, 2018

Classes end: Monday, April 16, 2018

Study Break: March 5-9, 2018.

Good Friday (holiday): March 30, 2018.

Easter Monday (holiday): April 2, 2018.

TIMETABLE

For any updates on the schedule of courses, please refer to the Minerva Schedule.

SCHEDULING ADVISING APPOINTMENT PROCEDURE

- 1) Please help yourself to the information sheets provided on the table, located on the 2nd floor corridor, next to the bulletin board.
- 2) Review your choices, make any changes or corrections on the appropriate form. B.Sc.(Arch.) students will use the Faculty of Engineering Course Authorization form.
- 3) See Mary, with your **completed** form, to review your choices, confirm your graduation potential, etc.!

Appointment Schedule:

10:00 a.m. to 12:00 Noon, starting Monday, January 8, 2018 by appointment, and drop-in between 2:00-4:00 p.m. for those short questions! A sign-up sheet to reserve a time is located on the counter in Room 201 (School Reception).

DESIGN STUDIOS

The design studio grouping lists will be available by the 1st week of classes in January 2018 at the latest. You will need to be registered in the correct design studio section (according to the official Minerva class list) **before** the end of the Course Add/Drop period.

VERIFICATION PERIOD

Verification period via Minerva for all students in all faculties will take place between January 23-28, 2018 (to be confirmed). Verify your entire record on Minerva (address, personal data, courses, program, etc.) and consult with Mary if there are any problems. **It is especially critical that graduating students verify their records prior to the start of their final term of study. The following website will provide more detailed instructions:** <http://www.mcgill.ca/engineering/current-students/undergraduate/advising-programs/graduation>.

This is also the final opportunity to correct any errors regarding the wrong design studio section. Are you on the correct Minerva design studio class list section?

GRADUATION

Students expecting to complete their programs by April 2018 or end of summer 2018 are strongly encouraged to activate their graduation term on Minerva at the beginning of the term. This will help avoid missing the various deadlines. A review and confirmation of graduation potential can be undertaken during the beginning of each term, with Mary. You are also encouraged to use the **Degree Evaluation** tool available on Minerva. The following website will provide further information:
<http://www.mcgill.ca/students/graduation/applying#apply>.

In Canada, licensing of professional architects is a provincial/territorial responsibility, and each province and territory has an Association of Architects to regulate the profession. Consult your local Ordre/Association to find out more information about practice and licensure requirements.

Certification is the mandatory first step towards registration and licensure, subsequent steps are Internship and Exam.

Further information on obtaining your individual Certificate may be found at:

<http://cacb.ca/en/cacb-academic-certification/>
<http://cacb.ca/en/modes-of-certification/>.

EXAMINATION PERIOD

Tuesday, April 17-Monday, April 30, 2018.

Exams will be held during the morning, afternoon, AND evenings.

Further information on exam regulations may be found at: <http://www.mcgill.ca/students/exams>. The preliminary exam schedule will appear in early February 2018. Please report any conflicts IMMEDIATELY to Mary Lanni-Campoli.

EXTRA COURSES- PASS/FAIL OPTION

If you wish to take a course pass/fail, please note that this is only possible with outside electives in the *B.Sc.(Arch.) program*. Sometimes students wish to pursue courses for personal interest which they do not need or wish to count in their program. In this case the course would be marked extra. If you wish to take a course pass/fail or extra, please discuss this further with Mary Lanni-Campoli.

MINORS

Students wishing to pursue a Minor during their Undergraduate Studies may discuss this further with Mary.

ARCHITECTURAL COMPLEMENTARIES AND OUTSIDE ELECTIVES*

B.Sc.(Arch.) students must take courses starting at the 200-level. **100-level** courses, *or* courses whose content is **similar** to our required courses, will **NOT** count as fulfilling the program's requirements.

The following architectural complementaries will be given in Winter 2018:

ARCH 383 Geometry and Architecture (R.Zuk)
ARCH 461 Freehand Drawing & Sketching (D.Covo)
ARCH 541 Community Design Workshop (N. Luka)
ARCH 515 Sustainable Design (M.Jemtrud)
ARCH 526 Philosophy of Structures (P. Sijpkes)
ARCH 532 Origins of Modern Architecture (A. Perez-Gomez)
ARCH 540 Selected Topics in Architecture 1 (see Selected Topics Courses section below).
ARCH 541 Selected Topics in Architecture 2 (see Selected Topics Courses section below).
ARCH 564 Design for Development (D. Harlander)
ARCH 566 Cultural Landscapes Seminar (R. Mellin)

(Note: When selecting **outside electives**, a quick e-mail to Mary for confirmation, is advised.)

LIMITED ENROLMENT COURSES

Students interested in taking a limited enrolment course should send an email to Mary, to “preregister”. Students are expected to attend the 1st lecture, where permission to register will finally be confirmed.

SELECTED TOPICS COURSES

There is a limited opportunity to pursue an independent Selected Topics. However, final approval will be granted by the Director and Associate Directors. Please submit your proposals, Room 202, at least two weeks prior to the commencement of term.

Three selected topics courses are available:

ARCH 490 Selected Topics in Design (reserved for special projects involving the use of the computer lab, workshop lab, or photolab).

ARCH 540 Selected Topics in Architecture 1 (reserved for competitions)

ARCH 541 Selected Topics in Architecture 2 (reserved for special course offerings)

A “Selected Topics Proposal Form” may be picked up from Room 202. **B.Sc.(Arch.) students can only use a particular selected topics course number once.**

The following Selected Topics course is offered in winter 2018:

ARCH 540 Selected Topics in Architecture 1, Section 002, Subtitle: “Towards a Modern Definition of Monumentality in Architecture”; A.Sheppard and R. Castro;

ARCH 540 Selected Topics in Architecture 1, Section 003, Subtitle: “Advanced Digitalization”; C. Caille-Levesque

ARCH 541 Selected Topics in Architecture 2, Section 002. Subtitle: “Architecture and Photography”, R.Castro.

PERMISSIBLE COURSE LOAD

The normal course load is 15 or 16 credits per term. With special permission, this load may be increased to 18 credits.

LANGUAGE COURSES*

B.Sc.(Arch.) students wishing to take a language course may do so; up to 6 credits in a language course may count towards the outside electives requirement for the B.Sc.(Arch.) program. Students must take the placement test, as permission is conditional to students registering for the appropriate “level”.

EDUCATION IN ART COURSES*

Credit for courses taken at the McGill Faculty of Education, such as Painting, Sculpture, will be restricted to one course for its full value (i.e. 1-3 credit course) to be counted towards the outside elective requirement for the B.Sc.(Arch.) program. Students wishing to take more than 1 course may do so on condition that the course will not count towards fulfilling the degree requirements and will be marked “extra”.

STUDENT EXCHANGES AND STUDY AWAY PROGRAMS (UNDERGRADUATE)

A limited number of students in good standing who have completed at least U1 in the B.Sc.(Arch.) program by May 2018 will be eligible to participate in an Exchange Program with one of the following institutions, for one semester only during the 2018-2019 academic year:

Universita Iuav di Venezia, Venice, Italy.
Fakultat fur Raumplanung und Architektur, Technische Universitat Wien, Vienna, Austria
Universite catholique de Louvain (UCL, St-Luc-Bruxelles, Tournai), Belgium
Ecole superieure d'architecture de Paris-Belleville, Paris, France.
Scuola di Architettura Civile, Politecnico di Milano, Milano, Italy.
The Royal Danish Academy of Fine Arts, School of Architecture), Copenhagen, Denmark.
College of Architecture and Urban Planning, Tongji University, Shanghai China.

Depending on the schedule of courses offered at the respective institutions, students may be in a position to complete the requirements for required courses in the equivalent semester. However, there is no guarantee. In any event, students should be able to take a full semester load, including the required design studio course and some architectural complementaries/elective courses. Because of the scheduling in those institutions, it is advisable to our students participate in an exchange program in the winter semester of U2.

Other university exchanges are also possible. Please consult information provided at: www.mcgill.ca/students/international/studyabroad.

Application deadline: January 15, 2018.

TRAVEL REGISTRY AND PRE-DEPARTURE ORIENTATION

The University provides semi-annual presentations to help prepare undergraduate students for University-related travel activities, such as student exchanges, research and conferences. If you are required to travel outside of Canada, for any of these activities, then you are encouraged to attend a Pre-Departure Orientation.

In addition, a Travel Registry on-line form will be created so that the student can complete the online form. Please see Mary Lanni-Campoli for further assistance.

The following websites will provide more detailed information:

<http://www.mcgill.ca/students/international/predeparture>

<http://www.mcgill.ca/students/international/registry>

Note: course-related field trips also require the activation of the Travel Registry.

SUMMER 2018 COURSES

ARCH 325* Sketching School (Dates: TBA; location: outside Montreal)
ARCH 379 Summer Course Abroad, Section 001 (R. Zuk/T.Vardouli). (Dates: TBA; Location: Italy).
ARCH 519 Field Course Abroad, Section 001 (R.Zuk/T. Vardouli). (Dates: TBA; Location: Italy).

Registration for summer courses becomes available in March/April 2018. Please visit

www.mcgill.ca/summer/calendar, for further information.

Please register for ARCH 325 (B.Sc.(Arch.) program) for the fall 2018 semester, though the field component (7-days) will take place during the end of summer. Attendance for the seven-day field component is **mandatory.*

WORK EXPERIENCE

Students wishing to apply to the M.Arch. (Prof.) program are reminded that a minimum of four months of relevant work experience is required; it is an admissions requirement to the M.Arch. (Prof.) program. Work Experience Guidelines and Report Forms are available in Room 202 as well as on the School of Architecture website.

Employment opportunities are posted on the job notice board on the 2nd floor, near the water fountain. Letters of introduction may be provided if necessary (see Mary). MECC (McGill Engineering Career Center) provides many workshops such as writing of cv's, interview techniques, etc., and will on occasion also receive job notices which are forwarded to the School of Architecture for posting.

BULLETIN BOARD

The School of Architecture's website is www.mcgill.ca/architecture. Announcements, Lecture Series, etc. will be constantly updated. E-mail communication and posting of notices on the main bulletin board located on the 2nd floor are also sources of communication. Please make sure that you have activated your McGill e-mail address and updated your postal address.

SCHOLARSHIPS, PRIZES AND AWARDS

Faculty/School in-course scholarships and awards are made by the individual Faculty/School Scholarships Committees; students should consult the appropriate section of this Calendar for regulations and information concerning available awards. Most undergraduate scholarships and awards are granted on the basis of the combined GPA for the Fall and Winter terms and applications are not required unless specifically indicated in the terms of an award.

To be considered for "in-course" awards and/or the renewal of "entrance" scholarships, students must complete at least **27 graded credits** in the regular academic year (Fall and Winter) exclusive of courses completed under the Satisfactory/Unsatisfactory option. Summer courses are not considered. Courses taken at other Quebec universities through the Inter-University Transfer Agreement, to a maximum of six credits, may be counted towards the requirements for scholarship renewal or for consideration for other academic awards. Eligibility will be based on all courses taken during the regular academic year and on both the McGill GPA as well as the global GPA which will include the IUT credits.

To receive full-payment of an award, students must be registered as full-time (i.e. at least 12 credits per term) in a McGill undergraduate degree program for the entire academic year; otherwise, the award, or part of it, may be cancelled. For instance, a student who is registered full-time for only one-half of the academic year, will receive only one-half of the value of the award.

INFORMATION TECHNOLOGY RESOURCES

Please refer to the Information Technology Resources section of the School of Architecture website for further information. Website: <http://www.mcgill.ca/architecture/facilities/infotech/>.

STUDENT RESPONSIBILITY FOR THEIR RECORD

The following excerpt has been taken from the *Faculty of Engineering Course Authorization Form*:

- Students are responsible for making and confirming all course changes on MINERVA.
- All students must see an advisor prior to registering or making course changes. Advisors are available to provide guidance. However, it must be understood that the responsibility for completeness and correctness of course selection, for compliance with and completion of program and degree requirements, and for observance of regulations and deadlines rests with the student. It is the student's responsibility to seek guidance if in doubt.
- It is against University regulations to register in a course for which prerequisites have not been satisfied.
- Students may change a course for which they are registered provided this is done BEFORE the end of course change period. See the undergraduate or graduate program calendars, where appropriate, or the web for deadlines and regulations.
- Students must complete at least 27 credits, excluding courses taken under the satisfactory/unsatisfactory option, to be eligible for scholarship consideration.

December 2017
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