

Instructions of lab kit pickup

1. For lab kit sign out, first, Professor should provide group list to us, which include group number, students' name, ID number, email and phone number.
2. Once we receive the group list, we will create a booking calendar for the students and send the booking link to the professor/TA, your professor/TA will notify you.
3. You can only book online within 5 days.
4. Read carefully instructions and rules, if you agree, then do the following.
5. Each group choose one member to represent the group to sign out and return the kit
6. Book your time online and we will usually schedule 5 days to pick up your lab kit.
7. Present your McGill student ID card in person at the counter (TR4140) at the time of your appointment and fill out the sign form.
8. We will check your McGill student ID and give you your lab kit with a checklist
9. You should check your lab kit right away according to the checklist
10. Report any discrepancies if it happens
11. Please bring your own pen to fill the form and signature
12. No service provides without an appointment
If you missed your appointment time slot, you must remake an appointment

Thank you for your cooperation.

Service counter