GPC 101: Useful links for GPCs (Login required in some cases)

ACCESS AND TRAINING

➢ Access to SIS (Student Information System): http://www.mcgill.ca/es/sisforms

➢ Student Records Administration Tab (SR Admin): https://horizon.mcgill.ca/pban1/twbkwbis.P_WWWLogin
   o Academic History; Course and Catalogue; Graduation Menu

➢ Banner/SR (Minerva): http://kb.mcgill.ca/KB/article/2-1948.html

➢ FAA for Student Award processing: GEF's/GREAT Travel Awards/Tuition Assistance
   o Tool Kit: Student Funding: https://www.mcgill.ca/studentfunding/faa-admin-toolkit
      • Forms and Reporting
      • Contact: Send an email to student.funding@mcgill.ca
   o Authorization for BSA: http://www.mcgill.ca/studentfunding/files/studentfunding/bsac_award_processing_authorization_v3_0.pdf
   o Mandatory on-line course for new users: FAA 101 – Financial Aid & Awards Administration

➢ Banner Student Aid (BSA) Course Descriptions: http://kb.mcgill.ca/it/easylink/article.html?id=5603

➢ uApply course descriptions: http://kb.mcgill.ca/it/easylink/article.html?id=5044
   o GAP 201: Access, Evaluate and Decide (Mandatory training to gain access to uApply)

MANAGING STUDENT REGISTRATION

➢ Minerva Reports: https://horizon.mcgill.ca/pban1/twbkwbis.P_WWWLogin
   o Login
   o Reports
   o Student Data Warehouse Query

Selecting the Term will list ALL REGISTERED graduate students

POLICIES and FORMS

➢ eCalendar: http://www.mcgill.ca/study/
   o Regulations on Graduate Research Progress Tracking**
   o Regulations on Graduate Student Supervision
   o Policy on Admission of Former Students
   o Time Limitation Policy

** also see Graduate Student Research Progress Tracking Report on GPS
website: http://www.mcgill.ca/gps/files/gps/gps_graduate_student_research_progress_tracking_report_2016.pdf
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➢ Webforms: http://www.mcgill.ca/students/records/forms
   o Withdrawal
   o Leave of absence (Policy: http://www.mcgill.ca/gps/students/progress/leave-vacation)
   o Admission of former students: http://www.mcgill.ca/gps/students/progress/admission-former-students
      ▪ Request for Readmission: https://www.mcgill.ca/students/records/request-readmission
   o Request to take undergraduate courses
   o Registration/course change

- GPS Funding Award Holder's Guide: https://www.mcgill.ca/gps/files/gps/gps_-_award_holders_guide_0.pdf
  - All details regarding funding received from GPS sources (e.g. GEF, GREAT)

- GPA Calculation (for fellowships and admissions purposes): http://www.mcgill.ca/gps/staff/gpa
- International credentials: http://www.mcgill.ca/gradapplicants/international/apply/equivalency
- Admission processes/policies and forms: http://www.mcgill.ca/gps/staff/admissions
  - Comprehensive Admission Process for Graduate Students
  - Application / Admission deadlines

- Key Academic Dates (Add/Drop; Registration deadlines): http://www.mcgill.ca/importantdates/key-dates

Thesis Guidelines (Master's and Doctoral)

- Deadlines: http://www.mcgill.ca/gps/students/graduating/deadlines

- Initial Thesis Submission: http://www.mcgill.ca/gps/thesis/guidelines/initial-submission
  - Forms to be submitted: http://www.mcgill.ca/gps/thesis/guidelines/initial-submission#forms

- Final Thesis Submission: http://www.mcgill.ca/gps/thesis/guidelines/final-submission
  - Final e-thesis submission is mandatory via Minerva

- Examination Process: http://www.mcgill.ca/gps/thesis/guidelines/examination

- Evaluation: http://www.mcgill.ca/gps/thesis/guidelines/examination/evaluation-written-thesis

- Setting up a Ph.D. Oral Defence: http://www.mcgill.ca/gps/thesis/guidelines/oral-defence

Graduation

- Minerva graduation approval (department): SR Admin – Graduation Menu

Resources for Students

- Supervision website: http://www.mcgill.ca/gradsupervision/
- Graduate orientation: http://www.mcgill.ca/firstyear/graduate-postdoctoral/orientation/fall-downtown-campus
- Resources for success: http://www.mcgill.ca/firstyear/graduate-postdoctoral/resources-success

Students in Difficulty

- Staff Resources: http://www.mcgill.ca/deanofstudents/helpingstudents
- Student Resources: http://www.mcgill.ca/studentservices/

GPS and Enrolment Services

- Service Point Hotline: x4466
- Graduate Services Contacts: http://www.mcgill.ca/gps/contact/gps
- How to add/remove GPC (or GPD) to graduate program contact list on the GPS website: http://www.mcgill.ca/gps/contact/updatecontacts
- Subscribe to gradprog: http://www.mcgill.ca/gps/contact/gradprog/subscribe-gradprog-email-updates