



DISCOVER MCGILL 2016

Faculty of Science



Mary Gauthier

Student Adviser: Exchange and
Visiting students



Professor Bruce Lennox

Dean, Faculty of Science



HANDY TOOLS

The McGill E-Mail Account...

- ▶ Is the official email account that Faculty and Staff use to correspond with students
- ▶ Is configured as:
firstname.lastname@mail.mcgill.ca
- ▶ Should be checked regularly for important information from the University
- ▶ The waitlist program only sends emails to your McGill email address
- ▶ Is the main source of contact between you and your adviser.
- ▶ Service Desk: 514-398-3398

myCourses



- ▶ Available on the McGill portal (My McGill)
 - ▶ <http://mycourses2.mcgill.ca>
- ▶ Used in approximately 1500 courses per term by thousands of students.
- ▶ Course sections are automatically created for all courses offered at McGill.
- ▶ Students automatically have access to the courses in which they are formally enrolled.
- ▶ May include online discussion forums

SOUSA: ADVISING

What is SOUSA?

Science
Office for
Undergraduate
Student
Advising

- ▶ We provide Faculty level academic advising.
- ▶ You have each been assigned a SOUSA advisor.
- ▶ Main information and referral source for anything related to your academics.

www.mcgill.ca/science/student

DAWSON HALL
853 SHERBROOKE ST OUEST



What is Academic Advising?

- A collaborative relationship between a student and an academic advisor.
- We want to help you make the most of your time at McGill.
- **SOUA**: The Science Office for Undergraduate Student Advising.
- Located in Dawson Hall fourth floor, Room 405.

www.mcgill.ca/science/student/

What do Academic Advisors do?

- Discuss course selection
- course registration
- Deadlines
- credit load
- Research opportunities
- managing academic situations during difficult periods.
- We provide referrals to the many other offices dedicated to assisting students at McGill.

Your SOUSA TEAM!

- ▶ Nicole Allard (Director)
- ▶ Peter Barry (Chief Adviser)
- ▶ Vanessa Hansen (Academic Adviser)
- ▶ Izabela Bryniarska (Academic Adviser)
- ▶ Paul Olioff (Academic Adviser)
- ▶ Jane Hawes (Student Adviser, Assistant to Director)
- ▶ **Mary Gauthier (Student Adviser, Assistant to Chief)**
- ▶ Ryan Bouma (Interdisciplinary Programs Advisor)
- ▶ Joan Kaylor (Administrative coordinator)
- ▶ Olivia Sanalidro (Administrative coordinator)

www.mcgill.ca/science/student

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Academic Advising

How to see your advisor

Prospective Students

> Newly Admitted Students

> Continuing Students

Academic Advising

Advising Schedule: August 22nd to August 29th

We provide service all year. If you have not visited our office before, see our [How to see your advisor](#) page. If you are a new student, please go to Dawson Hall, Room 405 to get your drop in time.

Mary Gauthier (Study abroad and inter-faculty transfer adviser):
 Thursday: 10:00 to 12:30 and 2:00 to 3:30
 Friday: 10:00 to 12:30 and 2:00 to 3:30
 Monday, August 29th: 10:00 to 12:30 and 2:00 to 3:30

www.mcgill.ca/science/student/advising

McGill Minerva

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Search

McGill

Student Advising Transcript - Unofficial

* A diamond appears beside a course number to indicate a multi-term course.
 * An asterisk appears next to the credit value of courses not counted in the total credits earned.

Remarks column:
 I - Course is included in credits and included in the GPA.
 E - Course is excluded from credits and excluded from the GPA.
 A - Course is excluded from credits and included in the GPA.

Please click [help](#) for more transcript information.

Student Name:
 McGill ID:
 Permanent Code:
 Email Address:
 Advisor(s): Gauthier, Mary

Subject	Number	Title	Cr. / C.E.U.	Grade	Remarks
Fall 2016					

Science Orientation Booklet

<http://www.mcgill.ca/science/student/newstudents>

2016 - 2017



Welcome to the Faculty of Science!

Science Office for Undergraduate Student Advising
(SOUSA)

Dawson Hall, Room 405
853 Sherbrooke Street West – Montreal, QC – H3A 0G5
514-398-5442
www.mcgill.ca/science/student

Getting a good start in your first year as a Bachelor of Science Student

Welcome to McGill! The SOUSA advising team would like to help you begin your McGill career successfully. We have prepared this pamphlet to help you organize your priorities as you begin your university studies. Use the "Important Dates" listing and the to-do lists that apply to you to plan your year so that you know what to do and when to do it. Read through the "Advising FAQs" to learn how to resolve common issues. Consult the "Other Resources" section to get an idea of all of the services that are available to you on campus.

Departmental Advising

- ▶ If you cannot get into a course, you must contact the departmental adviser in order to possibly receive course permit:
 - ▶ www.mcgill.ca/science/student/newstudents/undergraduate/courses/1/course-registration-problems-who-contact
- ▶ Departmental advisers will assist you with your course selection, if you are not sure what courses/level you should be taking.

DEFINITIONS

► Elective Course

- Exchange students are allowed to take courses in Arts or Science (provided your home university approves).
- Courses outside of Arts & Science are allowed but students should check with Mary Gauthier and make sure your home university approves of the course.

Course Change Period

- ▶ Period during which you may add or drop courses with no financial repercussions. These changes will not be reflected on your transcript.
- ▶ All courses must be finalized and added to your Minerva transcript before the deadline.
- ▶ Always check with home university when making changes to your courses.
- ▶ **Deadline for fall courses : September 20th**

Course Withdrawal

- ▶ You may still “drop” a course after the course change period - there are two further deadlines:
 - Withdrawal with refund - September 27th
 - Withdrawal without refund - November 1st
- ▶ You will receive a grade of “W” for the course
- ▶ This is not calculated into your CGPA
- ▶ A “W” does not indicate any thing bad!!! (provided there aren't a billion of them...)
- ▶ Normally you cannot withdraw from a course after the final deadline, unless there are exceptional, documented reasons for the request.

POLICIES, RULES & INFORMATION

The S/U grading option

- ▶ “Satisfactory/unsatisfactory” is not allowed for exchange and visiting students.

What is a normal Course Load?

- ▶ Four to five courses or 12 to 15 credits per term. Exchange students must be full time.
 - ▶ some universities allow student to only take 12 credits per term.
 - ▶ If in doubt, check with home university.

Final Exams

- ▶ The final exam schedule will be posted on Minerva in October
 - ▶ Dec. 7th to December 20th
- ▶ DO NOT book travel before the exam schedule is released.
- ▶ “Vacation plans do not constitute grounds for the deferral or re-scheduling of final exams”

www.mcgill.ca/students/exams/

Deferring Final Exams

- ▶ If you are unable to write a final exam due to illness or another serious reason,
- ▶ Apply online (MINERVA) for a deferral
- ▶ Must provide documentation
- ▶ Decision is made by Service Point, **not** the professor
- ▶ Assuming your request is approved, you will be permitted to write it during the next deferred exam period (Normally three months later)

www.mcgill.ca/students/exams/supdefer/

Deferring Midterms and assignments:

If, due to illness or another serious reason, you cannot write a midterm exam or test:

- ▶ Speak to Professor regarding options: It will be either a make-up exam or reweighting of course assignments, as indicated on syllabus.
- ▶ If reweighting, final exam cannot be made worth more than 75% of your final grade unless you so choose.
- ▶ Method of accommodation is decided by professor, and is non-negotiable.
- ▶ You must provide documentation
- ▶ Decision is made by Professor

Requesting extensions for assignments:

If, due to illness or another serious reason, you cannot submit an assignment on time:

- ▶ Ask professor for extension
- ▶ If approved extension goes beyond last day of class, you will receive a temporary grade of "K" (incomplete)
- ▶ You must provide documentation
- ▶ Decision is made by Professor

Doing extra work to raise your grade?

Unless otherwise indicated on the course syllabus, the professor is NOT allowed to give you extra work, not to let you rewrite or re-submit any assignments in order to raise your course grade.

There are no exceptions to this rule.

Are there any rules or procedures you haven't mentioned?

- Probably....
- You must read the "University Regulations and General Information" and "About the Faculty of Science (Undergraduate)" sections of the online calendar in order to ensure that you are familiar with all of the regulations and procedures pertaining to your degree.
- Links to the relevant sections can be found in the *Welcome to Science Booklet*.

NIFTY THINGS IN SCIENCE

Office for Undergraduate Research in Science

- ▶ Research is the cornerstone of an undergraduate education.
- ▶ Office for Undergraduate Research
 - Independent Research Courses - 396 course
- ▶ Science Research Officer: Victor Chisholm
www.mcgill.ca/science/research/ours/
- ▶ Soup and Science
 - ▶ Redpath Museum
 - ▶ September 12th - 16th, starts at 11:30
 - ▶ Time: get there early, fills up quickly

GENERAL ADVICE

REGISTRATION ADVICE

- ▶ Register for both terms if on exchange for full year.
- ▶ If a course has a lab component, also register for a lab.
- ▶ If a required course for your program is full, keep trying for a couple of days. Attend course, but have a backup plan.
- ▶ If a course is “reserved closed” contact the department to hopefully get into course.
- ▶ If an elective course is full, try another course.
- ▶ Just because MINERVA lets you register does not automatically mean you will get credit for a course. If in doubt, ask adviser.

General Academic Advice

- ▶ Students are sometimes surprised by how challenging the midterm exams can be.
 - Keep up with the course work as much as possible; you will find that the independent studying required maybe quite different from your home university.
 - Start studying early, as you may have many exams in a short time period.
 - If you are having difficulty in a course, see the professor or teaching assistant early; don't wait.

General Academic advice

- ▶ "Everyone else seems to be managing fine, what's wrong with me?"
 - Advisors hear this fairly frequently
 - So if you are having trouble managing, you are definitely not alone. Everyone else probably thinks you're doing fine.....
- ▶ If you feel overwhelmed, **tell someone.**
 - Talk to your adviser, in SOUSA .
 - Talk to your professor or Teaching Assistant
 - Attend McGill workshops for time management, stress management and study skills
 - Individual and group counselling and tutoring services are also available

Dates and Deadlines

- ▶ Classes begin Friday September 2nd (Monday Schedule)
- ▶ Course change period - ends September 20th.
Deadline to drop courses.
- ▶ Withdrawal with refund deadline - September 27th.
Deadline to web withdraw from a course with a refund.
- ▶ Withdrawal deadline - November 1st. Deadline to withdraw from a course with no refund.

Courses at McGill

- ▶ Course Syllabus
- ▶ Grades
 - ▶ C or D grade
- ▶ Method of Evaluation
- ▶ 500 level courses



ACADEMIC INTEGRITY

ACADEMIC INTEGRITY

" The integrity of University academic life and of the degrees the University confers is dependent upon the honesty and soundness of the teacher-student learning relationship and, as well, of the evaluation process. Conduct by any member of the University community that adversely affects this relationship or this process must, therefore, be considered a serious offence."

(Handbook on Student Rights and Responsibilities, Ch.6, Section III Introduction; 2009)

ACADEMIC INTEGRITY

McGill University values academic integrity. Therefore all students must understand the meaning and consequences of cheating, plagiarism and other academic offences under the Code of Student Conduct and Disciplinary Procedures”.

– Senate resolution, January 29, 2003

www.mcgill.ca/students/srr/honest

ACADEMIC INTEGRITY

- ▶ Mandatory Academic Integrity online tutorial for all newly admitted students. Tutorial is on “myCourses”

- ▶ *AAAA 100 Academic Integrity Tutorial*
 - *(0 credits).*

What if you encounter difficulties?

- See your SOUSA or Departmental Adviser if you:
 - Are having difficulty managing your time and meeting deadlines
 - Have fallen behind in your studies, and are feeling overwhelmed
 - Are not getting the grades you expected
 - Are unhappy with your course choice
 - Become ill, or experience difficulties in your personal life that are interfering with your academic performance

Student Services

- *Career Planning Services*
- *Counselling Services*
- *Office of Religious & Spiritual Life*
- *International Student's Services*
- *Campus Life & Engagement*
- *Health Services*
- *Mental Health Services*
- *Off Campus Housing*
- *Tutoring Services*
- *Dean of Students Office*
- *Scholarships and Student Aid*
- *First People's House*
- *Office of Students with Disabilities*


Other stuff

Exchange Office at Service Point
"Check-In"

Date	Time
Friday 26 August	9am to 11h30am
Monday 29 August	2h30pm to 5pm
Wednesday 31 August	2h30pm to 5pm
Thursday 1 September	9am to 11h30am
Tuesday 6 September	2h30pm to 5pm
Thursday 8 September	2h30pm to 5pm


You will be given a cheat sheet.

GET YOUR OPUS CARD



stm at McGill
 Sept 6th & 7th, 9am - 5pm
 Brown Student Services Building
 3600 McTavish, Rm 5001
 \$14

stm Photo Studio
 Monday - Friday, 11:30am - 6pm
 Saturday & Sunday, 10:30am - 5pm
 1717 Berri Street, Berri-UQAM Station
 \$15



Your photo Your fare privilege

Your valid public transit fare

HAVE WITH YOU:

- Proof of age (*must be 25 or under by October 31*)
- Exact Cash (\$14 or \$15)
- Electronic proof of full-time attendance on Minerva
 - Save it as a PDF on your phone or print it out
 - Learn how to find it here: bit.ly/attendanceproof
 - Update sessional address to Montreal address on Minerva in advance

stm

Services

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McGILLCA / INTERNATIONAL STUDENT SERVICES / Health insurance

Coverage

- Blue Cross handbook
- Adding Dependents
- Canadian non-resident
- Study Away outside of Canada
- Study Away outside of Quebec
- Exchange students
- Graduated students
- Postdoctoral fellows
- Summer 2016

On this page:
[Types of coverage](#) |
 [Canadian non-residents](#) |
 [Exchange Students](#) |
 [Study Away Program Students](#) |
 [Graduated Students](#) |
 [Summer Studies](#)

Coverage - policy no. 95258



> Rates Contract year is defined as each McGill University academic year period from September 1 to August 31 of the following year, except for [Exchange students](#). Your coverage becomes effective:

> Claims

- August 15, for the semester starting September 1 or

www.mcgill.ca/internationalstudents/health/coverage

Everything you need.

Find information Services Branches About Contact

McGILL.CA / MCGILL LIBRARY

Branches and locations

Scroll your mouse over the numbers on the map to see the branch name and link to the branch's web site.

www.mcgill.ca/library/branches

Study Abroad Fair

SCIENCE STUDY ABROAD AND FIELD STUDIES FAIR

November 7, 2016
3:30 to 5:30 p.m.
Trotter Building
(2nd Floor Foyer)

- Explore the opportunities of travelling abroad and earning credits
- Meet incoming and returning exchange students and students from the field study programs (Africa, Arctic, Barbados and Panama)

McGill MAKING SCIENCE

McGill International Student Network (MISN)

McGill International Student Network



The MISN is more than just a club or an association – it's a service. Run entirely by student volunteers, it holds events, cultural activities and excursions to help McGill's international students as they make the transition to life in Montreal. The MISN also offers roughly 10 language classes per semester and hosts intramural soccer, volleyball and basketball games for athletically minded students.

To learn more, phone the MISN at 514-398-6476 or visit them online at www.misn.ca. As well, you can join more than 600 McGill international students at the MISN's [Facebook group](#).

What to do now?.....

1. **Right now:** You may attend our Science program fair – departmental advisors are here to answer your questions.
2. My drop in times:
3. **Wednesday and Thursday:**
Arts Building, Room 145 - 10:00 to 3:30
4. **Friday September 2:** Classes start
Drop in only: Dawson Hall, 4th floor, 10:00-4:00 p.m.
until September 20th.

www.mcgill.ca/science/student

Mary Gauthier Contact info

- ▶ Drop-hours posted at:
www.mcgill.ca/science/student/advising
- ▶ Email: mary.gauthier@mcgill.ca
- ▶ Phone: 514-398-1368
- ▶ Location: Dawson Hall, Room 405