

## New Student Registration – Winter 2017

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](mailto: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 place do not register and please contact us.

### The registration process

The first thing new Graduate students need to do is register for the Winter 2017 term. You can do this 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>.

**Registration Dates - *December 1, 2016 – January 4, 2017***

### **Steps to take:**

1. Initiate registration: Access Minerva on the web at <http://www.mcgill.ca/minerva-students>. Register for the Registration Confirmation Course for the Winter 2017 term. On Minerva go to Student Menu > Class Schedule > select the appropriate term and then Subject = **REGN** and Course Number = **RCGR**
2. Please contact your Supervisor to discuss course selection.
3. Following initial registration students may add/drop courses for the Winter 2017 term until January 17, 2017. 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 always 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. Winter 2017 registration Confirmation Course = 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>.

## **Late Registration**

New students can still access Minerva to initiate registration from January 5, 2017 to January 17, 2017 but they will be charged a Late Registration fee of \$125.00.

New students who have not registered on Minerva by January 17, 2017 must fill out a registration form on the following website: <http://www.mcgill.ca/students/records/forms>. Please contact the office before submitting the on-line form.

## **PhD students**

- Register for the Registration Confirmation course for **Winter 2017 (CRN 2262)**
- Register for lecture courses agreed upon by you and your supervisor (if applicable).
- Refer to the Program Regulations at:  
<http://www.mcgill.ca/ece/files/ece/phdregulationspoliciesmay2016.pdf>

## **Master's Thesis students**

- Register for the Registration Confirmation course for **Winter 2017 (CRN 2262)**
- 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 three full-time terms). In addition to the lecture courses you must register for the Thesis Research courses within the first three full-time terms. For example, 1<sup>st</sup> term of residency register for ECSE 691 & 692, 2<sup>nd</sup> term of residency register for ECSE 693 & 694 and 3<sup>rd</sup> term of residency register for ECSE 695, 696 & 697.
- Program requirements include graduate level courses (18 credits) plus the Thesis Research courses (28 credits).
- Refer to the Program Regulations at:  
<http://www.mcgill.ca/ece/files/ece/mengregulationspoliciesjune2016-effectivesept2016.pdf>

## **Master's Non-Thesis students**

- Register for the Registration Confirmation course for **Winter 2017 (CRN 2262)**
- 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 three full-time terms). In addition to the lecture courses you must register for the Research Project courses within the first three full-time terms. For example, 1<sup>st</sup> term of residency register for ECSE 651 & 652, 2<sup>nd</sup> term of residency register for ECSE 653 & 654 and 3<sup>rd</sup> term of residency register for ECSE 655 & 656.
- Program requirements include graduate level courses (27 credits) plus the Research Project courses (18 credits).
- Refer to the Program Regulations at:  
<http://www.mcgill.ca/ece/files/ece/mengregulationspoliciesjune2016-effectivesept2016.pdf>

**\*\*\*\* 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](mailto:grad.ece@mcgill.ca)