

M.Arch. (Professional) Students and Graduate Exchange Students (New and Returning Students)

Program Advising and Course Registration Between Monday, August 21 to Tuesday, September 18, 2017

It is recommended that all M.Arch. Professional students and graduate exchange students meet with Mary Lanni-Campoli, Student Advisor, Room 202, Macdonald-Harrington Building, during this time, for program advising and confirmation of course registration. Advising appointments may also be scheduled throughout the academic year.

WELCOME MEETING FOR NEW STUDENTS

The compulsory Welcome Meeting is scheduled for Tuesday, September 5, at **1:00** p.m. in Room 212. Immediately following, the Architectural Design 1 studio professors will present their studio outlines.

START OF CLASSES

Fall 2017: Tuesday, September 5, 2017.
Winter 2017: Monday, January 8, 2018.

REGISTRATION DEADLINES

New students (including Special and Graduate Exchange Students): Registration on Minerva begins on July 4, 2017 to August 14, 2017, for **both** the Fall 2017 and Winter 2018 terms. Summer 2018 registration will be possible in April 2018 (further information will be provided at that time).

Please note: A late registration fine will be charged if you register **after** August 14, 2017. Further instructions may be found at www.mcgill.ca/gps/students/registration.

Detailed registration information for all new graduate students is available at:
<http://www.mcgill.ca/gps/students/registration/dates>, Other additional information is available at:
<http://www.mcgill.ca/gradwelcome/>.

For details about “Orientation”, “Academic Integrity”, and other important information, new students should also refer to the New Students website at: <http://www.mcgill.ca/firstyear/grad-students>.

Information regarding how to obtain a student ID Card and other student records information is available at: <http://www.mcgill.ca/students/records>.

Returning Students: Registration on Minerva will end on August 14, 2017. Registration after this date is still possible, but a late registration fine will be applied.

In addition to the course themselves, please make sure to add the Registration Confirmation code “REGN RCGR” in both the Fall 2017 (201609, CRN # 2334) and Winter 2017 (201701, CRN #2262), as well as completing the online Academic Integrity question.

If there are any questions concerning registration/advising, please contact Mrs. Mary Lanni-Campoli, Student Advisor, by e-mail at mary.lanni@mcgill.ca or by telephone at (514) 398-6702. An appointment may also be scheduled. In the meantime, please go ahead and register your courses according to the appropriate Plan of Study (including additional courses, if applicable), and the Minerva Course Schedule.

ADVISING/REGISTRATION CONFIRMATION

New Students: are required to schedule an individual appointment with Mrs. Mary Lanni-Campoli. Two days will be dedicated:

Tuesday, August 22, 2017 – 10:00 a.m. to 12:00, and 2:00-4:00 p.m., Room 202.

Monday, August 28, 2017 – 2:00-4:00 p.m., Room 202.

Please take this opportunity to bring with you any remaining documents, such as additional Work Experience Reports.

Graduate Exchange Students: Thursday, August 31, 2017, 3:00 p.m., Room 207. Please bring your most up-to-date portfolio.

Returning Students(entering 2nd year): are required to attend an individual advising appointment to review program requirements, (including additional courses, if any), work experience, and **graduation** potential. Two sessions are offered, as follows:

Tuesday, August 29, 10:00-12:00, and 2:00-4:00 p.m., Room 202.

Wednesday, August 30, 2:00-4:00 p.m., Room 202.

Please contact Mary Lanni-Campoli at mary.lanni@mcgill.ca to schedule an appointment with her.

FIELD SKETCHING

Information concerning Field Sketching, ARCH 680, may be found at:
<http://www.mcgill.ca/architecture/>.

COURSE ADD/DROP PERIOD

Immediately following Registration, the course add/drop period allows for changes or corrections to the original registration. The course add/drop period for Fall 2017 will take place between September 5 to September 19, 2017.

SCHEDULE OF IMPORTANT DATES

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

DESIGN STUDIOS

The design studio courses are divided in several sections. Students should register for any design studio section right away. Once the design studio list is posted, students should immediately verify whether they have registered in the appropriate Section/CRN. If they have not, they must correct their registration before the end of the Course Add/Drop period (ends Tuesday, September 19). This will entail dropping out of the incorrect sections (lecture and studio), and adding the correct sections (lecture and studio). A late charge will be applied if it is not done before the Add/Drop deadline.

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

ARCHITECTURAL COMPLEMENTARIES/OUTSIDE ELECTIVES

In addition to the appropriate Plan of Study, please note that courses in these categories are restricted by course level. Within McGill University, courses starting at the 500-level may be used. However, external courses taken outside of McGill University, must be taken at the host university's graduate level, and be equivalent to McGill **600-level** courses.

LIMITED ENROLMENT COURSES

Students interested in taking a limited enrolment course should send an e-mail to mary.lanni@mcgill.ca, to indicate their interest. Students are expected to attend the 1st lecture, where permission to register will be confirmed and then registration will be enabled on Minerva.

SELECTED TOPICS COURSES

The following special Selected Topics course will be given during 2017-18 (to be updated as required):

Fall 2017:

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

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.	

REGISTRATION OF ADDITIONAL COURSES

Some students are required to take "additional courses". In order to register for the additional courses, students will need to submit a special request through the following website:
<http://www.mcgill.ca/students/records/forms/>. Please scroll down until you see "Request for

Registration/Course Changes”. Once the appropriate form is selected, please complete the necessary information and submit the request. The request will be sent to Mary Lanni-Campoli for further approval and will be forwarded to the Graduate Studies Records Office for further processing.

EXAMINATION PERIOD

Fall 2017: Friday, December 8 – Thursday, December 21, 2017. Exams will be held during the morning, afternoon, evening.

Winter 2018: Tuesday, April 17 – Monday, April 30, 2018. Exams will be held during the morning, afternoon, evening.

Further information on exam regulations may be found at: <http://www.mcgill.ca/students/exams/>.

Please note: if there are any scheduling conflicts, please report them immediately to Mary Lanni-Campoli. The preliminary Exam schedules are usually posted in early October 2017, and early February 2018.

GRADING

The passing grade for Graduate students, for both undergraduate (up to 500-level) and graduate (600-level) courses is a B-. Any grade below this automatically changes to an “F”. Information concerning the Faculty of Graduate Studies “failure” policy may be found at: http://www.mcgill.ca/study/2014-2015/university_regulations_and_resources/graduate/gps_regulations_failure_policy. The 2017-2018 Graduate Calendar will be available late summer 2017.

GRADUATION

Students expecting to complete their programs by December 2017, April 2018, or end of summer 2018, are strongly encouraged to activate, at this time, their graduation term on Minerva for the appropriate term (Fall 2017/Winter 2018/Summer 2018). 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 Lanni-Campoli.

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.

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/>.

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.

FELLOWSHIPS/AWARDS/PRIZES

The School of Architecture is fortunate to be able to award a number of fellowships, awards and prizes, thanks to the support of our alumni, friends and staff. Further information on the School of Architecture awards may be found at www.mcgill.ca/architecture/scholarships. For further enquiries please contact Mary Lanni-Campoli.

TRAVEL REGISTRY AND PRE-DEPARTURE ORIENTATION

The University provides semi-annual presentations to help prepare graduate 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, then you are encouraged to attend a Pre-Departure Orientation.

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

The following websites will provide more detailed information:

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

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

INFORMATION TECHNOLOGY RESOURCES

Please refer to the Information Technology Resources on the School of Architecture website for further information.

STUDENT RESPONSIBILITY FOR THEIR STUDENT RECORD

- Students are responsible for making and confirming all course changes on Minerva;
- All students are encouraged to meet with an advisor prior to registering or during the course add/drop period. Advisors are available to provide guidance. However, it must be understood that the responsibility for completeness and correctness of course selection, for compliance 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.
- Students may change a course for which they are registered provided this is done BEFORE the end of course change period. Please consult the Graduate & Postdoctoral Studies General Information, Regulations and Research Guidelines calendar, where appropriate, or the web for deadlines and regulations.

