

**B.Sc.(Arch.) program
(New and Returning Students)**

Program Advising and Course Registration

Winter 2021/Summer 2021 Addendum

SCHEDULING ADVISING APPOINTMENT PROCEDURE

It is recommended that all B.Sc.(Arch) students schedule a meeting 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, through the Microsoft Teams booking: www.mcgill.ca/x/4sR.

Some of the items to be discussed may be:

- review of courses selected for impact on program progression;
- graduation potential;
- Minors;
- Exchange transfer credits;
- Summer study away and transfer credits;
- University transfer credits;
- Course registration issues.

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 2020: ~~Wednesday, September 2, 2020.~~

Winter 2021: ~~Monday, January 4, 2021~~ Thursday, January 7, 2021 (new).

Summer 2021: Start/end dates will vary. Please refer to class schedule (far right to see start and end dates).

COURSE ADD/DROP PERIOD

Immediately following the Registration Period, the Course Add/Drop Period allows for changes or corrections to the original registration. Add/drop period in Winter 2021 will end Friday, January 22, 2021; with full refund.

Late withdrawal is also possible as follows:

Winter 2021: Withdrawal with refund: Friday, January 29, 2021 (“w” will appear).

Withdrawal with no refund: Tuesday, March 9, 2021. (“w” will appear).

Study Break: March 1-5, 2021.

TIMETABLE

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

VERIFICATION PERIOD

Verification period via Minerva for all students in all faculties will take place between January 25-29, 2021 (to be confirmed). Verify your entire record on Minerva (address, personal data, courses, program, etc.) and consult with Mary if there are any problems. **It is especially critical that graduating students verify their records prior to the start of their final term of study. The following website will provide more detailed instructions: <https://www.mcgill.ca/engineering/students/undergraduate/advising-programs/student-progress-verification>.**

This is also the final opportunity to correct any errors regarding the wrong design studio section. Are you on the correct Minerva design studio class list section?

GRADUATION:

Students expecting to complete their programs by April 2021, or end of summer 2021, are strongly encouraged to **activate**, at this time, their **graduation term** on Minerva for the appropriate term (Winter 2021/Summer 2021). This will help avoid missing the various deadlines. It is highly recommended that a review and confirmation of graduation potential be made during the beginning of each term. You are also encouraged to use the **Degree Evaluation tool**, available on Minerva. It is your responsibility to check your Degree Evaluation to ensure that all “categories” have been met, and to activate your graduation term.

In Canada, licensing of professional architects is a provincial/territorial responsibility, and each province and territory has an Association of Architects to regulate the profession. Consult your local Ordre/Association to find out more information about practice and licensure requirements.

Certification is the mandatory first step towards registration and licensure, subsequent steps are Internship and Exam. Please make sure you register as an “Intern” or “Stagiaire” as soon as you start working in an architectural firm and are eligible to record your work experience (please check the Order or Association of Architects in the province or state in which you will want to “practice”.) Please note that work experience cannot be counted retroactively; you must be registered first as an “intern” or “stagiaire”.

Further information on obtaining your individual Certificate may be found at:

<http://cacb.ca/en/cacb-academic-certification/>

<http://cacb.ca/en/modes-of-certification/>.

EXAMINATION PERIOD

Winter 2021: Monday, April 19-Thursday, April 15 – Friday, April 30, 2021.*

*Exams will be held during the morning, afternoon, evening. Please do NOT book any travel arrangements until the final exam schedule is published.

Further information on exam regulations may be found at: <http://www.mcgill.ca/students/exams/>. The preliminary exam schedule will appear early October 2020 and early February 2021.

Please report any conflicts no later than one week after the preliminary exam schedule is posted, 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”. However, if a course is to be used to fulfil a Minor, the s/u feature cannot be used.

MINORS

A number of Minors are available while studying in the B.Sc.(Arch.) program. Possible Minors available may be found at:

https://www.mcgill.ca/study/2019-2020/faculties/engineering/undergraduate/ug_eng_minor_programs.

ARCHITECTURAL COMPLEMENTARIES/OUTSIDE ELECTIVES

It is important to follow the B.Sc.(Arch.) Plan of Study, in the year of your admission. There have been significant changes to the B.Sc.(Arch.) program curriculum beginning in Fall 2020, and the selection of architectural complementaries and outside electives will depend on your admission as a U0 or a U1 student.

For students admitted in prior years, the architectural complementaries are limited to 200-level up to 500-level courses which may be taken in most faculties. 100-level courses are not acceptable.

If you wish to undertake a course given by McGill University’s Continuing Education department, further special arrangements are required.

It is very important to consult with Mary concerning the selection of your complementaries/outside electives and whether they can be used towards the program requirements, at the time of your registration.

LIMITED ENROLMENT COURSES:

Students interested in taking a limited enrolment **Architecture** course will first need to obtain the permission of the instructor who e-mail may be forwarded to Mary, who will enable your registration. Please provide your student number, as well as the course number, section and CRN, in your e-mail.

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 requested from Mary. **Please note that a selected topics course number can be used only once. You must prepare the proposal and find a full-time professor to supervise you.** A committee will be formed to review your proposal. Therefore, please submit your form **no later than January 4, 2021.**

The following special Selected Topics course will be given during 2020-21 (**will be updated as required**):

Fall 2020:

ARCH 541	Selected Topics in Architecture 2, Section 002. Limited: 18; Open to B.Sc.(Arch.) and M.Arch. programs. Topic: Reading the city: Montreal and its neighbourhoods.	N. Dunton
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Winter 2021:

ARCH 540	Selected Topics in Architecture 1, Section 002 Limited: 15; open to B.Sc.(Arch.) and M.Arch. programs. Topic: Photography and Architecture.	R. L. Castro
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ARCH 540	Selected Topics in Architecture 1, Section 003 Limited: 15; open to B.Sc.(Arch.) – U3 and M.Arch. Topic: "Buildings as a global carbon sink".	S. Craig
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SUMMER 2021 COURSES (will be updated as required):

ARCH 325* Sketching School (Dates: last week of August; location: outside Montreal?)

ARCH 514 Community Design Workshop, Section 001 (R. Mellin) (Dates: TBA; Location: Fogo Island).

ARCH 542 Selected Topics in Architecture 2 (R. Elkin) (Dates: TBA).

Registration for summer courses becomes available in March/April 2021. Please visit www.mcgill.ca/summer/calendar, for further information.

**Please register for ARCH 325 (B.Sc.(Arch.) program) for the fall 2021 semester, though the field component (7-days) will take place during the end of summer. Attendance for the seven-day field component is mandatory.*

PERMISSIBLE COURSE LOAD

The normal course load for fall and winter terms is 15-18 credits per term; for summer term it is 12 credits total. 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 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

Depending on the status of the current Covid-19 pandemic, a limited number of students in “good standing” who have completed at least U1 in the B.Sc.(Arch.) program by May 2021 will be eligible to apply for an Exchange Program with one of the following institutions*, for one semester only in the 2021/2022 academic session. The following are the list of bilateral student exchange agreements between our School and the institutions listed below:

- 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

- Tongji University, Shanghai, China.
- ENSA-Paris-Belleville, Paris, France.
- Scuola di Architettura Civile, Politecnico di Milan, Milano, Italy
- ENSA-Grenoble, Grenoble, France.

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: <https://www.mcgill.ca/mcgillabroad/mcgill-students-going-abroad/global-learning-opportunities/8-steps-going-exchange/explore-exchange-destinations>.

An information session on our School of Architecture bi-lateral student exchanges will be held in March. Further details will be announced.

Application Deadline for the winter 2022 term is June 15, 2022. Further information may be found at: <https://www.mcgill.ca/mcgillabroad/mcgill-students-going-abroad/global-learning-opportunities/8-steps-going-exchange/apply>.

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:

<https://www.mcgill.ca/mcgillabroad/mcgill-students-going-abroad/safety-abroad/predeparture>;

<https://www.mcgill.ca/mcgillabroad/mcgill-students-going-abroad/safety-abroad/registry>;

<https://www.mcgill.ca/mcgillabroad/mcgill-students-going-abroad/safety-abroad/prepare>;

<https://www.mcgill.ca/mcgillabroad/mcgill-students-going-abroad/safety-abroad/emergencies>;

<https://www.mcgill.ca/mcgillabroad/mcgill-students-going-abroad/safety-abroad/travelexemption>.

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: <https://www.mcgill.ca/architecture/programs/professional/prospective-students/application-procedures/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: <https://www.mcgill.ca/caps/>.

FACILITIES

Workshop: <https://www.mcgill.ca/architecture/about/facilities/workshop-1>.

Media Centre: <https://www.mcgill.ca/architecture/about/facilities/media-centre>.

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 (fall and winter combined; summer not included), excluding courses taken under the satisfactory/unsatisfactory option, to be eligible for scholarship consideration.

Mlc/As of December 21, 2020