

WELCOME TO OUR INTERNATIONAL EXCHANGE STUDENTS



WINTER STUDENT TIMELINE



JANUARY- FEBRUARY

CLASSES BEGIN
Thursday, January 4

ADD/DROP Deadline
Tuesday, January 16

WITHDRAWAL
(can only drop courses)
Tuesday, January 23



FEBRUARY-MARCH MIDTERMS

Winter Reading Break:
March 4-8

LATE WITHDRAWAL
Tuesday, February 27



APRIL FINALS/EXAMS

**LAST DAY
of classes**
Friday, April 12

Final Exams
April 15-30

YOUR FIRST FEW WEEKS...



SEPTEMBER EVENTS

Health Insurance

International Student
Orientation events

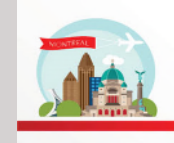
Visit:

<https://www.mcgill.ca/internationalstudents/practice-arrival/orientation>



CLASSROOM TIPS

- Attend classes.
- Read the syllabus.
- Make a calendar of deadlines and exams for the whole term
- Ask if you do not understand!
- Know your deadlines!



GET INVOLVED!

- Make new friends and get involved at McGill and discover Montreal too!
- Lots of clubs through management and through the university.
- DESAUTELS EXCHANGE NETWORK

MCGILL EMAIL & STUDENT RESPONSIBILITIES

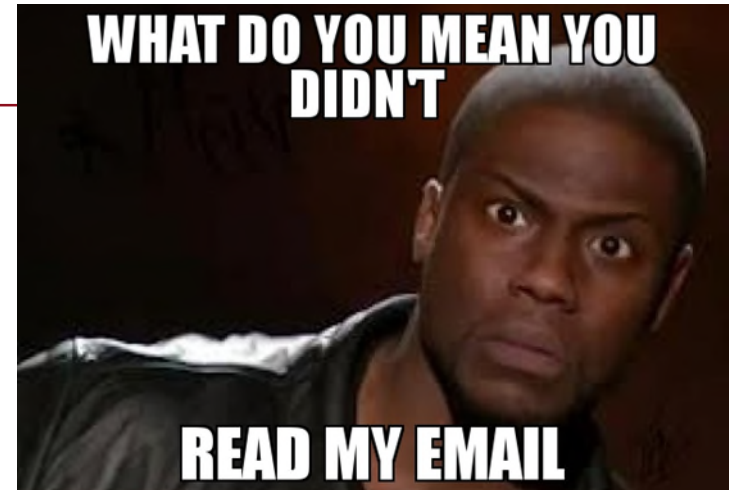
It is your responsibility to ensure that emails are:

- **accessed**
- **read**
- **and acted upon in a timely fashion**

Your McGill email is the official means of communication between the university and you.

When emailing the BCom office always include your student ID number

Don't be shy to ask questions at BCom 3rd floor Room # 305
Bronfman☺



ADVISING APPOINTMENT

How to see an adviser?

Daily zoom drop-ins from
January 4 – January 16
(10:00am-3:00pm)

<https://www.mcgill.ca/desautels/programs/bcom/contact-us>

After drop-in sessions

You can book an appointment with
an adviser via insight

<https://www.mcgill.ca/desautels/programs/bcom/contact-us>

Or book with our front counter

Bronfman Building
3rd floor Room 305

COURSES & REGISTRATION...



- Timetables are split into Fall and Winter terms.
- Continuing studies courses (sections beginning with a “7”), are not usually permissible.
- Non-management courses, 1- 2 courses (6 credits) permissible, if space permits.
- Language courses are usually full year and most require placement tests (end of August, beginning of September) check with Department.

- For registration, you **MUST** show us a copy of your home transcript (verification of pre-requisites).
- You must be flexible and have options for course registration.
- During add/drop you may attend classes that you are not yet registered for.
- It is the **student’s responsibility** to get their courses approved by their home university.
- Max course load is 15 credits but 12 credits is acceptable for full-time status. Final decision rests with the home university.



GROUP WORK AND GRADES

Group Work

- Participate
- Share your ideas
- Be respectful of different cultures
- Be patient, English may not be a student's first language
- Pull your weight

Grades will always appear on your transcript in letter format, regardless of how they have been submitted to the BCom Office.

Should there be a final exam, Professors are given two weeks after the exam takes place, to submit all grades. They could be late!!



SERVICES AROUND THE UNIVERSITY

STUDENT WELLNESS HUB:
integrated counselling,
psychiatric and medical services

Library Services

Scholarships and
Student Aid

Service Point

Tutorial Services

Security Services
514-398-3000

Student
Accessibility &
Achievement

International Student
Services

Life happens.

LIFE EVENTS & YOUR ACADEMICS

Health, personal or family issues may arise.

- Extended illness.
- Hospitalization or injury.
- Family situation.
- Emergency travel.

Come to or contact the BCom Office to find out your options if you think you will miss an exam.

- WHAT IS A DEFERRED EXAM?

❖ *Personal travel or vacation are not valid reasons for absences or missed assessments. Do not purchase airfare until the **FINAL** examination schedule is released.*

❖ *In exceptional situations, speak to your professor if you must miss a deadline for assignments or if you must miss class.*

❖ *Documentation for health or extenuating circumstances is required for missed midterms, deferred final exams and/or late withdrawals from courses.*

BCom Office Tips for Academic Success

- Manage your time, education system may be different from your home university.
- Try different approaches to solve difficulties.
- Get enough exercise and sleep, eat healthy and be smart when it comes to your social life.
- Build/maintain a support network.
- Reach out if you are feeling overwhelmed.
- Enjoy your university life.
- Don't know, come ask!



TOP 4 REASONS TO COME TO THE BCOM OFFICE

1. First point of contact for all McGill information and services.
2. Primary source for program, courses, and degree information.
3. Confused? Anxious? We are friendly and we can help!
4. Have questions, not sure, need to make a decision? Come see us.

Where
Bronfman Building
3rd floor Room 305



MINERVA OR WEBSITE?

Minerva

- Registration – Timetables
- Update personal information
- Transcript
- Schedule
- E-bill
- Try the search tool!

BCom website

- Program information
- Various student forms and applications
- Important dates

My Courses

- Course related information
- Syllabus



OFFICIAL DOCUMENTS

OFFICIAL MCGILL TRANSCRIPT

Once your final grades have been added to your record, you are **responsible** to send an official transcript to your university.

Make sure to pay all outstanding fees!

An e-transcript can be ordered at:
<https://www.mcgill.ca/student-records/transcripts/etranscripts>



BCom Student Affairs Office Room 305

Associate Dean Undergraduate Programs

Benjamin Croitoru

Associate Directors

Heather McCombie

Senior Student Advisors

Ivana Cacciotti

Jennifer Hunter

Student Advisors

Elena Bouchard

Marcella Casella

Vanessa Fabris

Marina Poulos

Administrative Staff

Marcia Ena Lina Novoa

Elif Kayali

Sandy Gomes

Doreen Lamfookon

Jennifer Lee

Anne-Marie Wasacz

Lorraine Vezina

What does the BCom Office do?

Help Selecting Courses

Registration Issues

Course Planning

Selecting a Major/Concentration

University Rules and Regulations

Exchange & Study Away

Missed Mid-terms

Academic Difficulties

Emergencies

