B.Sc.(Arch.) program and Architecture Exchange Students
(New and Returning Students)

Program Advising and Course Registration
between
Friday, April 8, to Monday, September 19, 2016

New and returning students who have not registered by August 14, 2016 may still access Minerva to register late from August 15, 2016 to September 21, 2016.

It is recommended that all B.Sc.(Arch.) and architecture exchange students meet with Mary Lanni-Campoli, Student Advisor, Room 202, Macdonald-Harrington Building, for program advising and course registration during this time period.   Advising appointments may also be scheduled throughout the academic year.

REGISTRATION DEADLINES

Returning Students: Registration on Minerva will end on August 14, 2016. Registration after this date is may still access Minerva to register late from August 15, 2016 to September 21, 2016. A late registration fine will be applied. For those students who have been away on exchange, please register for at least one course (an architectural complementary). Registration for your remaining courses will need to be done manually. For further assistance, please schedule your individual appointment with Mary (mary.lanni@mcgill.ca).

New Students (including Special and Exchange Students): Registration on Minerva began early June 2016 and will end August 14, 2016. You may still access Minerva to register late from August 15, 2016 to September 21, 2016, but a late registration fine will be charged.

> Group advising sessions have been scheduled for **newly** admitted students; please call (514) 398-6702 starting August 15 in order to reserve a space:
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> U0 students: Wednesday, August 31, 2016 at 10:00 a.m., Room 207, MDHAR.
>
> U1 students: Thursday, August 25, 2016, 10:00 a.m., Room 207, MDHAR.
> Or Wednesday, August 31, at 2:00 p.m., Room 207, MDHAR.
>
> Exchange Students: Thursday, Sept. 1, 2016, 3:00 p.m., Rm.207, MDHAR. Please bring your most up-to-date portfolio.

Note: A tour of the School will also be given.

COMPULSORY WELCOME MEETING

U0, and U1 Students: Tuesday, September 6, 2016, 8:30 a.m., Room 212.

SCHEDULE OF IMPORTANT DATES

The following website provides a summary of important dates/deadlines:
http://www.mcgill.ca/importantdates/key-dates.

FIRST DAY OF CLASSES

Fall 2016:   Friday, September 2, 2016 (schedule will run on the Monday schedule.)
Winter 2017:   Wednesday, January 4, 2017.

CONFIRMATION OF COURSES - PROCEDURE

1)   Please help yourself to the information sheets provided on the table, located on the 2nd floor corridor, next to the bulletin board.
2)   Review your choices; make any changes or corrections on the Faculty of Engineering Course Authorization form.
3)   Bring the completed Course Authorization form with you when you meet with Mary Lanni-Campoli. **A review of courses selected, graduation potential, minors, summer transfer credits, exchange credits, etc. will be discussed.**
       Starting Wednesday, September 7, 2016, the schedule is as follows:
- 10:00 a.m. to 12:00 Noon, by appointment. (A sign-up sheet to reserve a time is located on the front counter of School Reception, Rm. 201.)
- 2:00 p.m. to 4:00 p.m., drop-in, no appointment necessary, for those short questions.
       Appointments can also be scheduled throughout the academic year.

COURSE ADD/DROP PERIOD

Immediately following the Registration Period, the Course Add/Drop Period allows for changes or corrections to the original registration. The course add/drop period for the fall 2016 term will take place between September 2 to September **20**, 2016. Please do not wait until the last day, in case of technical difficulties. (Add/drop period in Winter 2017 will end Tuesday, January 17, 2017; full refund.)

Late withdrawal is also possible as follows:

Fall 2016:   Withdrawal with refund: Tuesday, September 27, 2016.
               Withdrawal without refund: Tuesday, November 1, 2016.
               Multi-term courses that begin in Fall term: TBA.

Winter 2017:   Withdrawal with refund: Tuesday, January 24, 2017.
               Withdrawal with no refund: Tuesday, March 7, 2017.

TIMETABLE

For any updates on the schedule of courses, please refer to the Minerva Schedule.

DESIGN STUDIOS

Other than the U1 studio courses ARCH 201 and ARCH 202, U2 and U3 design studio courses are divided in several sections. Students should register for any design studio section in the appropriate year. Once the design studio lists are posted, students should immediately verify whether they have registered in the appropriate Sections/CRNs. If they have not, they must correct their registration **before** the end of the Course Add/Drop period (TBA). This will entail **dropping** out of the incorrect sections (lecture and studio), and **adding** the correct sections (lecture and studio).

The design studio lists will be confirmed during the first week of classes.

GRADUATION*:*

Students expecting to complete their programs by December 2016, April 2017, or end of summer 2017, are strongly encouraged to **activate**, at this time, their **graduation term** on Minerva for the appropriate term (Fall 2016/Winter 2017/Summer 2017). This will help avoid missing the various deadlines. A review and confirmation of graduation potential can be made during the beginning of each term, with Mary. You are also encouraged to use the **Degree Evaluation tool**, available on Minerva. It is your responsibility to ensure you are on the relevant Graduation List.

EXAMINATION PERIOD

Fall 2016:   Wednesday, December 7 – Tuesday, December 20, 2016.*
Winter 2017:   Thursday, April 13 – Friday, April 28, 2017.*

*Exams will be held during the morning, afternoon, evening.

Further information on exam regulations may be found at: http://www.mcgill.ca/students/exams/.   The preliminary exam schedule will appear early October 2016 and early February 2017. Please report any conflicts IMMEDIATELY to Mary Lanni-Campoli.

EXTRA: PASS/FAIL (UNSATISFACTORY/SATISFACTORY)

Undergraduate students wishing to take an extra course, pass/fail (unsatisfactory/satisfactory option) MUST code their courses u/s or extra at the time of registration on Minerva. Please note that u/s may only be used for "outside electives".

MINORS

A number of Minors are available while studying in the B.Sc.(Arch.) program. Students wishing to pursue a Minor may discuss this further with Mary.

ARCHITECTURAL COMPLEMENTARIES/OUTSIDE ELECTIVES

B.Sc.(Arch.) students must take courses starting at the 200-level. 100-level courses, or courses whose content is **similar** to our required courses, will **NOT** count as fulfilling the program's requirements. Special arrangements are required if selecting a course given by Continuing Education.

LIMITED ENROLMENT COURSES*:*

Students interested in taking a limited enrolment **Architecture** course should send an e-mail to mary.lanni@mcgill.ca, to "preregister". Students are expected to attend the 1st lecture, where permission to register will finally be confirmed.

SELECTED TOPICS COURSES

The following selected topics courses are available:

ARCH 540 Selected Topics in Architecture 1, Section 01 (reserved for competitions).

A "Selected Topics Proposal Form" may be picked up from Room 202. **Please note that a selected topics course number can be used only once.** A committee will be formed to review your proposal. Therefore, please submit your form **no later than September 2, 2016**.

The following special Selected Topics course will be given during 2016-17 (**will be updated as required**):

Fall 2016:

ARCH 541   Selected Topics in Architecture 2, Section 002.   N. Dunton
              Limited: 18; Open to B.Sc.(Arch.)- U3, and M.Arch. (Prof.)
              Topic: Reading the city: Montreal and its neighbourhoods.

PERMISSIBLE COURSE LOAD

The normal course load is 15-18 credits per term. Special permission is required if you wish to exceed this limit.

LANGUAGE COURSES

B.Sc.(Arch.) students wishing to take a language course may do so; up to 6 credits in a language course may count towards the outside electives requirement for the B.Sc.(Arch.) program. Students **must** take the placement test, as permission is conditional to students registering for the appropriate "level". (Please note that this policy is currently under review. Further update to follow.)

EDUCATION IN ARTS COURSES

Credit for courses taken at the McGill Faculty of Education, such as Painting, Sculpture, will be restricted to one course for its full value (i.e. 1-3 credit course) to be counted towards the outside elective requirement for the B.Sc.(Arch.) program.

COMMUNICATIONS

The School of Architecture's website is www.mcgill.ca/architecture. Announcements, Lecture Series, etc. will be constantly updated. E-mail communication and posting of notices on the main bulletin board located on the 2nd floor are also sources of communication. Please make sure that you have activated your McGill e-mail address.

SCHOLARSHIPS

Faculty/School in-course scholarships and awards are made by the individual Faculty/School Scholarships Committees, and students should consult the appropriate section of this Calendar for regulations and information concerning these awards. Most undergraduate scholarships and awards are granted on the basis of the combined GPA for the Fall and Winter terms and applications are not required unless specifically indicated in the terms of an award.

To be considered for "in-course" awards and/or the renewal of" entrance" scholarships, students must complete at least **27 graded credits** in the regular academic year (Fall and Winter) exclusive of courses completed under the Satisfactory/Unsatisfactory option. Summer courses are not considered. Courses taken at other Quebec universities through the Inter-University Transfer Agreement, to a maximum of six credits, may be counted towards the requirements for scholarship renewal or for consideration for other academic awards. Eligibility will be based on all courses taken during the regular academic year and on both the McGill GPA as well as the global GPA which will include the IUT credits.

To receive full payment of an award, students must be registered as full-time (i.e., at least 12 credits per term) in a McGill undergraduate degree program for the entire academic year; otherwise, the award, or part of it, may be cancelled. For instance, a student who is registered full-time for only one-half of the academic year, will receive only one-half of the value of the award.

STUDENT EXCHANGES

A limited number of students in good standing who have completed at least U1 in the B.Sc.(Arch.) program by May 2016 will be eligible to participate in an Exchange Program with one of the following institutions*, for one semester only in the 2016/2017 academic session:

- Università Iuav di Venezia, Venice, Italy
- Fakultät für Raumplanung und Architektur,Technische Universität Wien, Vienna, Austria.
- Université catholique de Louvain (UCL, St-Luc-Bruxelles, Tournai), Belgium
- École supérieure d'architecture de Grenoble, Grenoble, France
- Scuola di Architettura Civile, Politecnico di Milano (Bovisa) *
- Royal Danish Academy of Fine Arts.

*Discussions are underway for two new student exchange opportunities. More details will follow.

Depending on the schedule of courses offered at the respective institutions, students may be in a position to complete the requirements for required courses in the equivalent semester. However, there is no guarantee. In any event, students should be able to take a full semester load, including the required design studio course and some architectural complementaries/elective courses. Because of the scheduling in those institutions, it is advisable that our students participate in an exchange program in the winter semester of U2.

Other university exchanges are also possible. Please consult information provided at:
www.mcgill.ca/students/international/studyabroad.

An information session on our School of Architecture bi-lateral student exchanges will be held in early November.

Application Deadline: January 7, 2017 (to be confirmed).

TRAVEL REGISTRY AND PRE-DEPARTURE ORIENTATION

The University provides semi-annual presentations to help prepare undergraduate students for University-related travel activities, such as student exchanges, research and conferences. If you are required to travel outside of Canada, for any of these activities, you are strongly encouraged to attend a Pre-Departure Orientation session.

In addition, a Travel Registry on-line form will be created so that students can complete the online form. Please see Mary Lanni-Campoli for further assistance.

The following websites provide more detailed information:

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

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

Note: Course-related field trips also require the activation of the Travel Registry.

WORK EXPERIENCE

Students wishing to apply to the M.Arch (Prof.) program are required to submit four months of relevant work experience, as part of the required application documentation. Work Experience Guidelines and Report Forms are available in Room 202 or on the School of Architecture website: http://www.mcgill.ca/architecture/bboard/bscmai/workexperience. Please see Mary Lanni-Campoli for further information.

Employment opportunities are posted on the job notice board on the 2nd floor, near the water fountain. MECC (McGill Engineering Career Center) and CaPS (McGill Career Planning Services) provide many workshops such as writing of resume's, interview techniques, etc., and will on occasion also receive job notices which are forwarded to the School of Architecture for posting. Please do not hesitate to visit both MECC and CaPS websites:
MECC website: http://www.mcgill.ca/careers4engineers.
CaPS website: http://www.mcgill.ca/caps/students.

INFORMATION TECHNOLOGY RESOURCES

Please refer to the Information Technology Resources in the School of Architecture for further information. Website: http://www.mcgill.ca/architecture/facilities/infotech/.

STUDENT RESPONSIBILITY FOR THEIR RECORD

The following excerpt has been taken from the Faculty of Engineering Course Authorization Form:

- Students are responsible for making and confirming all course changes on MINERVA.

- All students must see an advisor prior to registering or making course changes. Advisors are available to provide guidance. However, it must be understood that the responsibility for completeness and correctness of course selection, for compliance with and completion of program and degree requirements, and for observance of regulations and deadlines rests with the student. It is the student's

responsibility to seek guidance if in doubt.

- It is against University regulations to register in a course for which prerequisites have not been satisfied.

- Students may change a course for which they are registered provided this is done BEFORE the end of course change period.   See the undergraduate or graduate program calendars, where appropriate, or the web for deadlines and regulations.

- Students must complete at least 27 credits, excluding courses taken under the satisfactory/unsatisfactory option, to be eligible for scholarship consideration.

Mlc/Updated June 30, 2016