

NEW STUDENT REGISTRATION – FALL 2017 & WINTER 2018

Congratulations on your acceptance to McGill University and welcome to the Department of Electrical and Computer Engineering (ECE). The ECE Graduate Programs Office is located on the sixth floor of the McConnell Engineering Building, room 633 at 3480 University Street. We are here to help you with any questions you may have throughout your studies. Our office is open from Monday to Friday, 9:00am – 5:00pm, although please note that the office is closed during lunch from 12:30pm – 2:00pm. Below you will find information on what you need to do to register. If you have any questions regarding this please do not hesitate to contact us at: grad.ece@mcgill.ca.

BEFORE YOU REGISTER

- New students must accept their offer of admission on uApply before they will be given access to register on Minerva.
- International students should not register until they have received their study permit.
- If you are thinking of deferring your admission, do not register and please contact us.

THE REGISTRATION PROCESS

Students register via Minerva, which is McGill's web-based information system providing service to students, faculty and staff. Students are advised to read the registration information available on the web at <http://www.mcgill.ca/gps/students/registration/dates>.

Registration Dates: *Tuesday, July 4, 2017 – Monday, August 14, 2017*

STEPS TO TAKE:

1. Initiate registration: Access Minerva on the web at <http://www.mcgill.ca/minerva-students>. Register for the registration course "Confirm Grad Reg" for the Fall 2017 and Winter 2018 terms. On Minerva go to Student Menu > Class Schedule> select the appropriate term and then Subject = **REGN** and Course Number = **RCGR**
2. Contact your Supervisor to discuss course selection.
3. Following initial registration students may add and drop courses for the Fall 2017 term until September 20, 2017 and for the Winter 2018 term until January 17, 2018. Go to Class Schedule on Minerva, select the appropriate term, the Subject = ECSE – Electrical Engineering but the Faculty will depend on whether it is a 500 level or 600 level course. For **500** level courses the Faculty = Faculty of Engineering (then when you select 'Get course Sections' the same course will appear twice with Sec 001 and Sec 002). You should select **Sec 001** as this is for Graduate students; the other is for Undergraduate students. For **600** level courses the Faculty = Graduate Studies and only Sec 001 will appear as the course is not available to undergraduate Students.
4. Complete the **Academic Integrity Tutorial** on Minerva.

Tip: If you know the course CRN (course reference number) you can add your courses using the Quick Add/Drop function. "Confirm Grad Reg" for Fall 2017 = CRN 2334 and for Winter 2018 = CRN 2262.

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

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

LATE REGISTRATION

New students can still access Minerva to initiate registration from August 15 to September 19, 2017, however a late registration fee of \$125.00 will be charged.

PHD STUDENTS

- Register for “Confirm Grad Reg” course for **Fall 2017 and Winter 2018**.
- Register for lecture courses agreed upon by you and your supervisor (if applicable).
- See: <http://www.mcgill.ca/ece/files/ece/phdregulationspoliciesjune2017.pdf> for PhD program regulations and policies.

MASTER’S THESIS STUDENTS

- Register for “Confirm Grad Reg” course for **Fall 2017 and Winter 2018**.
- Register for lecture courses agreed upon by you and your supervisor.
- Must register for a minimum of 12 credits per term in the required terms of residency (first 3 full-time terms). In addition to the lecture courses you must register for the Thesis Research courses within the first 3 full-time terms. For example, 1st term of residency register for ECSE 691 & 692, 2nd term of residency register for ECSE 693 & 694 and 3rd term of residency register for ECSE 695, 696 & 697.
- Program requirements include graduate level courses (18 credits) plus the Thesis Research courses (28-credits).
- See: <http://www.mcgill.ca/ece/files/ece/mengregulationspoliciesjune2016-effectivesept2016.pdf> for program regulations.

MASTER’S NON-THESIS STUDENTS

- Register for “Confirm Grad Reg” course for **Fall 2017 and Winter 2018**.
- Register for lecture courses agreed upon by you and your supervisor.
- Register for a minimum of 12 credits per term in the required terms of residency (first 3 full-time terms). In addition to the lecture courses you must register for the Research Project courses within the first 3 full-time terms. For example, 1st term of residency register for ECSE 651 & 652, 2nd term of residency register for ECSE 653 & 654 and 3rd term of residency register for ECSE 655 & 656.
- Program requirements include graduate level courses (27 credits) plus the Research Project courses (18 credits).
- See: <http://www.mcgill.ca/ece/files/ece/mengregulationspoliciesjune2016-effectivesept2016.pdf> for program regulations.

**** INTERNATIONAL STUDENTS ****

Do not register until you receive your Study Permit!
If you are having difficulty obtaining your study permit please contact us at: grad.ece@mcgill.ca