


# GPC 101

*Useful links and information for Graduate Program Coordinators*

- The GPC is *the* point of contact for prospective and current students regarding graduate program and university regulations, fellowships and admissions;
- They provide administrative support for the graduate program, faculty, graduate students, and assist the GPD;
- They are the administrative link between the program and GPS, Enrolment Services (ES) and Student Accounts.

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## System Access & Training

- Student Admissions System (Slate)
  - ◆ Training available on myCourses
  - Register on Minerva: [SLT 100 Intro to Slate for Graduate Admissions](#)
- Student Information System (SIS)
  - ◆ [SIS authorization](#) is required to access Minerva student records, Banner, myProgress, myThesis, and Data Warehouse (DWH)
- Minerva [Student Records Administration Menu \(SR Admin\)](#)
  - ◆ Log in to [IT KnowledgeBase](#) to consult information on Minerva menu options for student record administrators
- Financial Aid & Award Administration (FAA) and Banner Student Aid (BSA)
  - ◆ Ensure you have [Award Processing Authorization](#)
  - ◆ [Financial Aid & Award Administration Toolkit](#)
    - ◇ Contact [student.funding@mcgill.ca](mailto:student.funding@mcgill.ca)

## Student Records

- [Student Records Administration Menu \(SR Admin\)](#) on Minerva
  - ◆ Academic History Menu
  - ◆ Catalogue and Schedule Menu (course catalogue)
  - ◆ Graduate Supervisor Assignment
  - ◆ Graduation Menu
- [myProgress](#) (monitoring students' progress towards the degree)
  - ◆ [Weekly myProgress/myThesis clinics](#)
- Minerva Reports
  - ◆ Log in > Reports > Student Data Warehouse Query
    - ◇ Selecting the Term will list ALL REGISTERED graduate students in the program
  - ◆ Log in > Student, Finance, HR, Payroll, Research and General Reports
    - ◇ Filter on Statistics Reports > SZRA1010 - Admissions stats sorted by degree (weekly)
    - ◇ Filter on General Reports > SZRA2370 – Detailed grad applicants report
    - ◇ Filter on General Reports > SZRACONF – Admissions confirmation report
- [Student Record Change](#)
  - ◆ Add a language requirement
  - ◆ Flag repeated courses
  - ◆ Flag courses as extra (graduate level only)
  - ◆ Student Status Change (i.e. full-time to half-time)



- [Student Record Forms](#) — Graduate Students
  - ◆ [Request for a University Withdrawal](#)
  - ◆ [Leave of Absence \(LOA\)](#) and [Request for a Leave](#)
  - ◆ [Admission of former students](#) and [Request for Readmission](#)
  - ◆ [Request Registration/Course Changes](#) (including request to take an undergraduate course)

## International Students

- [International Student Services](#)
  - ◆ [Applying for immigration documents](#) (CAQ application guide, study permit application guide)
  - ◆ [Renewing immigration documents](#)
  - ◆ [What to consider for international students going on Leave of Absence](#)
  - ◆ Contacting ISS: [myISS](#)
- [Legal Documents](#)
  - ◆ In order to prevent registration holds, international students must submit a copy of their valid CAQ and Study Permit to Legal Documents
  - ◆ [Thesis Away webform](#)

## Graduate Funding

- [Funding Staff website](#)
  - [Award processing best practices](#)
  - [Competition Toolkit](#)
- [Graduate Fee Calculator](#)
  - ◆ [Degree Progression \(Full-time vs Additional Session\)](#)
  - ◆ [Deferral of Fees](#)
- [BSA \(Banner Student Aid\) Reporting](#)
  - ◆ Pull reports from BSA for awards by Student ID or all awards by Aid Fund Code (AFC)  
Requires Data Warehouse Access

## Thesis & Graduation

- [Thesis deadlines](#)
- [Graduation deadlines](#)
- [Initial Thesis submission](#)
  - ◆ All Master's and PhD students must use the [myThesis platform](#) to submit their initial thesis and the completed initial thesis submission checklist.
- [Final Thesis submission](#) (Final thesis submission is mandatory via Minerva)
- [Thesis examination process](#)
- [Evaluation of a Written Thesis](#)
- [Setting up a PhD Oral Defence](#)
- Graduation
  - ◆ Minerva Graduation approval (Department): SR Admin > Graduation Menu

## Wellbeing & Student Services

- [Dean of Students](#) (e.g., helping students in difficulty, student rights and responsibilities, academic integrity)
- [Student Services](#), including:
  - [Student Wellness Hub](#) and [Local Wellness Advisor](#)
  - [Student Accessibility & Achievement](#) (formerly known as the *Office for Students with Disabilities*)

## Professional Development for Graduate Students

- [Individual Development Plan \(myPath\)](#)
  - ◆ [Tools and resources](#)
  - ◆ [Workshops and events](#)
  - ◆ [myPath video series](#)
- [SKILLSETS](#): Professional development workshops for graduate students
  - ◆ [Would You Fund It?](#) (Fellowship application review)
  - ◆ [Three Minute Thesis](#) competition
- [Graphos](#): Writing and communication programming for graduate students
  - ◆ [Writing courses](#)
  - ◆ [Fellowship writing support](#)
  - ◆ [Thesis writing groups](#)
- [CaPS: Career Planning Service](#)
- [Doctoral Internship Program \(DIP\)](#)

## Graduate Policies

- [eCalendar — Programs, Courses & University Regulations](#)
  - ◆ [Regulations on Graduate Student Research Progress Tracking](#)
    - ◇ [GPD Graduate Student Research Progress Tracking Form](#)
  - ◆ [Regulations on Graduate Student Supervision](#)
  - ◆ [Ph.D. Comprehensives Policy](#)
  - ◆ [Policy on Admission of Former Students](#)
  - ◆ [Time Limitation Policy](#)
  - ◆ [Failure Policy in Graduate Studies](#)



## Additional Resources

- [Future Graduate Students](#) website
  - ◆ [Program information](#) based on the eCalendar
  - ◆ [Application instructions](#)
  - ◆ [Recruitment events](#)
- [GradHub](#) (resource for incoming graduate students)
- [Graduate Supervision website](#)
- [Service Point](#)
- [Post Graduate Students' Society \(PGSS\)](#)
- [First People's House](#) and [Indigenous Access McGill \(AIM\)](#)

## Key Contacts

- [Graduate Program contacts](#) (list of GPCs and GPDs; ensure your program's information is up to date)
  - ◆ [Add/remove a GPC \(or GPD\)](#) on the Graduate Program or Postdoctoral [Contact lists](#)
  - ◆ [Subscribe to the GradProg listserv](#)
- [Graduate Services contacts](#)
  - ◆ **Graduate and Postdoctoral Studies contacts**
    - ◇ Prospective graduate student inquiries: [gradapplicants.gps@mcgill.ca](mailto:gradapplicants.gps@mcgill.ca)
    - ◇ Cotuelles/joint degree inquiries: [academicprograms.gps@mcgill.ca](mailto:academicprograms.gps@mcgill.ca)
    - ◇ Funding inquiries: [graduatefunding.gps@mcgill.ca](mailto:graduatefunding.gps@mcgill.ca)
    - ◇ Thesis inquiries: [thesis.gps@mcgill.ca](mailto:thesis.gps@mcgill.ca)
    - ◇ myProgress inquiries: [myProgress.gps@mcgill.ca](mailto:myProgress.gps@mcgill.ca)
  - ◆ **Enrolment Services contacts**
    - ◇ For Admissions-related inquiries, please contact [your Faculty's Admissions Officer](#)
    - ◇ Academic record inquiries and follow up on webforms: [gradstudentrecords.es@mcgill.ca](mailto:gradstudentrecords.es@mcgill.ca)
    - ◇ Postdoctoral inquiries: [postdocrecords@mcgill.ca](mailto:postdocrecords@mcgill.ca)
    - ◇ Graduate Research Trainee (GRT) inquiries: [gradresearchtrainee.es@mcgill.ca](mailto:gradresearchtrainee.es@mcgill.ca)