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
Registration is confirmation of your status as an active student at McGill. Once you are registered you can add and drop courses. 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:  Wednesday, July 3, 2019 – Wednesday, August 14, 2019

STEPS TO TAKE:
1. Confirm your status as an active student: Access Minerva on the web at http://www.mcgill.ca/minerva-students. Register for the registration course “Confirm Grad Reg” for the Fall 2019 and Winter 2020 terms. On Minerva go to Student Menu > Registration 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 the registration, students may add and drop courses for the Fall 2019 term until September 17, 2019 and for the Winter 2020 term until January 21, 2020.
   - 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 Section 001 as this is for Graduate students; section 002 is for Undergraduate students.
   - For 600 level courses the Faculty = Graduate Studies and only Section 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 2019 = CRN 2334 and for Winter 2020 = 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 confirm their status as an active student from August 15 to September 17, 2019, however a late registration fee of $125.00 will be charged.

**PHD STUDENTS**

- Register for “Confirm Grad Reg” course for **Fall 2019 and Winter 2020**.
- Register for lecture courses agreed upon by you and your supervisor (if applicable).
- [Click here for PhD program regulations and policies](#)

**MASTER’S THESIS STUDENTS**

- Register for “Confirm Grad Reg” course for **Fall 2019 and Winter 2020**.
- Register for lecture courses agreed upon by you and your supervisor.
- To maintain the full time status in the program you must register for a minimum of 12 credits per term in the first 3 terms (summer session is not included).
- In addition to the lecture courses you must register for the Thesis Research courses within the first 3 full time terms. [Click here for program regulations and sample registration](#)
- Program requirements include graduate level courses (18 credits) plus the Thesis Research courses (28 credits) making a total of 46 credits.
- Students must register for all 46 credits during the 3 full time terms.

**MASTER’S NON-THESIS STUDENTS**

- Register for “Confirm Grad Reg” course for **Fall 2019 and Winter 2020**.
- Register for lecture courses agreed upon by you and your supervisor.
- To maintain the full time status in the program you must register for a minimum of 12 credits per term in the first 3 terms (summer session is not included).
- In addition to the lecture courses you must register for the Project courses within the first 3 full time terms. [Click here for program regulations and sample registration](#)
- Program requirements include graduate level courses (27 credits) plus the Research Project courses (18 credits) making a total of 45 credits.
- Students must register for all 45 credits during the 3 full time terms.

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**** 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