



McGill

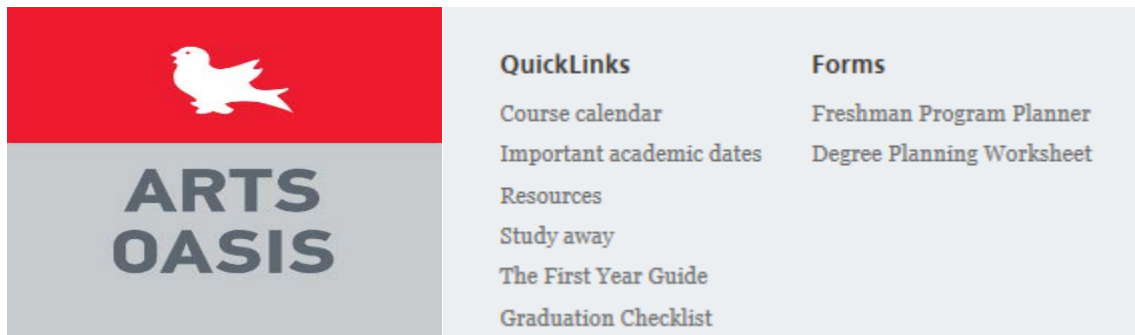
Faculty of **Arts**
Office of Advising and Student
Information Services (OASIS)

Arts OASIS Degree Planning Worksheet

A completed Arts OASIS [Degree Planning Worksheet](#) will:

- 1) Help you optimize your McGill course selection to reflect your academic strengths and interests.
- 2) Make it easier for you to understand the McGill course content that you must cover in each of your terms of study.
- 3) Assist you in planning the number of terms it will take you to complete your McGill degree.
- 4) Benefit you if you wish to take courses at another university and need to establish if the McGill course content you need to cover in a particular term is available at another host university.

You can find the Arts OASIS Degree Planning Worksheet at the bottom of the [Arts OASIS](#) homepage under “Forms”.



The image shows a navigation menu for Arts OASIS. On the left is a red box with a white bird logo and the text 'ARTS OASIS' in grey. To the right is a light grey box with two columns of links. The first column is titled 'QuickLinks' and includes 'Course calendar', 'Important academic dates', 'Resources', 'Study away', 'The First Year Guide', and 'Graduation Checklist'. The second column is titled 'Forms' and includes 'Freshman Program Planner' and 'Degree Planning Worksheet'.

STEP ONE: SELECT YOUR PROGRAM OF STUDY

Students who need 96 or fewer credits to complete their B.A. degree requirements should [select their programs of study on Minerva](#) to facilitate their course registration. You can indicate your program choice by logging in to Minerva. Click on “Student Records Menu” and select “Change Your Primary Academic Curriculum”.

Student Records Menu

View Your Unofficial Transcript
View grades on your unofficial transcript.

Letters - Proof of Enrolment
Generate proof of enrolment or graduation, RESP, and study permit renewal letters.

Change Your Primary Curriculum (1st degree)
Arts, Integrated Arts & Science, Education, Engineering, Management and Science students only: Change your program, major, minor, faculty program, honours, etc. Changes made between April and November are effective for the fall term onwards. Changes made between December and February are effective for the winter term onwards. Curriculum change is not available for the summer term alone. Should you wish to make changes for the summer contact your Student Affairs Office or Service Point.

STEP 2: PLAN YOUR COURSES FOR EACH PROGRAM OF STUDY

Take a few moments to review the requirements of each of your programs of study in order to verify that you have completed the correct pre-requisite or placement test for each of the courses you will be taking by checking the [McGill eCalendar](#).

The screenshot shows the McGill eCalendar interface. At the top left is the McGill logo. The main header reads 'eCalendar Bachelor of Arts & Science'. Below this, it specifies 'Programs, Courses & University Regulations Fall 2018 - Summer 2019'. A search bar is visible with 'B.A. & Sc.' selected. A navigation bar at the bottom of the header includes links for 'Faculties & Schools', 'All Courses', 'All Programs', 'University Regulations & Resources', 'Important Dates', and 'Archives'. The breadcrumb trail reads 'McGill.ca / Overview / Bachelor of Arts & Science / Undergraduate / Programs'. The left sidebar contains a list of navigation options: 'The Faculties', 'Undergraduate', 'Search Courses', 'Search Programs', 'About the Bachelor of Arts and Science (Undergraduate)', 'Degree Admission Requirements', 'Degree Requirements', 'Advising', 'Freshman Interest Groups', 'Examinations', 'Overview of Programs Offered', and 'Browse Academic Units & Programs'. The main content area is titled 'Major Concentration English - Cultural Studies (36 credits)'. It lists 'Offered by: English' and 'Degree: Bachelor of Arts and Science'. Under 'Program Requirements', it describes the concentration's focus on cultural expression and symbolic interaction. It also provides a link to the English Department Handbook. Under 'Required Courses (9 credits)', it lists two courses: 'ENGL 275 Introduction to Cultural Studies (3 credits)' and 'ENGL 277 Introduction to Film Studies (3 credits)'. A yellow box with a dashed border contains a note: 'NOTE: No course may fulfil the requirements for more than one program or concentration requirement.'



HOW TO COMPLETE THE ARTS OASIS DEGREE PLANNING WORKSHEET



Remember – this is your **McGill degree plan** so enter the **McGill courses** you need to complete for your **McGill degree**.

The instructions for completing the Degree Planning Worksheet are provided with the worksheet.

PART ONE: You will need to access your McGill unofficial transcript on Minerva to complete the worksheet.

Student Records Menu

View Your Unofficial Transcript

View grades on your unofficial transcript.

Fall 2015

Bachelor of Arts

Full-time U1

Major Concentration English (Cultural Studies)

Minor Concentration (German Studies)

AAAA 100	001	Academic Integrity Tutorial	0	CO			
ANTH 210	001	Archaeology of Early Cities	3	A	3	B+	
ENGL 277	001	Introduction to Film Studies	3	B+	3	B	
GERM 202	001	German Language, Beginners'	3	B+	3	A-	
MUAR 211	001	Art of Listening	3	B+	3	A-	
PHIL 200	001	Introduction to Philosophy	3	A-	3	B+	

TERM GPA:	3.52	Advanced Standing & Transfer Credits: 30.00	TERM TOTALS:	Att Cr	Earned Cr	GPA Cr	Points
				15.00	15.00	15.00	52.80
CUM GPA:	3.52	TOTAL CREDITS:	CUM TOTALS:	15.00	15.00	15.00	52.80
		45.00					

PART TWO: Next, have the Degree Planning Worksheet that you just downloaded ready to go.

PART THREE: Enter your name, student number and date on the top of the Degree Planning Worksheet.

Name	Mary McGill	Student ID	123456789
Date		Signature	

PART FOUR: If you have less than 120 credits to complete for your McGill degree, you can enter the advanced standing that was granted for these studies at the time of admission in this section.

Using this example, you can see that this student completed a CEGEP diploma and was granted 30 credits of advanced standing, therefore, '30 credits' was entered in this section of the worksheet.

PREVIOUS EDUCATION

Quebec CEGEP/IB

Credits Required for B Arts - 120

Fall 2015

Credits/Exemptions

From: John Abbott College – 30 credits

Faculty of Arts OASIS – Bachelor of Arts – Degree Planning Worksheet for Study Away

Name	Mary McGill		Student ID	123456789	
Date			Signature		
Advanced standing (AP, IB, Fr. Bac, CEGEP credits):		CEGEP DIPLOMA + 90 McGill = 120 credits			
	Major Con; Hon; Jnt. Hon; Faculty Maj Con Engl (Cultural St.)	Major Con; Jnt. Hon; Minor Con. Min Con German Studies (LANG)	Minor Con.	Minor Con.	Electives
Term	Course CODE & # (i.e. ENGL 203)	Course CODE & # (i.e. ENGL 203)	Course CODE & # (i.e. ENGL 203)	Course CODE & # (i.e. ENGL 203)	Course CODE & # (i.e. ENGL 203)
Fall 2015	ENGL 277	GERM 202 D1			ANTH 210 MUAR 211 PHIL 200
Winter 2016	ENGL 359	GERM 202 D2			ARTH 200 CHEM 181 FILM 279
Summer					
Fall 2016	ENGL 275 ENGL 395 ENGL 393	GERM 307 D1			RELG 252
Winter 2017	ENGL 345 ENGL 381	GERM 307D2			ARTH 202 RELG 253
Summer					
Fall 2017	ENGL 382 ENGL 476	GERM 325 (6 cr)			MUAR 211
Winter 2018	ENGL 374 ENGL 451 ENGL 482				ARTH 339 COMS 200
Summer					
Fall					
Winter					
Summer	(36 credits)	(18 credits)			(36 credits)

PART FIVE: Next, enter all your terms of study on the Degree Planning Worksheet. Let's continue using the sample "[Completed Degree Planning Worksheet](#)" above to help you understand how to complete your Arts OASIS Degree Planning Worksheet.

As you can see, this student began their McGill studies in Fall 2015. Their plan was to complete their studies in six semesters or three years. Their anticipated graduating semester or final term of study was Winter 2018.

Now, it's your turn. Begin by listing your first term of study at McGill on the Arts OASIS Degree Planning Worksheet. Continue filling in your remaining terms of study on the degree planning worksheet until your final term of study or, in other words, the term in which you expect to graduate.

U3 students and graduation: Students who are taking one or more courses at [another university during their term of graduation](#) WILL NOT be eligible to graduate at the end of that final term. These students MUST select the NEXT available term of graduation.

PART SIX: Next, enter the programs of study that you are completing at McGill in the proper columns. If you are completing a Minor Concentration, enter this program in one of the designated columns.

Make sure that the programs of study that you are entering on your Degree Planning Worksheet match the programs that you have listed on your Minerva student record!

The "Electives" column is the place that you would enter any course that is **not being counted** towards one of your programs of study.

NOTE: If you **failed a course or received a grade of D in a program requirement**, enter the course in the "Electives" column since the course cannot count towards a program of study.

	Major Con; Hon; Jnt. Hon; Faculty <small>Maj Con Engl (Cultural St.)</small>	Major Con; Jnt. Hon; Minor Con. <small>Min Con German Studies (LANG)</small>	Minor Con.	Minor Con.	Electives
Term	Course CODE & # (i.e. ENGL 203)	Course CODE & # (i.e. ENGL 203)	Course CODE & # (i.e. ENGL 203)	Course CODE & # (i.e. ENGL 203)	Course CODE & # (i.e. ENGL 203)
Fall <u>2015</u>	ENGL 277	GERM 202 D1			ANTH 210
					MUAR 211
					PHIL 200
Winter <u>2016</u>	ENGL 359	GERM 202 D2			ARTH 200
					CHEM 181
					FILM 279

PART SEVEN: Next, using your Minerva transcript, enter the courses that you have completed in the corresponding terms and program of study columns on the Degree Planning Worksheet.

For example, in Fall 2015 this student completed ENGL 277. This course was being used towards their Major Concentration in English (Cultural Studies) so this course was entered on the degree planning worksheet in the Fall 2015 term under the Major Concentration in English (Cultural Studies) column.

Next, in Fall 2015, the student completed GERM 202. This course was a full year course and was being counted towards their Minor Concentration German Studies (LANG) so this course was entered on the degree planning worksheet in the Fall 2015 and Winter 2016 terms under the Minor Concentration German Studies (LANG) columns.

In Fall 2015, the student also completed ANTH 210, MUAR 211 and PHIL 200. These courses were not being counted towards either of the student's programs of study, so these courses were entered in the "Electives" column in Fall 2015.

Continue entering all of the courses listed on your Minerva transcript, including any courses that you currently have in progress, on the Degree Planning Worksheet.

PART EIGHT: Now, you may ask, what should you do to list the courses you intend to take in future terms of study on the Degree Planning Worksheet? For this information, you need to access the most recent version of the [McGill eCalendar](#).

You can find your program of study by selecting "all programs".



Welcome to McGill's eCalendar 2018–2019

This eCalendar lists programs, courses, and other important information for the 2018–2019 academic year. compilations of eCalendar content appear on the right-hand side where available, though PDF content is static and may not reflect the most recent program and course changes. The various sections (*Undergraduate, Continuing Studies, Health Sciences, Graduate & Postdoctoral Studies, and Summer Studies*) are published throughout the year.

Tools & Tips

- + Browse by "Faculties & Schools"
- + Find a program
- + Find a course

If you are completing a Major Concentration in English - Cultural Studies, you will enter English-Cultural Studies in search bar and then click on Bachelor of Arts (B.A.) Major Concentration in English -Cultural Studies to find the courses needed to complete this program of study.

[Bachelor of Arts \(B.A.\) - Major Concentration English - Cultural Studies \(36 credits\)](#)

Faculty of Arts | English | Undergraduate | Bachelor of Arts

In order to find the term in which a course is given, select a course and click on the link.

[ENGL 277 Introduction to Film Studies \(3 credits\)](#)

Offered by: English ([Faculty of Arts](#))

Overview

English (Arts) : An introduction to key concepts in film studies. Exemplary works from the history of film will be studied to introduce students to such topics as the aesthetics of film; sound's production of meaning; film as narrative; film and genre; period and national cinemas; film's role in culture.

Terms: Fall 2018

Instructors: Edward Schantz (Fall)

- For the most detailed and up-to-date descriptions of course and seminar offerings please see the Department of English website at www.mcgill.ca/english.
- Fall
- Restriction: Cultural Studies Major and Honours program students.

Once the link opens, you find an “Overview” of the course and the term of study in which the course is normally given. You can use this information to plan your courses for your programs of study or elective credit.

This is just a tentative plan so don't worry! You can always make changes to the courses you have listed.

Remember to inform yourself about the important faculty policies on [course load, course overlap, taking courses outside of the Faculties of Arts and Science and selecting the Satisfactory/Unsatisfactory grading option](#).

STEP 3: CONSULT YOUR DEPARTMENTAL PROGRAM ADVISERS

What do [Advisers](#) do? This [video](#) will help you understand the role of Advisers.

Your [Departmental Program Advisers](#) will:

- 1) Provide you with a departmental audit sheet that you can complete to help you plan your program courses.
- 2) Ensure that you are satisfying the requirements for their program.
- 3) Ensure that you are meeting the [program residency requirement](#).
- 4) Verify which program courses have yet to be completed.
- 5) Guide you on the course content that you should be covering in the program course(s) that you take at McGill or at another host university. For example, if you need to take PSYC 212 for your McGill program, the course content you need to cover is Perception.
- 6) Recommend the optimal term for you to study away.

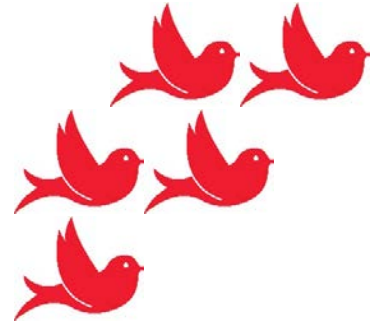
Departmental Academic Advisers provide academic advice on departmental programs and approve course selection for U1-U3 students. Students will have a departmental adviser for each academic program they are completing. Consult with each of your [Departmental Program Advisers](#) to guide your course selection and ensure that you are meeting your program requirements. Bring your completed Arts OASIS Degree Planning Worksheet to your meeting in order to discuss the following questions:

- How many courses and program credits have been completed?
- What courses remain to be completed?
- Will I be completing at least 2/3 of the courses needed for my program at McGill?

If you are planning to apply to [study away](#) and take courses at [host institution approved by Arts OASIS](#) at some point during your studies, discuss the following questions:

- What is the ideal term to be completing program courses at another university?
- What course content should I be looking to cover at the host school?
- Which universities have strengths in this area of study?
- Is there anything I should keep in mind when selecting my courses and submitting them for approval?

Carefully review the "[Transferring Credit](#)" section of the Arts OASIS website for additional guidance.



Questions?

Don't hesitate to contact us!

McGill Website: <http://www.mcgill.ca/oasis>

Phone: (514) 398-1029



McGill

Faculty of **Arts**
Office of Advising and Student
Information Services (OASIS)

Mar.-20-20