If you have any questions about the content in this guide, please contact us at cle@mcgill.ca or 514-398-6913.
All academic questions need to be directed to your specific Faculty Student Affairs Office.

Particularities may apply to each program.

Find your advisors here: www.mcgill.ca/students/advising/advisordirectory
Great starting point

- McGill’s “I’ve Been Accepted” website and the “Preparing to Register” section
  
  http://www.mcgill.ca/accepted/preparing-register
UNIVERSITY 101

How We Work

campus life and engagement
TERMS/SEMESTERS

McGill Academic Year

FALL
Sept - Dec

WINTER
Jan - Apr

SUMMER
May - Aug
[NOT MANDATORY]

Fall Exams: December 7 – 20, 2016
Winter Break: December 21 – January 3, 2017
Reading Week: February 27 – March 3, 2017
Winter Exams: April 13 – 28, 2017
ADD/DROP PERIOD

• Add/Drop refers to the first two weeks (approximately) at the start of each semester where students can change their class schedule by either adding and/or removing classes

• Visit [www.mcgill.ca/students/courses/drop/adddrop](http://www.mcgill.ca/students/courses/drop/adddrop) for more details

• Add/Drop dates
  – Fall Semester: Tuesday, September 20
  – Winter Semester: Tuesday, January 17
Most programs do not require students to register in the Summer term.

Not all courses are offered in the summer.

Do not make holiday plans until the final exam schedule is posted

– You will receive your exam schedule in early to mid-October (Fall term) / mid-February (Winter term)

– Trips or holidays are not valid grounds for deferral
Faculties, Schools & Departments

Faculty

Professional Schools
- School of Architecture
- School of Nursing

Departments
- Department of Philosophy
- Department of Chemistry

[Example Only]
McGill has 11 faculties, each headed by a Dean.

Faculties are divided into schools or departments.

Professional Schools are part of a Faculty but offer more intense, specialized programs usually leading to a professional career.

Departments are devoted to a particular area of study.
Degree Programs vs. Professional Degrees

- A degree program is more general in scope and offers more flexibility in course selection.
- A professional degree is often affiliated with a specific professional order. There is less flexibility offered in the course selection of a professional degree.
- Engineering has characteristics of both a degree program and a professional degree.
Some Schools may be affiliated with more than one Faculty
e.g. The McGill School of Environment falls under three faculties
Some Faculties may have more than one school
e.g. the Faculty of Medicine has three schools.
Major, Minor, & Honours

- **Major**: Primary area of study
- **Minor**: Area of secondary concentration
- **Honours**: Involves a higher degree of specialization
  - Honours has additional requirements, including GPA requirements
  - You can only be admitted to the Honors program after U1, but you need to follow the program requirements beforehand.
  - It varies by Faculty and/or department so speak to an academic advisor early if you are interested in pursuing this program.

Example: Cultural Studies

Example: Music & Women’s Studies
COURSES

Major Minor Honours

Required Courses
• Have to take
• Pass = C (55% or higher)

Complementary Courses
• Choose from a specified set
• Pass = C (55% or higher)

Elective Courses
• Pass = D (50% or higher)

Prerequisites + Corequisites
Required Courses:
- Courses that must be completed to fulfill the program requirements unless the student receives exemption
- e.g. AP credits.
- Students have no choices among required courses.
- Pass with a C (55%) or higher

Complementary Courses:
- A set of alternative courses that can be taken to fulfill the requirements of a major, minor, etc.
- Students choose a specified number of courses from the set and allows for some “interest” courses.
- Pass with a C (55%) or higher

Electives:
- Courses that do not count toward the fulfillment of the requirements of a major, minor, etc.
- They are often, but need not be (and some Faculties do not permit this), selected from outside a student’s program of study.
- Always consult an academic advisor.
- Pass with a D (50%) or higher.
Prerequisite:
- A prerequisite is a course that must be taken and passed before being allowed to take another course.
- Course A is prerequisite to course B if a satisfactory pass in course A is required for admission to course B.

Co-requisite:
- This is when two courses are taken at the same time (concurrently).
- Course A is co-requisite to course B if course A must be taken concurrently with (or may have been taken prior to) course B.
If you are unsure, **Verify on Minerva** by following the steps below:

1. **Student Menu**
2. **Registration Menu**
   - **Step 1:** Check your Registration Eligibility and verify your curriculum

It is important to note that CEGEP credits, AP, IB, transfer credits, etc., may not appear on Minerva records before July.
THE 90/120 CREDIT DEGREE

If you are U0
120 credits ÷ 4 years
= 30 credits per year

If you are U1
90 credits ÷ 3 years
= 30 credits per year

30 credits ÷ 2 semesters
= 15 credits per semester

15 credits ÷ 3 credits per class = 5 classes per semester*

*There are exceptions where in some Faculties/Schools 6 courses are the norm
PART TIME VS FULL TIME

12 credits or more: Full-time student

11 credits or less: Part-time students

– Being a part-time student can have serious implications for your student loans, your scholarships, your visa, your employment on campus and your access to services.
– Consult an Advisor if you need help

That being said, many new student to university will take 4 courses in their first semester to get a feel for the University workload. While that is certainly a possibility, register for 5 to start and see how things are going. By the end of Add/Drop, you can drop one of your courses - but make sure you can take it in the Winter or that it isn’t a pre-requisite.
Each course taken is assessed on the basis of a certain number of credits. Each course is assigned a credit rating reflecting the number of weekly contact hours (including class and lab time).

Generally,
- One semester courses = 3 credits
- Full-year/2-semester courses = 6 credits

Some Science classes are worth 4 credits and normally have a mandatory lab and/or tutorial component.

Normal Course Load
- 15 credits per term = Five 3-credit courses
- Full-time student = 12 credits or more
TYPES OF ACADEMIC ADVISING

- **Faculty Advisor**
  - Faculty Student Affairs Office
  - Ensure you are on track to graduate

- **Peer Advisors**
  - For Arts and Engineering

- **Departmental/School Advisors**
  - Help you plan your major/minor/honours program

- **Professors / Lecturers**
  - Informal advice – recommend courses or interests

www.mcgill.ca/students/advising/advisordirectory/
Student Portals

www.mcgill.ca

STAFF DIRECTORY   MAPS   ASKMC GILL   MYMCGILL   MYCOURSES   MINERVA   STAFF EMAIL   STUDENT EMAIL

- MyCourses
  - Receive documents from professors
  - Submit assignments
  - Consult a class list
  - (usually) Obtain your marks for assignments and exams throughout the semesters

https://mycourses2.mcgill.ca/
Student Portals

Minerva: where you can access information about
- your personal file
- your transcript
- your tuition
- registration
- much more!

https://www.mcgill.ca/minerva
The university recognizes that as a community many of its members use first names other than their legal first names to identify themselves. Students can add a preferred name to their record using Minerva. Your preferred name will then appear on your Student ID card and other university documentation.

- Go to Minerva
- Select “Personal Menu”
- Select “Name Change”
- Enter your Preferred First Name
1. Find your McGill username (usually firstname.lastname@mail.mcgill.ca) • create your password on Minerva

2. Sign in to www.outlook.com/mcgill.ca

1. Make sure to check this email regularly or forward it to one you do check often! It is McGill’s official means of communication with you, meaning many McGill professors and staff will only correspond with that email.
PUTTING YOUR BEST FOOT FORWARD

ACADEMIC DATES, REGISTRATION REMINDERS, AND ADVICE
THE COURSE IDENTIFIER

ABCD – Subject Code
• Indicates the department/unit offering the course

123 – Course Number
• Refers to the course itself, with the first numeral indicating the level of the course
  • U0 register for mostly 100 to 300 level courses
  • U1 register for mostly 200 to 300 level courses
  • 500 levels are intended to be a graduate level

THE ALPHABET – Course Name
**Multi-Term Courses**

**Multi-term courses terminology**

- **D1/D2**: Courses taught in 2 consecutive terms
- **N1/N2**: Courses taught in 2 non-consecutive terms
- **J1/J2/J3**: Courses taught in 3 consecutive terms
- *These symbols can be found in both the PDF version and the eCalendar.*

Always be sure to *read course descriptions on Minerva carefully* making sure to note those courses that are taught only in alternate years or those that require departmental approval.
Check the I’ve Been Accepted website for your registration dates:

- mcgill.ca/accepted/preparing-register/when-register
- On this date, you register for your Fall and Winter classes

Minerva opens at **9:00 a.m.** on the first day registration opens
- May be difficult to log in during the first hour
  - Don’t worry. Keep trying! Refresh 😊!

Register for one class by the **deadline of August 14** to avoid a late fee.
WHAT TO REGISTER FOR

STEP 1: Get informed

- Visit www.mcgill.ca/students/courses/plan/advisor
STEP 2 : Prepare to register

- Consult the **E-calendar** for a list of required and complementary classes for your degree

  www.mcgill.ca/study/2016-2017

- For students in **Arts, Integrated Arts & Science, Education, Engineering, Management and Science students only**: update your **primary Curriculum**

  Minerva >> Student Records Menu >> Change Your Primary Curriculum (1st degree)
STEP 3: Create a class schedule

• To register for your classes, you will need a CRN or Course Reference Number (1 CRN per class, lab or seminar).

• The CRN correspond to a specific class, at a specific time, in a specific section

You can do this by:

• Option A: Using Minerva
• Option B: Using the Visual Schedule Builder (VSB)
WHAT TO REGISTER FOR

• Option A: Using Minerva
  • Go to » Minerva » Step 2: Search Class Schedule and Add Course Sections
  • Write down the CRN for your desired classes
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NOTES: Waitlist section-use Quick Add.

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<td>09/02/12/05</td>
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</table>
Option B: Using the Visual Schedule Builder (VSB)
- the VSB is a tool to help you register for your classes
- Minerva is the only website where you can register for your classes
- It is possible a class is indicated as “Full” on the VSB until your registration opens
Option B: Using the Visual Schedule Builder (VSB) [https://vsb.mcgill.ca/]

View class information including professors and location

Obtain a CRN for each class

View Alternate Schedules with these classes
STEP 4: Registration

- Visit [https://www.mcgill.ca/students/courses/add/register/](https://www.mcgill.ca/students/courses/add/register/)

- Once you click on “Submit Changes” you can see a record of each course you have successfully registered for.

- **Minerva will NOT prevent you from registering for courses that have conflicting times.** It is very important that you verify this information yourself.

- **Minerva will NOT verify that you are taking courses that fulfill the requirements of your program.** It is also important that you use the UG calendar to see what these requirements are AND speak with an advisor!
## View Your Final Schedule

### Step 5: Personal Weekly Class Schedule

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<th>Monday</th>
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<td>BIOL 200-001 3 times 1 hr/wk 8:35 AM-9:25 AM Leacock Building 132</td>
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<td>CHEM 222-001 3 times 1.5 hrs/wk 9:00 AM-11:25 AM Maass Chemistry Building 112</td>
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REGISTRATION REMINDERS

Class Schedule, a few elements to consider:
- Add/Drop deadline each semester to finalize your schedule
- Travel time between classes
- Many classes are offered only in one semester per year
- Make sure you know where your classes are located using McGill Building Codes.

Placement tests
- For French as a Second Language Courses:
  - [https://www.mcgill.ca/flc/registration/placement-tests](https://www.mcgill.ca/flc/registration/placement-tests)
- For English as a Second Language Courses:
  - [www.mcgill.ca/mwc/courses/placement-tests](http://www.mcgill.ca/mwc/courses/placement-tests)

Satisfactory/Unsatisfactory (S/U) option
- Only for electives
- Does not apply for all Faculties
**WHY CAN’T I REGISTER?**

- Course may be full and waitlist is not available (not all courses use waitlist)

- You are missing a co-requisite or pre-requisite
  - Ensure you register for co-requisites together
  - You may need to complete the pre-requisite before you can take the (or get permission to take the pre-requisite as a co-requisite).
  - Placement tests can also be a pre-requisite (ex: language courses)

- You do not have permission for that course
  - Some courses are restricted by program (check your primary curriculum)
  - Speak with an advisor to get permission (if possible)
  - [http://www.mcgill.ca/students/advising/advisordirectory](http://www.mcgill.ca/students/advising/advisordirectory)

- Reminder: Minerva will **NOT** prevent you from registering for courses that have a time conflict, nor will it ensure you are fulfilling your program requirements.
If you plan on studying abroad/going on exchange, the best time do so is the year before your graduating year. It is suggested to start planning for it as of U1.

- Prepare more than one schedule ahead of your registration date
- A class may not be offered every year
- Remember, you can always take a summer course
- Add/Drop period is when many full courses will see openings
- Change is possible!
  - Course Registration
  - Majors/Minors
  - Inter-Faculty Transfers

Get involved!
- Athletics, Clubs, Student Services, Undergraduate Societies
- Workshops and Resources: www.mcgill.ca/engage

MORE TIPS!
• **Minerva:**
  – Minerva Help Line, Service Point: 514-398-7878
  – They can help identify why you can’t register

• **Your Advisors:** [http://www.mcgill.ca/students/advising/advisordirectory](http://www.mcgill.ca/students/advising/advisordirectory)
  – They can help you determine which classes you need!

• **Courses and Programs:** [www.mcgill.ca/students/courses/](http://www.mcgill.ca/students/courses/)
  – Access E-Calendar
  – Step by step videos on registrations
  – Program Calendar
  – Important dates

• **Campus Life and Engagement**
  – Brown Student Services Building, 3600 McTavish Street, Suite 3100
  – 514-398-6913 or cle@mcgill.ca
Tuition Payment

- Check Minerva for your Fall Term e-bill
  - A notification is sent to your McGill email in early August.

- Tuition for the Fall Term is due August 31st

- Check your balance on Minerva.

- Check the Student Accounts’ website for payment methods!
  www.mcgill.ca/student-accounts

- Need financial help? Connect with the Scholarships & Student (Financial) Aid Office (www.mcgill.ca/studentaid)
  - In person, at 3600 McTavish, Suite 3200
  - By phone, at 514-398-6013
Once you’ve registered for a class & waited 24 hours, you can get your McGill ID card!

Just go to Service Point, 3415 McTavish Street, with the required documents.
http://www.mcgill.ca/students/records/id

Macdonald Campus students can also go to Laird Hall.
Thank you and good luck!

*Remember to either stop by Campus Life & Engagement, give us a call, or send an email if you need help!*

Web: [www.mcgill.ca/firstyear](http://www.mcgill.ca/firstyear)
Email: cle@mcgill.ca
Phone: (514) 398-6913

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[fb.com/CLEMcGill](http://fb.com/CLEMcGill)