Verification Checklist:
How to Check Your Record

It is your responsibility to ensure that the courses you select are appropriate and credited towards your B.A. degree.

It is also your responsibility to be familiar with University and Faculty regulations as specified here:

- e-Calendar [http://www.mcgill.ca/study]
- Important Dates [http://www.mcgill.ca/importantdates]

General Information

- Confirm that your course registration is accurate in the Fall and Winter terms.
- If you have grades from previous terms that are currently unresolved, it is your responsibility to follow-up directly with the instructor of the course.
- If you are in your first year of study, be advised that courses above the 200 level require more advanced research, analytical, and writing skills and are usually not recommended for students in their first year of study.
- Freshman students should not be registered in courses that are not on the approved list. (See [http://www.mcgill.ca/oasis/ba/freshman/approved/]
- Courses are administered by the unit/department which offers them; therefore, inquiries about registration restrictions and registration permits must be directed to the undergraduate program coordinator in the unit/department which offers the course. If you have been granted a registration permit, you must use the quick add/drop option in Minerva to register.
- If you are trying to register for a course which is currently full, please confirm whether the course has a waitlist and then add your name to the list. For more information on waitlisting, please review the information on this website. (See [http://www.mcgill.ca/students/courses/add/waitlisting/]

Advanced Standing

It is your responsibility to verify that your Minerva record accurately reflects any advanced standing studies you completed prior to McGill (International Baccalaureate, French Baccalaureate, Advanced Levels, Advanced Placement tests, Diploma in Collegial Studies, other University work, etc). For information about advanced standing, please see [http://www.mcgill.ca/students/transfercredit/prospective/]. If your pre-McGill record is not accurate, please follow up directly with Enrolment Services ([http://www.mcgill.ca/students/servicepoint/]). Please note that if you have been given a specific course equivalency or course exemption (for example, BIOL 111/112, MATH 140 or HIST 211) for your advanced standing, you cannot re-take this course at McGill for credit.

Transfer Credits

If you completed studies at another university while registered as a McGill student (exchange, study away, J’explore, IUT (Inter-University Transfer) courses), it is your responsibility to ensure that your record is accurate and up-to-date as errors will impact your graduation. Please visit us at OASIS ([http://www.mcgill.ca/oasis/]) to report any errors or omissions.

Repeating courses

You are permitted to re-take a course in which you have received a grade of “W”, “F”, “J”, “U” or “D”. If you re-take a course in which you have received a grade of “D”, **no additional credit will be given**. Please note that the initial grade of D and the second grade, will remain included in your GPA, i.e. the second grade does not replace the initial grade. You cannot re-take a course in which you have received a grade of C or better. If you re-take a course in which you have received a grade of C or better, no credit will be granted for the second course and the grade will not be included in the GPA.
Topics Courses
You are permitted to take topics courses with the same course number, for credit, more than once as long as the topic is different each time the course was taken and you have obtained permission from the department. If you are taking a topics course with the same course number for a second time, it is your responsibility to contact the Undergraduate Program Coordinator in the department which offers the course so that they can update your record to ensure that credit will be given for both courses.

Course pre-requisites
Before registering, it is your responsibility to check if a course has a pre-requisite and make sure you have successfully completed the pre-requisite(s). You are urged to make an informed and cautious decision before taking a course for which you do not have the required pre-requisite. Please note that Minerva will not prevent you from registering for a course if you do not have the required prerequisites.

Restrictions & Course Overlap
Some courses have restrictions. This means that the course content overlaps with other courses. This information is available in the course description (if you click on the CRN, Course Reference Number, the course description, including pre-requisites and restrictions will be displayed). If you take a course which overlaps with a course you have already completed, you will not earn credit for the second course and the grade will not be included in your GPA. To confirm possible course overlap between statistic courses, please review the information in the e-Calendar. (See http://www.mcgill.ca/study/2013-2014/faculties/arts/undergraduate/ug_arts_faculty_of_arts_course_reqs#booknode-51172. If you have further questions about course overlap, please do not hesitate to contact the department which offers the course and/or the course instructor.

Out-of-faculty Credits
The number of credits you can take in faculties other than the Faculties of Arts and Science is limited. Please review our policy in the Undergraduate Calendar. (See http://www.mcgill.ca/study/2013-2014/faculties/arts/undergraduate/ug_arts_faculty_of_arts_course_reqs#booknode-51173. If you exceed the number of credits you are permitted to take outside the Faculties of Arts and Science, the extra credits will be e-flagged (excluded from the credit count and the GPA).

Satisfactory/Unsatisfactory Grading Option
You are permitted to take a maximum of 10% of your credits completed at McGill under the S/U (Satisfactory/ Unsatisfactory) option with a maximum of one elective course per term. Also, it is not possible to add or remove the grading option after the end of the add/drop period – no exceptions can be made. You must receive a grade of “C” or better to be granted an “S” and earn credits for the course; if you receive a grade of “D”, “F” or “J”, you will receive a “U” and will not earn credits. The “S” and “U” are not factored into your GPA. Please view the following link for further details. See http://www.mcgill.ca/study/2013-2014/university_regulations_and_resources/undergraduate/gi_courses_taken_under_the_satisfactory_unsatisfactory_option

Graduate Courses
If you are in U3 and have a CGPA of at least 3.30, you are permitted to take a maximum of 6 credits of graduate courses (600-level) for your B.A. degree. For details on how to obtain permission, please review the information on our website. (See http://www.mcgill.ca/oasis/ba/course/graduate/)

Continuing Studies courses
Courses offered by the School of Continuing Studies which have a course code that starts with “C” (except CHEM and CESL/CEAP) cannot be taken for credit toward your B.A. degree. Please see the OASIS website for more details. (See http://www.mcgill.ca/oasis/ba/course/conted/).

Faculty of Arts OASIS (Office of Advising and Student Information Services)
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