FACULTY OF ARTS OASIS
GUIDE FOR NEW STUDENTS

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WELCOME TO THE FACULTY OF ARTS!

Congratulations on your acceptance to McGill University! We are very pleased to have you with us in the Faculty of Arts. As you are about to embark on an exciting journey of discovery and learning at McGill, it is important for us to ensure that you have received all the necessary tools to start your degree on the right foot.

We have designed a special step by step guide for new Arts students containing important information for your transition to McGill. Inside you will find everything you need to know from your arrival until the end of your studies here. This guide takes you through the important dates and deadlines, what you need to do before you come to McGill, who you need to contact when you have concerns, and what you need to know about planning your B.A. degree.

We wish you all the luck in your studies,

McGill Arts OASIS
SUMMER CHECKLIST FOR NEW UNDERGRADUATE STUDENTS

☐ Read the New Students and Campus Life & Engagement Websites to get an idea of what you need to do over the summer and the campus resources available to you.

☐ Set up and check your McGill e-mail address regularly (or forward it to an email address that you check regularly). This is the only email address that will be used for official communications with McGill starting in your first semester.

☐ Consult your faculty’s website and the eCalendar for information on choosing your programs/courses and university regulations.

☐ Review McGill’s important dates where you’ll find among things registration dates, add/drop deadlines and exam periods for the upcoming academic year.

☐ Look at the academic advising website to familiarize yourself with what advisors do, the advisor director and other resources like Ask an Advisor.

☐ View McGill 101 videos in MyCourses as they become available throughout the year.

☐ CEGEP students: attend a session of CSI McGill.

☐ Students with advanced standing: determine which courses you may get an exemption from/credit for and make sure that your final, official results/test scores are sent to Service Point.

☐ Register for your courses using Minerva. It is recommended that you register for both your fall and winter courses now (make sure to add at least one course by the registration deadline). Consult with an advisor if you have specific questions about course selection. You can make changes to your course selection up to the end of the first two weeks of classes in each semester, so do your best to choose your classes now and make changes as necessary later on.

☐ U0 students: get your freshman program courses approved by a faculty advisor, if necessary for your program.
- **U1 STUDENTS:** CHOOSE YOUR PROGRAM(S) - MAJOR, MINOR, CONCENTRATION, ETC. CONTACT YOUR DEPARTMENTAL/FACULTY ADVISOR(S) WITH QUESTIONS ABOUT COURSE SELECTION.

- **IF YOU HAVE ANY PROBLEMS REGISTERING IN MINERVA (ERROR MESSAGES, ETC), MAKE SURE TO READ THE HELP TEXT CAREFULLY, LOOK OVER THE REGISTRATION WEBSITE, AND READ THE TIPS ON REGISTRATION PROBLEMS (APPLICABLE TO STUDENTS IN ALL PROGRAMS).**

- **COMPLETE THE MANDATORY ACADEMIC INTEGRITY TUTORIAL AVAILABLE IN MYCOURSES.**
## Important Dates

During your studies at the Faculty of Arts, you will come across important dates that you will want to keep in mind. It is good to know them in advance as some of those dates, such as Advising, Orientation events, and Examination periods require preparation. Below you will see a brief description of each event, so you will know what to do beforehand. So get ready to note those dates in your calendar!

### During the Summer

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Things to note</th>
</tr>
</thead>
<tbody>
<tr>
<td>The deadline to avoid a late registration fee.</td>
<td>August 14th</td>
<td>Please note that you must register for at least one course to avoid the late registration fee.</td>
</tr>
<tr>
<td>Residence Move in Day Service Point Weekend Hours</td>
<td>August 23 - 24</td>
<td>Service Point will exceptionally be open during that weekend for you to pick up your student ID card if you have not already done so.</td>
</tr>
<tr>
<td>Orientation Week <a href="http://www.mcgill.ca/firstyear/undergrad-students/week/schedule">http://www.mcgill.ca/firstyear/undergrad-students/week/schedule</a></td>
<td>August 25-31</td>
<td>University is a new and exciting chapter in your life, and to help you start it on the right foot take advantage of McGill’s Orientation Week, which is packed with events that will make you feel right at home.</td>
</tr>
<tr>
<td>Discover McGill</td>
<td>August 26</td>
<td>Discover McGill is a chance for you to learn about McGill, Student Services, and the Students’ Society of McGill University. You will also have the opportunity to meet other new students from your faculty.</td>
</tr>
<tr>
<td>Engage McGill</td>
<td>August 27</td>
<td>This a way for you to learn about the student clubs and activities offered on campus. Get involved as soon as you enter your first year.</td>
</tr>
</tbody>
</table>
Discover McGill
Academic Expectations

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A variety of workshops offered on this day will provide you with plenty of tips and advice to sharpen your study skills.</td>
<td>August 27</td>
<td></td>
</tr>
<tr>
<td>Session d’accueil pour étudiants francophones</td>
<td>August 27</td>
<td>Information session for our newly admitted francophone students. This workshop will help with your transition to McGill if this is your first time studying in English.</td>
</tr>
<tr>
<td>Info session for transfer students</td>
<td>August 27</td>
<td>Information session specifically designed for transfer students.</td>
</tr>
<tr>
<td>Program Advising Fair</td>
<td>August 27</td>
<td>A great way to discover all the programs offered to you in the Faculty of Arts. You will be able to meet faculty advisors and ask them questions about your programs of interest. It will be taking place at the SSMU Ballroom.</td>
</tr>
<tr>
<td>Deadline for cancellation of admission offer</td>
<td>August 31</td>
<td>Please keep in mind that you have until August 31 to cancel your admission offer.</td>
</tr>
</tbody>
</table>
## During the Fall/Winter terms

<table>
<thead>
<tr>
<th>Event</th>
<th>Fall</th>
<th>Winter</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes begin</td>
<td>September 2</td>
<td>January 5</td>
<td>Don’t forget to attend your lectures!</td>
</tr>
<tr>
<td>Add/Drop Course Change Deadline</td>
<td>September 16</td>
<td>January 20</td>
<td>You have until this deadline to “shop around” for courses in which you are not registered in yet. You can also drop a course if you end up not liking it.</td>
</tr>
<tr>
<td>Deadline for course or University withdrawal (a grade of W or W --) with full Refund</td>
<td>September 23</td>
<td>January 27</td>
<td>Kindly mark down that after the Add/Drop deadline, any courses withdrawn from during the semester will receive a grade of W. However, you can still get a full refund.</td>
</tr>
<tr>
<td>Thanksgiving, University closed.</td>
<td>October 13</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Deadline for course or university withdrawal (a grade of W or W --) without Refund</td>
<td>October 14</td>
<td>February 17</td>
<td>Please note that after the Add/Drop deadline, you may still withdraw from any courses during the semester, with a grade of W on your transcript. However, a full refund is no longer available.</td>
</tr>
<tr>
<td>Classes end</td>
<td>December 4</td>
<td>April 14</td>
<td></td>
</tr>
<tr>
<td>Study day</td>
<td>December 5</td>
<td>April 15</td>
<td>Take advantage of this day to study for your final exams!</td>
</tr>
<tr>
<td>Examination period begins</td>
<td>December 8</td>
<td>April 16</td>
<td>Good luck on your exams!</td>
</tr>
<tr>
<td>Examination period ends</td>
<td>December 19</td>
<td>April 29</td>
<td></td>
</tr>
<tr>
<td>Holiday break, University closed.</td>
<td>Dec 25 - Jan 2</td>
<td>March 2 – 6</td>
<td>Have a nice vacation!</td>
</tr>
</tbody>
</table>
Now that you have the overall picture, you will probably have questions about advising, registration, and classes. Well look no further as the section below, Where to Start, will take you through the different advising resources available to you during the summer and throughout the semester. You will find information here about where to go and who to contact should you have any questions about advising.

WHERE TO START: ADVISING RESOURCES

Arts OASIS (Office of Advising and Student Information Services)

Arts OASIS is there to offer you advice and support as an Arts Undergraduate student regarding your academic trajectory, from entry to graduation. It is your first stop to make whenever you have questions about planning your B.A. degree, registration, rules and regulations for Arts students, and opportunities offered outside of McGill to enhance your degree. You will find peer advisors, faculty advisors, and student advisors available for you to consult during the summer and throughout the academic year.

Arts OASIS is located at Room 110, Dawson Hall, on the right side of the main entrance to the Arts building.

Please make sure to visit our website for more information about Arts OASIS and the drop-in hours schedule as it varies throughout the seasons: www.mcgill.ca/oasis/
Faculty/Student Advisors

Housed at Dawson Hall, the Advisers of Arts OASIS will provide you information and advice on all matters pertaining to your overall B.A. degree. Our Faculty Advisors will gladly assist you in your B.A degree planning from your first year at McGill to graduation. There are also Student Advisors who are responsible for course approval and advising for students in the Freshman program (U0), or those interested in Study Away/Exchange programs. So if you have any questions, please refer to the chart below to contact one of our Faculty/Student Advisors.

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lucyna M. Lach</td>
<td>Associate Dean (Student Affairs)</td>
</tr>
<tr>
<td>Mylena Bergeron</td>
<td>Student Adviser, Assistant to the Associate Dean</td>
</tr>
<tr>
<td><em>To be confirmed</em></td>
<td>Faculty Adviser</td>
</tr>
<tr>
<td>Ruth Kuzaitis</td>
<td>Faculty Adviser</td>
</tr>
<tr>
<td>Kanella “Nellie” Voudouris</td>
<td>Faculty Adviser</td>
</tr>
<tr>
<td>Ines Scharnweber</td>
<td>Faculty Adviser</td>
</tr>
<tr>
<td><em>To be confirmed</em></td>
<td>Student Adviser, Study Away/Exchanges</td>
</tr>
<tr>
<td>Monica Hotter</td>
<td>Student Adviser, Freshman Advising</td>
</tr>
<tr>
<td>Alejandra Moreira-Cano</td>
<td>Administrative Student Affairs Coordinator</td>
</tr>
<tr>
<td>Anne Nudo</td>
<td>Administrative Student Affairs Coordinator</td>
</tr>
<tr>
<td>Jennifer Belfo</td>
<td>Administrative Assistant</td>
</tr>
<tr>
<td>Tomilola Adebiyi</td>
<td>Advisor Assistant</td>
</tr>
</tbody>
</table>

If you want to meet in person with an advisor in Arts OASIS, please refer to the Drop-in schedule on our website [http://www.mcgill.ca/oasis/](http://www.mcgill.ca/oasis/) as the Drop-in hours vary throughout the seasons.

Still cannot find what you are looking for? Please contact Arts OASIS by telephone at 514-398-1029 or in person at our counter (Dawson Hall Building, Room 110)
Arts Students Advising Program (ASAP)

During the summer, our ASAPs are available to provide assistance to you in person, by phone, and by chat. Not only will our ASAPs gladly answer your questions, but they will also help you feel part of the McGill experience. As senior Arts students, they will be able to understand exactly what you are experiencing right now. So if you feel more comfortable sharing your concerns with students like you, then do not hesitate to reach out to an ASAP in the following ways:

<table>
<thead>
<tr>
<th>Chat online with a Student Adviser</th>
<th>Telephone</th>
<th>In Person</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Friday 10am - 4pm</td>
<td>Monday to Friday 10 am – 3 pm</td>
<td>Monday to Friday 10 am – 3 pm</td>
<td>Anytime</td>
</tr>
<tr>
<td><a href="https://messenger.providesupport.com/messenger/ausmcgill.html">https://messenger.providesupport.com/messenger/ausmcgill.html</a></td>
<td>514 398-1029</td>
<td>Dawson Hall, Room 110 Faculty of Arts OASIS, McGill University 853 Sherbrooke Street West Montreal, Quebec, Canada, H3A 0G5</td>
<td><a href="mailto:newstudentadvising.arts@mcgill.ca">newstudentadvising.arts@mcgill.ca</a></td>
</tr>
</tbody>
</table>

Don’t forget to follow the ASAPs on:

- twitter.com/ASAPOASISMcGill
- www.facebook.com/AsapArtsOasisMcGillUniversity
- www.youtube.com/user/McGillArtsOASIS
Departmental Program Advisors

Do you have specific questions related to course selection in your program of study? Would you like to have more information about our Honours programs? Are you curious to know about the different scholarships and awards offered in your program? If so, you can contact your Departmental program advisor who is responsible for a particular degree program administered by the department to learn more about your program of study.

Here is a link to the departments, institutes, and schools within the Faculty of Arts where you will find the contact information for your departmental advisor according to your program: http://www.mcgill.ca/arts/departments
During registration period, you might come across some difficulties with Minerva such as registering for a particular course or just understanding how Minerva works in general. You might also have questions about documentation and tuition fees. If this is the case, Service Point is the place to go as they can help you with Minerva, important and legal documents, as well as tuition fees.

Service Point (Student Records Resource)

Service Point is where you will want to go to pick up your student ID card as a newly admitted student. It is also where you can ask questions regarding Minerva, your transcript, your tuition fees, and important and legal documents.

Located at 3415 McTavish Street, on the corner of Sherbrooke West, Service Point will be operating on:

- **Monday to Friday** from 10:00 am to 4 pm
- **Wednesdays** from 10:00 am to 5 pm

For more information on Service Point, please refer to

http://www.mcgill.ca/students/servicepoint/
Now that you are aware of all resources available that you can contact for assistance, you are ready to register for your courses. But what year are you? Are you a U0 or U1? What is the difference between them? What is the multi-track system? Read below to find out more!

**READY TO GO! YOUR STUDENT DESIGNATION**

At McGill, all students come in to a 120-credit degree. In some cases, they have written university level examinations, so they have been granted advanced standing in their first year.

If you are a CEGEP student, you are exempted from the Freshman program as you have been granted 30 advanced standing credits from your DEC. You can automatically register as a U1, and declare your major and minor while registering on Minerva. The same information applies to you if you did the French Baccalaureate.

If you are a student who did the International Baccalaureate Diploma and Certificate (IB) or any Advanced Level (AL), Advanced Placement (AP) courses, depending on your examination results, you may also be qualified as U1.

Do not panic if none of these categories represent your situation! If you did not complete any of the programs above before coming to McGill, then you will be coming in as a Freshman student (U0).

For more information about the different types of Advanced Standing, please visit

http://www.mcgill.ca/oasis/faq-new-students

http://www.mcgill.ca/students/transfercredit/prospective/

And to understand what transfer credits are, please refer to

http://www.mcgill.ca/students/transfercredit/

Based on the new advanced standing policy as outlined in the e-Calendar - http://www.mcgill.ca/study/2014-2015/university_regulations_and_resources/undergraduate/ug_gi_advanced_standing_transfer_credits - you may complete up to 120 further credits for your B.A. degree
By now, you know whether you are considered to be a U0 or U1 as you enter your first year at McGill. Now is the time for you to get familiar with your programs’ requirements as you are about to register for your courses. Please read on to learn more!

Freshman Program (U0)

The Freshman (U0) program is for students who need to complete 97-120 credits to complete their degree. Typically anyone who has not earned transfer credits before McGill will start off as a U0 Freshman.

There are two options in the Freshman program:

Option 1: General Option

In this option, you will have to take 18 credits – 6 credits each from 3 of the 4 categories: Social Sciences, Humanities, Languages, and Mathematics & Science. A maximum of 18 credits may be chosen from any one category but no more than 12 credits may be taken in one department.

Option 2: French Option

In this option, you will have to do 18 credits of courses conducted in French. The courses you choose in the French option may be comprised wholly of language courses, wholly of substantive content courses in French or a combination of the two. You may be required to take a proficiency test. (See ‘How to Register à French Placement Test for details)

For more information about the Freshman Program, please visit 
http://www.mcgill.ca/oasis/ba/freshman

Also, please take a look at the Approved Freshman Courses list and checklist (U0)
http://www.mcgill.ca/oasis/ba/freshman/approved/
http://www.mcgill.ca/oasis/ba/freshman/checklist/
Departmental Program (U1)

If you are a student coming in with transfer credits and only need to complete 90 credits out of your 120 credit degree, you will start as a U1 Departmental Program student. You must declare your major on Minerva and you will not need to complete the freshman requirements. Please carefully read about the program options below as you will need to be familiar with the Multi-Track system while planning your BA degree.

Program Options

Multi-Track System

As a university student, you will find there will be many departments and programs in the Faculty of Arts that cater to your background and interests.

McGill offers a 90-credit multi-track system that allows you to complete a major concentration complemented by at least one minor concentration.

The multi-track system may be completed in the following ways:

**Options**

<table>
<thead>
<tr>
<th></th>
<th>Major Concentration (36) + Minor Concentration (18) + 36 credits of electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Major Concentration (36) + Major Concentration (36) + 18 credits of electives</td>
</tr>
<tr>
<td>B</td>
<td>Major Concentration (36) + Minor Concentration (18) + Minor Concentration (18) + 18 credits</td>
</tr>
</tbody>
</table>
Honours Program

Doing an honours program is excellent preparation for graduate study, or if you would like to specialize in your field of study.

You must meet the specific departmental and Faculty Honours requirements, while also maintaining a good academic standing.

Regulations

- To be registered in an Honours program after the first year, you must have attained a GPA and CGPA of at least 3.00 in the previous year.
- To complete an Honours degree, you must achieve a minimum CGPA of 3.00. The program GPA (the GPA of all required and complementary courses taken at McGill which constitute the Honours program) must be a minimum of 3.00, although academic units may set higher requirements for their program GPA.
- In addition to the completion of the Honours requirements, you must complete at least a minor concentration in an academic unit other than the one in which the Honours requirements are satisfied. (If you complete a second degree in the Faculty of Arts, you do not need to complete a minor.)

Joint Honours Program

If you are a student who would like to study the Honours level in two disciplines, you may combine the Joint Honours program components from your two chosen disciplines. Each Joint Honours component consists of a maximum of 36 required and complementary credits. To complete your Joint Honours degree, you must achieve a minimum CGPA of 3.00. Some departments set higher GPA requirements for the completion of the Joint Honours degree. This is a great option if you are thinking of pursuing graduate studies in the future, but are not sure which discipline to choose. This way, you get both!

For more information about the Departmental Program, visit

http://www.mcgill.ca/oasis/ba/departmental

Please make sure to also check out the checklist for Departmental Program students (U1)

http://www.mcgill.ca/oasis/ba/departmental/checklist/
Transfer Students

If you have transferred to McGill from another university, you need to complete at least 60 credits at McGill to complete the residency requirement for your B.A. degree. Your past student record is evaluated by Enrolment Services. Most courses you have completed at your past institution will transfer over if you have received a grade of C or better. However not all courses you have completed previously will transfer over, and it is best that you see your departmental advisor to determine which of your approved courses may count for program requirements.

http://www.mcgill.ca/oasis/transfercredits

Exchange Students

Exchange students are visiting students who have been accepted to McGill on a formal exchange program. Their letter of admission from the Enrolment Services specifies their status as 'Exchange'. They must see a Departmental Academic Adviser to have their course selection approved. Normally, exchange students are accepted to McGill for a period of one year. The adviser reviews the courses the students have already completed elsewhere to ensure that they have the appropriate preparatory background for their course selection at McGill.

http://www.mcgill.ca/oasis/special/arts

Visiting Students

If you are currently registered in a degree program at another university and have completed at least two semesters of study there, you may apply to take courses at McGill University as a Visiting Student. Course credits can be applied toward the program of study at your home university. Admission decisions on visiting applications are final and there is no appeal process.

As a visiting student, you must obtain approval of your course selection from a Departmental Academic Advisor.

http://www.mcgill.ca/oasis/special/arts
Now you have a good idea of what you want your schedule for the year to look like according to your program requirements. You are now ready to register for your courses! You will have to register through a system called Minerva. It is good to become familiar with Minerva as it is also where you will view and pay your tuition fees, and modify your schedule during the add/drop course change period. However, do not worry! It is not too hard to understand but make sure to read carefully all the information below!

START PLANNING: STEPS TO REGISTER

What is Minerva?

When it comes to registering for classes, Minerva is your first destination.

Please go to https://horizon.mcgill.ca/pban1/twbkwbis.P_WWWLogin and log in with your McGill email address and password.

Then go to Student Menu à Registration Menu

Once on the registration menu, follow the steps to register for your courses.

The "Student Registration" tutorial walks you through the course registration process on Minerva. (Tutorial video) http://ics.mcgill.ca/media/videos/Minerva/registration_portal.htm

For more information regarding registration process, please visit:

http://www.mcgill.ca/students/courses/add/register

What to do when a course is full

If a course is full, you may want to check again from time to time to see if space opens up. If the course is required for your program but is full or "reserved closed," contact the department offering the course to request "permit to register."

Another alternative: Join a Waitlist

Joining a waitlist while the course you want is full— if your course has one — is the best way to ensure your spot if another student drops the course. Under special circumstances, the department offering the course may allow you to register even though you normally wouldn't be able to. If all else fails, try contacting the professor teaching the course. Here is the complete list of Arts programs, where you can find your professor’s contact information:

http://www.mcgill.ca/arts/departments
Please note down that some courses might require special requirements before you can register for them on Minerva such as language courses. Most language courses at McGill, such as French courses, will ask you to pass a French Placement test before you can register for them on Minerva.

French Placement Tests

Have you ever taken French courses before coming to McGill? If not, would you like to learn the language of romance? Either way, you will have to pass a French Placement test in order to determine which course level would be more appropriate for you (including complete beginners). Please note that you will not be able to register for a French language course if you do not take a French Placement test as it is mandatory.

For more information about French Placement tests, visit

http://www.mcgill.ca/fic/prospective-students/placement-tests

Other Language courses

If ever you were interested in taking a language course other than French, please keep in mind that you will also have to take a Placement Test before registering for the course. All language courses have limited enrolment and, as such, may require departmental approval. For more information about Language Placement Tests, please contact the department that offers the language course.

East Asian language courses

http://www.mcgill.ca/eas/undergraduate-programs/east-language-courses-registration-info

Russian, German, Italian, Spanish language courses

https://www.mcgill.ca/langlitcultures/undergraduate/programs

Hebrew language courses

http://www.mcgill.ca/jewishstudies/placement

Arabic language courses

http://www.mcgill.ca/islamicstudies/forms-resources
Add/Drop Period

Purpose

During the fall and winter terms, McGill offers a Course Change (Add/Drop) period. It is a way to let you “shop around” for courses that you might be interested in taking, but have not registered for yet. You may attend as many courses as your schedule permits from the beginning of the term until the end of the Course Change period (See important dates chart) Remember that all courses are limited by enrolment; do not wait until the last minute to register!

On your Transcript

Courses dropped during the Course Change Period are deleted from your record. Your record will show only the courses in which you are registered after the Course Change Period. If you drop a course within the deadlines for the Course Change Period, you will get a refund for the course; if you add a course during this period, you will be charged for the course.

Freshman Program

If you are a Freshman-program student, you must have changes approved by an Arts OASIS Faculty adviser. If you are a Departmental program student, you must have your required course changes approved by the appropriate departmental academic adviser.

Courses which are cancelled by the University are not automatically deleted from your record; you must access Minerva and delete the course(s).
Course and University Withdrawal

What is a withdrawal?

There are two kinds of withdrawals:
Course Withdrawal ([http://www.mcgill.ca/oasis/general/withdrawals/course](http://www.mcgill.ca/oasis/general/withdrawals/course)) and University Withdrawal. A Course Withdrawal means you have chosen to discontinue one or more courses. A University Withdrawal means you have chosen to discontinue your entire term or year of studies. Depending on the date of withdrawal, you may be entitled to a refund.

Why would you want to withdraw?

You may wish to withdraw for a number of personal and/or academic reasons, which may include simply not liking the course, not doing well in the course (see Grading procedure), illness, financial difficulty or personal issues.

On your transcript

You will receive a grade of “W” on your transcript if you choose to do a Course or University Withdrawal before the Course Withdraw deadline. A grade of “W” does not affect your CGPA as it does not count towards it, and a few over the course of your academic career will not affect future studies or career goals. However, keep in mind that you must officially withdraw from your course or the university on Minerva. You cannot simply stop attending your lectures or notify your professor about your situation. You must consult your Faculty Advisor, and then withdraw on Minerva. If you do not declare your withdrawal on Minerva, you will receive a grade of "J" instead of a "W" for a final grade. A "J" grade is equivalent to a zero in the course and will count as such for your CGPA.

For more information on Course and University Withdrawal, please go to [http://www.mcgill.ca/oasis/general/withdrawals](http://www.mcgill.ca/oasis/general/withdrawals)
Your B.A degree is the reason you are here at McGill; understanding its importance and how to plan for it during your first year will help you make the right course choices during registration.

It is also important to remember that you can always adjust or change your degree plan later as your interests develop. You might want to pursue a minor in Management for example, or use the Satisfactory/Unsatisfactory option for a language course. You might also be wondering how you should read your transcript, your grades, and your classes. The section below will tell you exactly what you will need to know, so please keep reading!

**Things to Note When Planning Your B.A. Degree**

All B.A. degrees consist of 120 credits. You might have entered with Advanced Standing and already have credits that count towards your degree (see Student Designation for more information).

In addition to completing 120 credits, a minimum of 60 of your credits must be completed at McGill University. At least two-thirds of all program requirements (see below) must also be completed at McGill.

Do you want to learn more on how to successfully plan your BA degree? Then go visit our page! [http://www.mcgill.ca/oasis/general/degree-planning](http://www.mcgill.ca/oasis/general/degree-planning)

**Understanding your Transcript**

*Course selection outside of Faculties of Arts and Science*

If you would like to take courses outside of the Faculties of Arts and Science, that option is available to you. However, you need to keep the following regulations in mind:

**You are allowed a maximum of 12 credits in elective and/or complementary courses taken in faculties other than the Faculties of Arts and of Science.**

You are permitted to take up to 30 credits if you are pursuing a designated program such as Industrial Relations, Minor in Management, and Education for Arts Students.

Please refer to the following website for a complete list of these designated programs and further information on courses outside the Faculties of Arts and Science.

**Satisfactory/Unsatisfactory option**

You can take the Satisfactory/Unsatisfactory (S/U) option if you would like to take courses outside your areas of specialization without fear of decreasing your GPA.

Courses taken under the S/U option are not included in your GPA calculations; however they cannot be counted towards your major or minor requirements. The option may be used for 10% of your total McGill credits, and may be applied to elective courses only.

Essentially, if there is a course you would really like to try out just because it is interesting and you would rather not feel the pressure of it counting towards your GPA, the S/U option is a great way to go.

However, if you are a freshman student, please note that you will not be able to select this option until your U1 year.

**How to Apply**

To choose the S/U option for an elective course, navigate to the Quick Add or Drop Course Sections Menu in Minerva. In the "course grade mode" drop down menu associated with the elective course you have chosen, select the Satisfactory/Unsatisfactory grade mode and submit to save the change.

Be careful! If you accidentally select the S/U option for a required course, you may be required to complete a substitute course approved by your advisor to fulfill your program requirements. You should verify with your department if in any doubt about your course choice.

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**Course Load**
The normal course load is 4-5 courses (12-15 credits) per term. If you register for 12 or more credits, you will automatically be considered a full-time student. However, if you decide to take less than 15 credits in a term, you will have to make up the missing credits by either catching up with summer courses, or delaying your graduation by staying an extra term or terms.

On another hand, you will be considered as a part-time student if you decide to take less than 4 courses (less than 12 credits) per term. Please keep in mind that being a part-time student might prevent you from having access to scholarships and bursaries. Additionally, you will have to consult your Faculty Adviser for any information regarding your graduation.

If you wish to register for more than 17 credits per term for the fall/winter semester, or more than 12 credits for the summer, then please complete the Application to Exceed Credit form on http://www.mcgill.ca/students/servicepoint/exceedcredits (You must log in to view this form). Normally, your CGPA must be above 3.50; however, if it is below 3.50, a final decision will be made by the Associate Dean (Student Affairs).

Please note that grades for your preceding term of study must be available at the time that you submit your application.

For more information about Course load, go to http://www.mcgill.ca/oasis/general/load/

Grading
CGPA Calculation

Your cumulative grade point average (CGPA) is the GPA calculated using all applicable courses you have taken at McGill at the same level. If you change levels (e.g. from undergraduate to graduate) your CGPA starts again.

TGPA Calculation

The term grade point average (TGPA) is the GPA for a given term calculated using all the applicable courses at the same level in that term.

<table>
<thead>
<tr>
<th>Grades</th>
<th>Grade Points</th>
<th>Numerical Scale of Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>85 – 100%</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>80 – 84%</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>75 – 79%</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>70 – 74%</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>65 – 69%</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>60 – 64%</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>55 – 59%</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>50 – 54%</td>
</tr>
<tr>
<td>F (Fail)</td>
<td>0</td>
<td>0 – 49%</td>
</tr>
</tbody>
</table>

For more information, please see


Level of Classes
Course Codes

All McGill courses are either at the 100, 200, 300, 400, 500, or 600 levels. The first four letters tell you which department the course is in (eg. HIST = history, ENGL = English) while the 3 numbers that follow tell you what level the course is. This table provides a description of what to expect from courses at each level.

<table>
<thead>
<tr>
<th>Course Code Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXXX 100-199</td>
<td>100 level courses in Arts are either beginner level French classes (with course code FRSL) or First Year Seminars in various departments (more details below).</td>
</tr>
<tr>
<td>XXXX 200-299</td>
<td>200 level courses are the main introductory courses in all departments, and nearly all courses you take in your first year will likely be at the 200 level. Most courses do not have pre-requisites and are often ‘survey’ courses.</td>
</tr>
<tr>
<td>XXXX 300-399</td>
<td>300 level courses are intermediate courses, meaning they are typically smaller and provide a more in-depth look at a subject than a 200 level introductory course. Often, there will be 200 level pre-requisites you must complete before you are allowed to register for the 300 level courses.</td>
</tr>
<tr>
<td>XXXX 400-499</td>
<td>400 level courses are advanced courses or seminar courses. They are even smaller and more topic-specific than 300 level courses. Seminar courses are usually capped at 25 students. There will often be 300 level pre-requisite courses you must complete before you are allowed to register for the 400 level courses.</td>
</tr>
<tr>
<td>XXXX 500-599</td>
<td>500 level courses are high-level seminar courses, usually restricted to students in honours programs and graduate level students.</td>
</tr>
<tr>
<td>XXXX 600-699</td>
<td>In almost every case, 600 level courses are restricted to graduate level students (ie. those pursing an MA or PhD). However some honours programs (eg. in Political Science) may offer you the opportunity to take a 600 level course. Please consult with your departmental advisor for more information.</td>
</tr>
</tbody>
</table>

First Year Seminars
First-year seminars are unique in the sense that they are limited to students in their first year of study at McGill (newly admitted students in U0 or U1) as well as have a maximum capacity of 25 students.

A first-year seminar is a great way to interact on a closer level with peers and professors, as opposed to large introductory courses. During an FYS course you will learn of the latest scholarly developments in the field, and be exposed to advanced research methods.

Registration is on a first come, first-served basis with spots filling up quickly due to the 25 student capacity per class.

As an Arts student you may only take one First-Year seminar from either the Faculty of Arts or Faculty of Science listings.

For more information about First-year seminars, please visit

http://www.mcgill.ca/oasis/general/fys
After well-planning your B.A degree according to your program’s requirements, you might wonder about learning and getting experience outside of McGill. Sure, university largely consists of attending your lectures and conferences but it does not have to stop there! During your time at McGill, you will have the chance to participate in either an internship or an exchange abroad, take part in a summer research, or go on a field study trip. Read below to learn more about those exciting opportunities!

**ACADEMIC OPPORTUNITIES OUTSIDE OF MCGILL**

Want to get away? Earn McGill credit or recognition while you discover a new environment! There is no teacher like travel! At McGill, you will have more than one opportunity to go abroad as we have many partnerships with universities across the world. All you have to do is see if it is study opportunities or work opportunities that work best with your interests.

**International Education Week**

During the first week of November, make sure to attend International Education week! It is your best entry into the world of study abroad! Do you want an education with a difference? Are you ready to travel and discover other cultures as you work towards your McGill degree? Check out International Education Week to learn more about what McGill has to offer, inside and outside the classroom!

Check out their website!  [https://www.mcgill.ca/importantdates/channels/event/international-education-week-2014-233361](https://www.mcgill.ca/importantdates/channels/event/international-education-week-2014-233361)

**Exchange**

McGill has many partnerships with universities around the globe, so why not go on an exchange? Not only will you earn credits, but you will also gain cultural experience which is great! You will be exchanging places with another student at the host university for one or two terms (excluding summer term). You will also pay the same tuition fees you would at McGill while studying at the host university. Please note that students must have a minimum CGPA of 3.0 to be considered to go on exchange.

Please consult the following website for a list of all the exchanges available to you  [http://www.mcgill.ca/oasis/away/exchange-0](http://www.mcgill.ca/oasis/away/exchange-0)
Independent Study Away

‘Independent Study Away’ means you can study away at another university while still earning credits at McGill. However unlike on an exchange, you pay the host university’s tuition (not McGill’s). You might want to consider this option if ever you do not manage to find a host university that matches your program’s requirements, or simply your interests. You must have at least a 2.7 CGPA to participate in an Independent Study Away.

Please visit our website for more information on Independent Study Away
http://www.mcgill.ca/oasis/away/independent-study-away-including-summer-term

Internships

An Internship will allow you to gain valuable on-the-job experience in your field with the possibility of earning pay or credits for the internship. Please consult http://www.mcgill.ca/arts-internships/ to find internships designated for Arts students on campus and beyond.

Field Studies

McGill field studies courses offer you a chance to put theory into practice through local, regional, and international field study semesters and individual courses. Field studies provide practical experience and a chance to integrate and apply knowledge gained in the classroom. In many cases, field courses can be counted towards your major program requirements. You can see either your departmental or faculty advisor for details.

You can also find more information about the different Field Study Semesters that are available to you here: http://www.mcgill.ca/study/2014-2015/faculties/fieldstudies

ARIA (Arts Undergraduate Research Internship Award)

The Arts Undergraduate Research Internship Award (ARIA) is there to support you if you decided to undertake research during the summer under the direct supervision of a faculty member. If you are awarded an ARIA, you can contribute to a professor’s research agenda while also gaining useful academic research skills.

For more information, go to http://www.mcgill.ca/arts-internships/aria
Besides the opportunities outside of McGill, you might also want to know about the other campus resources that are available to you such as Scholarships and Student Aid, Arts Undergraduate Society (AUS), and the McGill Tutorial program. We have listed here a few of the campus resources that are frequently used by first year students so it’s easier for you to find and utilize them. Please take a look!

**CAMPUS/STUDENT RESOURCES**

**Enrolment Services**

Enrolment Services is where you want to go if you have any questions regarding your admission to McGill and your documentation. The office is located at the 3415 McTavish St., corner of Sherbrooke West, at the McLennan Library Building. (Same as Service Point)


**Scholarships and Student Aid**

If ever you were to experience financial problems during your time at McGill, do not hesitate to stop by Scholarships and Student Aid Office. They are responsible for administering financial support programs that are based on merit and need for all students at McGill. You should also visit them if you have been awarded an entrance scholarship. You will be notified if you have received a scholarship by receiving a letter from the Scholarship and Student Aid Office. Scholarships are credited directly to your fee account – one half prior to the due date of the fall fees, and the other half in early January.

The office is located at 3600 McTavish Street, Brown Student Services Building, Suite 3200.

Please note that applications for all McGill Financial Aid programs can be found on the Student Menu via Minerva.

Information on all programs can be found at [www.mcgill.ca/studentaid/](http://www.mcgill.ca/studentaid/)
Residences and Student Housing

If you have any questions about Rez life, please check out www.mcgill.ca/residences or email housing.residences@mcgill.ca.

Campus Life & Engagement

Formerly known as the First-year Office, Campus Life and Engagement (CL&E) is there to assist and provide you support! Please do not hesitate to contact them, especially when you are not sure where to go with your questions or concerns. CL&E supports and serves all new undergraduate students at McGill through Orientation activities and programs, communications and publications http://www.mcgill.ca/cle/services/new-undergrad - Comms, and year-round programs and workshops http://www.mcgill.ca/cle/services/new-undergrad - Programs.

Their office is located at the 3600 McTavish Street, Brown Building, Suite 3100. You can also call them at 514-398-6913.

Please also visit their website at http://www.mcgill.ca/firstyear

Arts Undergraduate Society (AUS)

AUS is your elected student government organization that provides activities and services to enhance the educational, cultural, environmental and social conditions of its members. As an Undergraduate in the Faculty of Arts, you are automatically considered a member of the AUS.

Check out their website! http://ausmcgill.com/en/

The AUS Office is located in room B12 of the Leacock Building. Their e-mail address is AUS@mcgill.ca, and their phone number is 514-398-1993.

Office for International Students (ISS)

If you are an international student, the ISS will definitely become your second home! They assist students with their transition to a new school and a new home in a new country. They have a wealth of information on diverse issues, so do not hesitate to stop by!

Their office is located at 3600 McTavish Street, Brown Student Services Building, Suite 4400. You can also call them at 514 398-4349.

Please visit ISS at http://www.mcgill.ca/internationalstudents/
The Counselling Service

From first-year through graduate school, you might find yourself challenged by a wide variety of stressors - both personal and academic. Whether providing assistance during a crisis, teaching relaxation techniques, or discussing a failed exam or broken heart, the McGill Counselling Service is here to help.

Their office is located at 3600 McTavish Street, Suite 4200. You can also reach them at 398-3601.

Please visit the Counselling Service’s website at www.mcgill.ca/counselling/

McGill Tutoring Program

McGill offers a tutorial program located in the Brown building (suite 4200) that you can make use of if you are struggling in one of your courses. Please note that there is a fee that accompanies each session.

You can apply to become a tutor or a tutee on http://www.mcgill.ca/tutoring/

AUS Drop-in Essay Centre

There is also an essay centre that offers drop-in hours if ever you have difficulty writing or editing your essays. Drop-ins normally occur for an hour a day and start a few weeks into the beginning of every semester.


Study/Writing Skills

There are a few resources available if ever you needed to brush up your study/writing skills.

The Writing Centre: http://www.mcgill.ca/mwc/

University Success Workshop Series: http://www.mcgill.ca/firstyear/studentlife/workshops1

The Arts OASIS website: http://www.mcgill.ca/oasis/, just click on “Advising” for information regarding study skills, self-assessment, and illness during an exam, failing an exam and making academic decisions.
Student Exchanges and Study Abroad Office (SESA)

The SESA Office is the place to go if you are looking for information on different exchange programs and exchange application packages.

The office is located at Service Point. You can also call them at 514-398-7878.

The SESA website is the following:

http://www.mcgill.ca/students/international/goabroad

Office for Students with Disabilities (OSD)

The OSD provides a wide range of services to help you if ever you were a student with a disability. They can hire a note taker for you if ever you were unable to attend your lectures (written note is required to be granted this service).

Their office is located in the Redpath Building Library, Room RS56. You can also call them at 514 398-6009.

Also visit their website for more information: http://www.mcgill.ca/osd/

Career and Planning Services (CaPS)

McGill CaPS The McGill Career Planning Service (CaPS) assists students in their career development and search for permanent, part-time, and summer jobs, as well as internships, by providing workshops, individual advising, a comprehensive job posting service, and an extensive Career Resource Centre.

Their office is located in the Brown Student Services Building, suite 2200 and they are open Monday to Friday from 9 am to 5 pm.

Visit their website for more information: http://www.mcgill.ca/caps/
THIS GUIDE WAS DESIGNED WITH OUR NEW STUDENTS IN MIND!

We hope you will find this guide to be helpful for your first year with us, and use it as a reference for the rest of your studies at McGill. Please keep in mind that there are always different resources available to you, so do not hesitate to use them!
Credits

We would like to thank Nellie Voudouris, Dr. Lucy Lach and the rest of the Arts OASIS office for their constant support, and encouragement.

We would also like to thank the Arts Undergraduate Society for their contributions and support.

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