DISCOVER MCGILL 2017

Faculty of Science
Mary Gauthier

Student Adviser:
Exchange and Visiting students
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](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?

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

www.mcgill.ca/science/student
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.
- **SOU USA**: The Science Office for Undergraduate Student Advising.
- Located in Dawson Hall fourth floor, Room 405.

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)
- Curtis Sharman (Academic Adviser)
- Paul Olioff (Academic Adviser)
- Tania Raggo (Academic Adviser, B.A. & Sc)
- Jane Hawes (Student Adviser, Assistant to Director)
- Mary Gauthier (Student Adviser, Assistant to Chief)
- Ryan Bouma (Interdisciplinary Programs Adviser)
- Joan Kaylor (Administrative coordinator)
- Olivia Sanalitro (Administrative coordinator)

www.mcgill.ca/science/student
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.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Number</th>
<th>Title</th>
<th>Cr. / C.E.U.</th>
<th>Grade</th>
<th>Remarks</th>
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<td>Fall 2016</td>
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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 ac
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
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:

- Departmental advisers will assist you with your course selection, if you are not sure what courses/level you should be taking.
  - Difference between honours/major courses (eg. Math and Physics courses)
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 19th
Course Withdrawal

- You may still “drop” a course after the course change period - there are two further deadlines:
  - Withdrawal with refund - September 26th
  - Withdrawal without refund - October 31st

- 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.
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 (tentative) schedule will be posted in early October, final exam schedule posted a few weeks later.
  - Dec. 8th to December 21st

- 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

- **Soup and Science**
  - **Redpath Museum**
    - September 11th - 15th, starts at 11:30
    - Time: get there early, fills up quickly
GENERAL ADVICE
Courses at McGill

Course Syllabus

Grades
  - C or D grade

Method of Evaluation

500 level courses
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.
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

“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 Tuesday, *September 5*th.

- Course change period - ends *September 19*th. Deadline to drop courses.

- Withdrawal with refund deadline - *September 26*th. Deadline to web withdraw from a course with a refund.

- Withdrawal deadline - *October 31*st. Deadline to withdraw from a course with no refund.
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)
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
- McGill Office of Religious and 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
TAKE THE BUS OR MÉTRO?
Say goodbye to waiting in line!

VOUS PRENEZ L’AUTOBUS OU LE MÉTRO ?
Dites bye bye aux files d’attente !

For more info: Pour en savoir plus :
mcgill.ca/OPUS
Coverage - policy no. 95258

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:

- August 15, for the semester starting September 1 or

www.mcgill.ca/internationalstudents/health/coverage
Welcome to the Student Health Service

Student Health Service provides McGill students with quality, comprehensive health care in a convenient [campus location](#). Our services are specifically geared towards the unique health needs of students, and are delivered by caregivers sensitive to – and experienced with – their particular health concerns. Explore our site to find out more about what we offer.

For information about health services available at [Macdonald Campus](#), please visit the [Student Services at Macdonald Campus](#) website.

Please note that there are currently extensive City of Montreal construction projects underway on McTavish Street, as well as parts of Sherbrooke and Dr. Penfield, causing significant delays for cars and pedestrians alike. Please allow extra time to make it to your appointments!
ACTIVITIES NIGHT
SEP 5-7
4-7 PM

SSMU Building
3480 McTavish Street

@SSMUCS
#ActivitiesNight
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.
Scan, print and copy in the Library

McGill students, faculty and staff have several options when it comes to scanning, printing and photocopying in the Library. Scanning is free! Get information for guest users.

Scan

uPrint - Scan to email | Spirit scanners - Scan to USB | Scan and edit | Article/chapter scanning service | On demand digitization

uPrint - Scan to email

Scan to email via uPrint is free of charge and available at all branches of the McGill Library. McGill users can scan directly to their McGill email address, simply by signing into any uPrint device in the Library (or on campus). Please note that the black-and-white printers can only scan in black-and-white. In order to obtain colour scans using uPrint, use one of the uPrint colour devices located in most branches.

Use "Build job" to send multi-page PDFs, otherwise each page is sent as a separate email attachment.

For detailed information on uPrint, please see the relevant articles in the IT knowledgebase:

- uPrint for students | for faculty and staff | for guests
- uPrint machine locations on campus

Technical support: For technical support with the uPrint service, please contact the ICS Service Desk.
VISIT THE MCGILL STUDY ABROAD FAIR

Meet incoming and returning students from exchanges and field study programs
Explore study abroad opportunities
Earn credits
Travel

Wednesday November 8th
SSMU Ballroom
Time to be confirmed
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.
Électro Parade – Montréal

September 2nd, 2017 – from the base of Mount Royal (on Park Avenue) all the way to Place des Festival in Quartier des Spectacles

Électro Parade turns the city streets into a giant dance party.

On September 2nd, parade floats will be going from the base of Mount Royal (on Park Avenue) all the way to Place des Festival in Quartier des Spectacles for a night filled with music, dancing and fun! Montrealers are invited to come pick their favorite parade float/DJs and dance along with them in the parade. The gathering begins at 2pm and the parade kicks off at 6pm.

Useful links
Details
Official website
What to do now?....

1. **Right now:** You may attend our Science program fair - departmental advisors are here to answer your questions in the Stewart Bio Courtyard.

2. **My drop in times:**

3. **Wednesday, Thursday and Friday:**
   Dawson Hall, Room 405 - 10:00 to 3:30

4. **Tuesday, September 5:** Classes start
   Drop in only: Dawson Hall, 4th floor, 10:00-4:00 p.m. until September 19th

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