INFO FOR New STUDENTS

Course Add/Drop Period

Courses dropped during the add/drop period are deleted from your record. Your transcript will only list the courses for which you are registered. To avoid the the risk of not getting into the courses you need do not wait until the add/drop deadline to select and change courses.

S/U Option

The S/U option may only be used for general complementary studies courses (Humanities & Social Science) and Natural Science complementary courses. Students must indicate this at the time of registration on MINERVA before the add/drop deadline. Only one course (3 credits) per term, to a maximum of 10% of a student's credits taken at McGill may be taken as S/U.
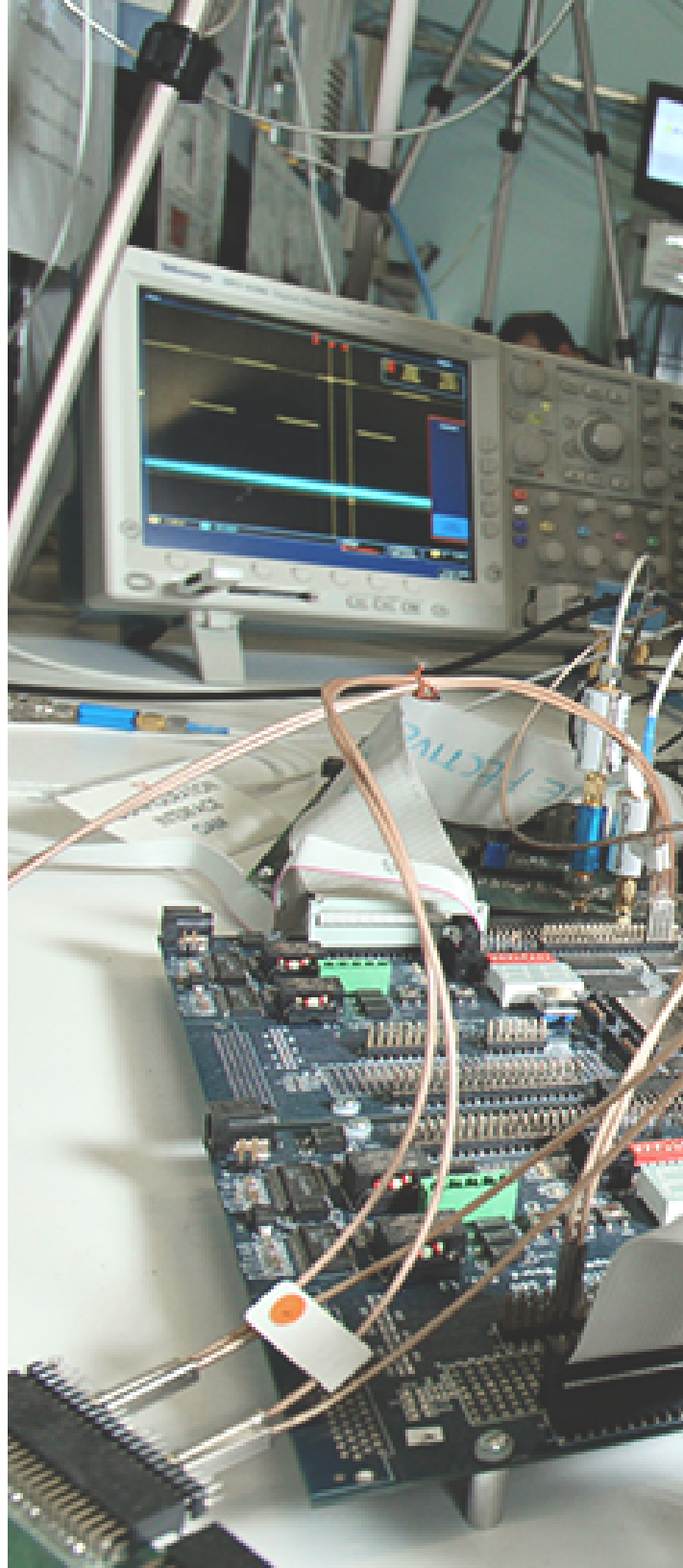
Minor Programs

To add, drop or change a minor program, you must complete a Minor form available on the MESC website at: https://www.mcgill.ca/engineering/students/under graduate/courses-registration/registration-records/forms. For the list of minors available for students, please consult the departmental website www.mcgill.ca/ece/programs/undergrad/minors.

Extra Courses

Students wishing to take additional courses outside their program requirements can have them classified as "extra". Extra courses are indicated on the student's transcript with an " E" and grades earned in those courses do not affect the GPA. To mark a course as "extra", students must complete a "Course Authorization" form available at https://www.mcgill.ca/engineering/students/under graduate/courses-registration/registration-records/forms . Please note that students must choose this option before the add/drop deadline.

Courses Outside McGill

Courses may be taken outside McGill only under extenuating circumstances and with prior permission from the department. That being said, the Faculty of Engineering does allows students to take general complementaries (Impact of Technology & Humanities/Social Sciences) outside McGill. However, permission must be obtained from the Engineering Student Centre (FDA 22) before registering for the course(s). You will also need to complete the IUT form: https://www.mcgill.ca/engineering/students/curre nt-students/undergraduate/ courses-registration/courses-grades/iut .

Proof of registration

Students who require confirmation of their status at McGill can obtain a signed letter confirming their registration at McGill. Students require their ID cards and must make the request in person at the Service Point, 3415 McTavish street. For more information about confirmation of registration letters please visit: https://www.mcgill.ca/student-records/proof-reg.

Verification Period

All new and returning students must verify their records during the verification period (https://www.mcgill.ca/engineering/students/unde rgraduate/advising-programs/student-progress-verification). It is the responsibility of every student to ensure the accuracy of his/ her McGill record and report any discrepancies to the Engineering Student Centre, FDA 22.

Prerequisite Violations

To register for a course, a student must:
- have passed the co-requisite courses, or register simultaneously in the co-requisite courses;
- have passed the prerequisite courses; and
- have passed the co-requisites of the prerequisite courses.

MINERVA will only allow the student to register if the prerequisites are satisfied. Exceptionally, advisers may waive a prerequisite. This can be done only in the following circumstance:
- If the student has completed a course outside McGill which is equivalent to the prerequisite: Students should get written confirmation from the instructor that the course really is equivalent, and acceptable as a prerequisite.
- If there is an obvious oversight in a prerequisite listing, e.g. the prerequisite listed is ECSE 411, but not ECSE 511; the student has done 511 instead of 411.

Summer Courses

The maximum number of credits a student may take in the summer semester is twelve but the maximum per session is six.

Official Transcripts

Official transcripts can only be ordered through MINERVA https://horizon.mcgill.ca/pban1/twbkwbis.P_WWWLogin.

ECSESS

The Electrical, Computer & Software Engineering Student Society (ECSESS) is a great way to get involved in through the various activities organized. For more information, please visit http://ecsess.mcgilleus.ca/.
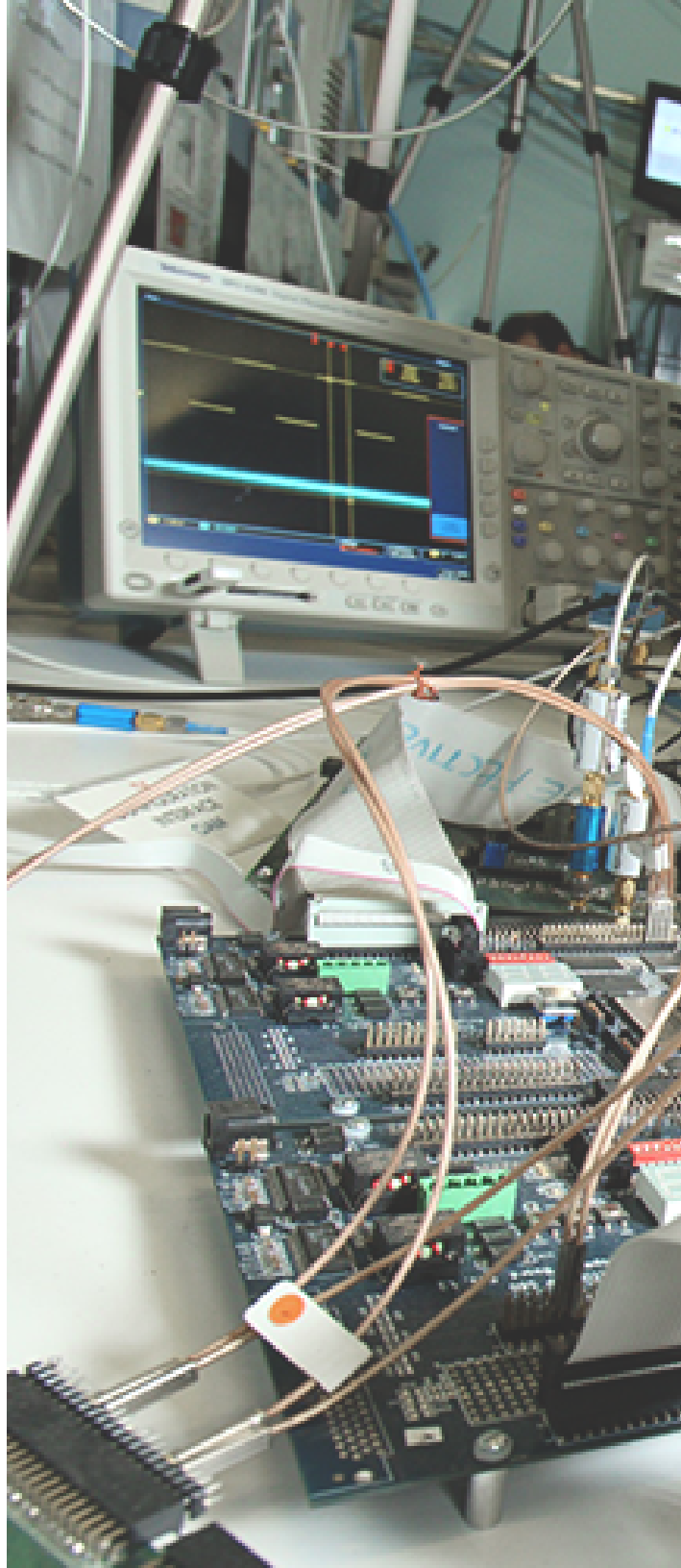
Uniform E-mail Address (UEA)

All McGill students are issued an e-mail address in the form of firstname.lastname@mail.mcgill.ca, which is known as your Uniform E-mail Address (UEA). The Department only sends emails to the UEA for all types of correspondences. Your UEA is assigned to you for the length of your stay at McGill. You can also arrange to FORWARD mail received by your DAS account to a different email address.

The ECE Website

(http://www.mcgill.ca/ece/) is updated regularly with information about policies and procedures for graduate and undergraduate programs.

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