Transfer Credit Approval Process Guide for University Transfer Students in the Faculty of Engineering

Please review your program requirements in McGill’s eCalendar: http://www.mcgill.ca/study/2017-2018/faculties/engineering/undergraduate/ug_eng_acad_programs

Sample curricula for each program can be found here: http://www.mcgill.ca/engineering/future-students/undergraduate-programs

You may have already completed some of the courses that are required for your program and wish to register for courses of following terms; however, you may receive pre-requisite registration errors on Minerva.

Please review and complete the following steps to get transfer credits approved and added to your Minerva transcript.

Please note that the approval process is slightly different for each course type! Please make sure you review the instructions for the different categories, as more than one category may apply.

**Category 1: Year 0/Freshman Courses (100-level Math and Science courses)**

Enrolment Services (Admissions) will process transfer credit for 100-level PHYS, CHEM and MATH courses (provided there is an equivalence on the system or you uploaded detailed course descriptions to your MINERVA checklist). They will also add Freshman Humanities courses (category: Complementary Studies Group B). They will not assign credit for courses that may be considered equivalent to FACC 100 (→ Follow STEP 2) or any higher level courses (→ Follow STEP 2 or STEP 3).

Previously approved courses can be found here:


Should you have completed freshman courses that are not listed on one of these websites, Enrolment Services will ask you to upload detailed course syllabi to get approval for those courses on your behalf. Please monitor your admission checklist (on Minerva) as Enrolment Services may add this requirement to your checklist. The earlier you provide this information, the sooner they can process your transfer credits.

You also have the option of requesting an evaluation request through the Course Equivalency System yourself in which case the result will be automatically entered into the McGill course equivalency database. Please let Karen Sciortino (karen.sciortino@mcgill.ca) know only after you have received the positive evaluation confirmation so your transfer credits can be processed in a timely manner.
Once the transfer credits have been processed, please review them on Minerva (McGill's online student interface) and make sure that you are aware of which freshman courses you still have left to complete.

Transfer credits will not be processed without an official transcript. Please make sure that an official transcript was sent to the Admissions Office.

All transfer students are obliged to attend the Transfer Credit Session at the beginning of the Fall term. Please find the event information here.

Science placement examinations (Year 0 Level Courses only)

Eligible only in term of admission: If you believe that you have completed the equivalent of one or more university-level mathematics or science courses, but do not have acceptable certification to that effect, you may be eligible to write admission placement exams in linear algebra, biology, chemistry, math or physics. These are formal examinations held on campus during the last two weeks of August. For more information, refer to the Science placement exams web page.

Category 2: All non-Engineering courses (200-level and higher) and FACC courses (offered by the Faculty of Engineering)

You have to receive departmental and faculty approval for all transfer credits. The departmental course approval is given by the department administering the course (e.g. Mathematics for MATH courses, Chemistry for CHEM courses, Economics for ECON courses, etc.).

If you think you have completed courses equivalent to non-Engineering McGill courses, please have these courses evaluated by following these steps (for all Engineering courses see STEP 3):

1. Check if the course has already been evaluated in Course Equivalency System: https://nimbus-ssl.mcgill.ca/exsa/search/searchEquivalency
   More information about the system and how to submit a request can be found here: http://www.mcgill.ca/students/transfercredit/course-equivalency-faqs

   **If the course is deemed equivalent, the course still has to be added to the Request for Transfer Credit Form for final faculty approval.**

   If the course cannot be found in the database, please submit a request through the Course Equivalency System for departmental evaluation: https://nimbus-ssl.mcgill.ca/exsa/search/searchEquivalency

   Once a request has been submitted, it will be evaluated by the department who is offering the equivalent McGill course. An email confirmation will be sent to your McGill email address when the evaluation is completed.

2. Fill out a Request for Transfer Credit Form:

3. Submit the Transfer Credit Request form, the course outline, a copy of the equivalency decision you received through the Course Equivalency System and copy of your transcript to MESC (Frank Dawson Adams Building Room 22). Please make sure to include/attach the following information:
   - A copy of your transcript (Please note that we can only process transfer credits if an official transcript has been received by Admissions previously. If there is a delay, we can
still process your request and inform you which transfer credits have been approved, however, we will then have to wait for the official transcript to arrive before we can officially add them to your record.

- **Updated course outline** including start and end date of the course and lecture, laboratory and tutorial hours for AU calculation

- For non-Engineering courses, please submit a copy of the **departmental approval you received through the Course Equivalency System** (print the automated email you received once the evaluation was completed or print the information from the Course Equivalency System).

- **Course type**: Please indicate the course type on the form (RQD, TC, etc. → see course types on the request form).

- **Calculation of Accreditation Units (AUs)**: You are responsible for calculating the number of AUs for the previous university. We have to make sure that you completed the same number of hours at your previous university as you would have at McGill.

  **Remember:** AU = [# lecture hours x # semester weeks] + [((#lab+tutorial hours)/2) x # semester weeks].

  A 3-credit General Complementary Studies course must be 39 AU or 39 lecture hours; AUs for all other courses vary. AU information for McGill courses will be added by the faculty advisor at MESC.

4. Your request will then be reviewed by MESC and you will receive a copy of the form once a decision has been made.

**Category 3: All Engineering courses (200-level and higher; course codes: BIEN, CHEE, CIVE, ECSE, MECH, MIME) and ARCH (Architecture) courses**

You must receive **departmental and faculty approval** for all courses. Departmental course approval is given by the department which offers the course (e.g. Mechanical Engineering department for MECH courses).

If you think you have completed an equivalent course to one of McGill’s required Engineering courses, please have these courses evaluated by following these steps:

1. Check if the course has already been evaluated in Course Equivalency System: [https://nimbus-ssl.mcgill.ca/exsa/search/searchEquivalency](https://nimbus-ssl.mcgill.ca/exsa/search/searchEquivalency)
   More information about the system and how to submit a request can be found here: [http://www.mcgill.ca/students/transfercredit/course-equivalency-faqs](http://www.mcgill.ca/students/transfercredit/course-equivalency-faqs)

   If the course was deemed equivalent, the course still has to be added to the Request for Transfer Credit Form for final faculty approval.

2. **This is where the process is slightly different from the process for non-Engineering courses.**
   If the course cannot be found in the system, please meet with your departmental advisor and review the courses you have completed previously.

   The reason we are not asking for a Course Equivalency Evaluation request is that this system is fairly new and requires some updates before we can capture all necessary information for
transfer credit evaluations for Engineering courses. At the same time, this is a great opportunity for you to meet your departmental advisor and review these courses with him/her.

3. Before you meet with your departmental advisor, please fill out a Request for Transfer Credit Form and bring the form as well as all course outlines to the meeting. http://www.mcgill.ca/engineering/files/engineering/request_for_transfer_credit_2017_cbp_-_july_2017.pdf

Contact information for each department can be found at the end of this document.

4. If you do not get the chance to get this step done during the summer, please come to the Transfer Credit Information Session at the beginning of the Fall term. Please find event information here: http://www.mcgill.ca/engineering/current-students/undergraduate/new-students/transfer-credits

Each department will also invite you to their Welcome/Information Session at the beginning of the Fall term. You will meet your departmental advisors and administrators and can discuss the course evaluations with them at that time. If there is not enough time to review your request on that day, please schedule an appointment with them to go over it shortly after. Your departmental advisor is required to review the request for all departmental courses and is required to sign the request form before you submit this request to MESC (FDA, Room 22).

5. Submit the Transfer Credit Request form, the course outline, a copy of the equivalency decision you received through the Course Equivalency System and copy of your transcript to MESC (Frank Dawson Adams Building Room 22). Please make sure to include/attach the following information:

   o A copy of your transcript (Please note that we can only process transfer credits if an official transcript has been received by Admissions previously. If there is a delay, we can still approve your request based on the copy of the transcript you provided and inform you which transfer credits have been approved, however, we will then have to wait for the official transcript to arrive before we can officially add them to your record.)

   o Updated course outline including start and end date of the course and lecture, laboratory and tutorial hours for AU calculation

   o Signature from departmental advisor

   o Course type: Please indicate the course type on the form (RQD, TC, etc. → see course types on the request form).

   o Calculation of Accreditation Units (AUs): You are responsible for calculating the number of AUs for the previous university. We have to make sure that you completed the same number of hours at your previous university as you would have at McGill. Please note that an AU calculation for ARCH courses is not required!

   Remember: AU= [# lecture hours x # semester weeks] + [((#lab+tutorial hours)/2) x # semester weeks].

   A 3-credit General Complementary course must be 39 AU or 39 lecture hours; AUs for all other courses vary.

6. Your request will then be reviewed by MESC and you will receive a copy of the form once a decision has been made.
STEP 4: Decision

Please note that transfer credits are only approved if final approval has been given from the faculty advisor. The fact that a course has been evaluated and has been added to the Course Equivalency System and/or approved by your department is not sufficient.

You will receive a copy of the Request for Transfer Credit form for your records when the request has been reviewed by the faculty advisor at MESC. Please pay special attention to comments on the form.

Transfer credits will only be processed if we have an official transcript on file. Please make sure that you have sent an official transcript to the Admissions Office.

If we have received your official transcript, transfer credits will be added a few days after you receive the confirmation email and copy of the form, provided that an official copy of your transcript has been received by McGill. Please check your unofficial Minerva transcript and make sure that the transfer credits reflect correctly. If there are any issues or questions, please contact MESC (FDA 22) immediately.

STEP 5: Adjust your course registration

After the transfer credits have been added, you will be able to register for the courses that your curriculum suggests next. If a course you have received transfer credits for is a pre-requisite for another course, you should now be able to register for that course and should not receive any pre-requisite registration errors.

Please review the sample curriculum and look at courses from the next term(s) and see which ones can be moved to the Fall and Winter term (still respecting pre-requisites and co-requisites). Please note that co-requisites can be taken as pre-requisite.

Complementary Studies courses are the easiest to move around, because they usually do not have any pre-requisites. The sequence of most other courses has to be respected, because a lot of them are pre-requisites for other courses. If you require any help with course registration or transfer credits you can contact MESC or your department. We also recommend that students meet with their departmental advisor or an academic advisor at MESC every year to review their course planning especially if you are not following one of the sample curriculums due to the transfer credits you received.

Additional information:

Please note that a minimum of 60 credits completed at McGill University are required for a McGill degree. If you are completing a B.Eng. or B.S.E. degree, half of your program must be completed at McGill. The number of transfer credits granted can therefore not exceed 50% of the total credits for your program. Note that the total credits for your program includes those associated with the Required Year 0 (Freshman) courses. If you are completing the B.Sc. (Arch.) degree, the number of transfer credits granted will be limited to ensure that you complete a minimum of 60 credits of courses at McGill taken to satisfy your degree requirements, excluding those taken to satisfy the Required Year 0 (Freshman) courses listed in your program.

If you receive a number of transfer credits close to 50% and still wish to participate in the exchange program, please contact a MESC advisor before you apply for an exchange.

For more details, please visit: https://www.mcgill.ca/engineering/current-students/undergraduate/courses-registration/courses-grades/transfer-credits
Please also note that all transfer credit request must be submitted in your term of admission, otherwise a $50 record change fee will be charged to your student account.

If you have any further questions, please contact the McGill Engineering Student Centre (MESC):

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<tr>
<th>Location</th>
<th>Office hours</th>
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<tbody>
<tr>
<td>Frank Dawson Adams Building</td>
<td>Fall &amp; Winter terms:</td>
</tr>
<tr>
<td>3450 University Street, room 22</td>
<td>8:30am – 5:00pm</td>
</tr>
<tr>
<td>Montreal, QC</td>
<td>Summer term:</td>
</tr>
<tr>
<td>Canada H3A 0E8</td>
<td>9:00am – 5:00pm</td>
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The McGill Engineering Student Centre (MESC) integrates the Student Affairs Office (SAO), academic advising and peer tutoring, and the Engineering Career Centre (ECC).

For more information, please visit: https://www.mcgill.ca/engineering/current-students/undergraduate/mesc

If you have questions for your departmental advisor, have questions regarding course scheduling or need an evaluation of engineering courses, please contact the department directly:

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<thead>
<tr>
<th>Architecture</th>
<th>Chemical Engineering</th>
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<tbody>
<tr>
<td>Mrs. Mary Lanni-Campoli</td>
<td>Ms. Corina Sferdenschi</td>
</tr>
<tr>
<td>Macdonald-Harrington Building, Room 201</td>
<td>McGill Engineering Student Centre (MESC)</td>
</tr>
<tr>
<td>Email: <a href="mailto:mary.lanni@mcgill.ca">mary.lanni@mcgill.ca</a></td>
<td>Frank Dawson Adams Bldg. Rm 22</td>
</tr>
<tr>
<td>Tel: 514-398-6702</td>
<td>Email: <a href="mailto:ugrad.chemeng@mcgill.ca">ugrad.chemeng@mcgill.ca</a></td>
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<tr>
<th>Civil Engineering</th>
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<tbody>
<tr>
<td>Ms. Anna Dinolfo</td>
<td>Mrs. Tina Panaritis</td>
</tr>
<tr>
<td>Macdonald Engineering Building, Room 492</td>
<td>Macdonald Engineering Building, Room 270</td>
</tr>
<tr>
<td>Email: <a href="mailto:anna.dinolfo@mcgill.ca">anna.dinolfo@mcgill.ca</a></td>
<td>Email: <a href="mailto:ugrad.mecheng@mcgill.ca">ugrad.mecheng@mcgill.ca</a></td>
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<td>Tel: 514-398-6345</td>
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<tr>
<td>Ms. Terry Zatylny</td>
<td>Ms. Prema Menon</td>
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<tr>
<td>Wong Building, Room 2140</td>
<td>Trottier Building, Room 2060</td>
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<td>Email: <a href="mailto:coordinator.minmat@mcgill.ca">coordinator.minmat@mcgill.ca</a></td>
<td>Email: <a href="mailto:undergrad.ece@mcgill.ca">undergrad.ece@mcgill.ca</a></td>
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<td>Tel: 514-398-1040</td>
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<tr>
<td>Ms. Marina Rosati</td>
<td>Mr. Andy Catalano</td>
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<tr>
<td>Frank Dawson Adams Bldg., Room 125</td>
<td>Macdonald Engineering Building, Room 270 D</td>
</tr>
<tr>
<td>Email: <a href="mailto:marina.rosati@mcgill.ca">marina.rosati@mcgill.ca</a></td>
<td>Email: <a href="mailto:studentaffairs.bioeng@mcgill.ca">studentaffairs.bioeng@mcgill.ca</a></td>
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<tr>
<td>Tel: 514-398-2215</td>
<td>Tel: 514-398-7254</td>
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