First Year Guide
For new Arts Students
Welcome!

Congratulations on your acceptance to McGill University! We are very pleased to have you with us in the Faculty of Arts. As you embark on an exciting journey of discovery and learning at McGill, it is important that you receive all the necessary tools to start your degree on the right foot.

This is a guide prepared by students, for students. Inside you will find everything you need to know from your arrival until the end of your studies here. This guide takes you through the important dates and deadlines, what you need to do before you come to McGill, who you need to contact when you have concerns, and what you need to know about planning your B.A. degree.

We wish you the best of luck in your studies!

About Arts OASIS

The mission of the Faculty of Arts Office of Advising and Student Information Services is to ensure the integrity and coherence of the Arts undergraduate degree. We provide advice and support to our students regarding their academic trajectory, from entry to graduation.

For questions:

www.mcgill.ca/oasis/
Arts OASIS Service Portal
YOUR SUMMER CHECKLIST

- Read McGill’s I’ve Been Accepted and Campus Life & Engagement websites to get an idea of what you need to do over the summer and the campus resources available to you throughout the year.
- Visit the International Student Services website for immigration and health care information.
- Set up and check your McGill email address (or forward it to an email address that you check regularly).
- Students with Advanced Standing: Determine for which courses you may get an exemption/credit and make sure that your final results are sent to Service Point.
- Need more information? View the Advanced Standing Video on the Oasis website.
- Determine whether you are U0 or U1 by consulting the Arts Oasis New Students Website and Section 4 of this guide.
- Familiarize yourself with the Arts Oasis Website to answer any questions you have regarding your academic career at McGill University.
- Consult the E-Calendar to find your program’s course requirement.
- U1 Students: Choose your programs (major and minor concentrations). Contact your departmental advisor for any questions about course selection. A full list of departments and programs can be found on the Faculty of Arts website.
- Visit the Get Ready website to register for Intro to course registration webinars.
- Attend Discover McGill to learn more about the campus, the faculty, and involvement opportunities.
- Register for your courses using Minerva: You should ensure that you have registered for at least one course in the Fall and Winter semester by August 14, 2023, to avoid late registration fees.
- View the McGill Essentials Videos on MyCourses as they become available throughout the year.
- Download the free McGill app from the App Store.
## 1: IMPORTANT DATES - SUMMER 2023

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<tr>
<th>EVENT</th>
<th>DATE</th>
<th>DETAILS</th>
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<tr>
<td>Pro McGill</td>
<td>May 25-June 11</td>
<td>Course registration guidance for U0 and U1 students</td>
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<tr>
<td>Registration opens for scholarship recipient CEGEP students</td>
<td>June 5</td>
<td>How to <a href="#">register</a></td>
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<tr>
<td>Registration opens for all other CEGEP students</td>
<td>June 7</td>
<td>How to <a href="#">register</a></td>
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<tr>
<td>Registration opens for U1 students with scholarship (IB, French Bacc., A-Levels, AP, etc)</td>
<td>June 12</td>
<td>How to <a href="#">register</a></td>
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<tr>
<td>Registration opens for U1 students without a scholarship (IB, French Bacc., A-Levels, AP, etc)</td>
<td>June 14</td>
<td>How to <a href="#">register</a></td>
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<tr>
<td>Registration opens for U0 students with scholarship</td>
<td>June 12</td>
<td>How to <a href="#">register</a></td>
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<td>Registration opens for U0 Arts Students without scholarship</td>
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<tr>
<td>La Fête Nationale</td>
<td>June 23</td>
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<td>Canadian students: a reminder to submit legal documents and the deadline to apply for McGill’s Entrance Bursary Program</td>
<td>June 29</td>
<td>Out-of-province students should apply for government student aid by this date to ensure money arrives by September</td>
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<td>Canada Day</td>
<td>July 1</td>
<td>University closed</td>
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<tr>
<td>Deadline to avoid the late registration fee</td>
<td>Aug. 14</td>
<td>You must register for at least one course before this date.</td>
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<tr>
<td>Residence Move-In Weekend, Downtown Campus</td>
<td>Aug. 19-20</td>
<td>Service Point will be open from 8:00 a.m. to 4:00 p.m. on Saturday and 8:00 a.m. to 3 p.m. on Sunday.</td>
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<tr>
<td>Application opens for McGill’s Work-Study Program</td>
<td>June 30</td>
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<tr>
<td>Parents Tent</td>
<td>TBA</td>
<td>Parents Tent is a great event for your parents to learn about the support services available to you both in Rez and at McGill AskMcGill Live (for parents)</td>
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<tr>
<td>Event</td>
<td>Date</td>
<td>Details</td>
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<tr>
<td>Orientation Week</td>
<td>Aug. 20-26</td>
<td>Orientation Week kicks off with move-in weekend, followed by Rez and Off-Campus Fest the next day, then Discover McGill, Academic Expectations Day (including the Arts Departmental Program Fair), and lastly (if applicable) Frosh.</td>
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<tr>
<td>Rez Fest &amp; Off-Campus Connects</td>
<td>TBA</td>
<td>An event to build community spirit in residence - ask your floor fellow!</td>
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<tr>
<td>Discover McGill</td>
<td>Aug. 22</td>
<td>Discover McGill is your official welcome to McGill</td>
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<tr>
<td>First-Year Success Series Workshops</td>
<td>Aug. 23</td>
<td>Don’t let the title scare you - this is a great event if you have questions or concerns about a university workload or if you are unfamiliar with North American academic culture. You’ll definitely pick up some helpful tips!</td>
</tr>
<tr>
<td>Session d’accueil pour étudiants francophones</td>
<td>Aug. 23</td>
<td>Vous n’avez encore jamais étudié en anglais? C’est à vous que s’adresse la Session d’accueil. Nous vous attendons en grand nombre!</td>
</tr>
<tr>
<td>New transfer student info session</td>
<td>TBA</td>
<td>Watch for your email invitation in August from Campus Life &amp; Engagement!</td>
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<tr>
<td>Deadline to cancel or defer an offer of admission</td>
<td>Aug. 31</td>
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<td>The first month of rent and installment of mandatory meal plan charged to Residence (if applicable)</td>
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<td>Labour Day</td>
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<td>Classes begin</td>
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<tr>
<td>Event Description</td>
<td>Fall</td>
<td>Winter</td>
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<tr>
<td>McGill ID Card Pick-up</td>
<td>N/A</td>
<td>N/A</td>
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<td>Registration opens for new students starting Winter 2024</td>
<td>N/A</td>
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<td>Winter orientation</td>
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<td>Jan. 4</td>
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<tr>
<td>Classes begin</td>
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<td>Jan. 4</td>
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<td>Course change (add/drop) deadline</td>
<td>Sep. 12</td>
<td>Jan. 16</td>
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<tr>
<td>Adding the S/U option deadline</td>
<td>Sep. 12</td>
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<tr>
<td>Deadline to withdraw from full-year courses (only Winter term is refunded)</td>
<td>N/A</td>
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<tr>
<td>Deadline for a course or University withdrawal WITH refund</td>
<td>Sep. 19</td>
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<td>Thanksgiving</td>
<td>Oct. 9</td>
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<td>Deadline for a course or University withdrawal WITHOUT a refund</td>
<td>Oct. 24</td>
<td>Mar. 6</td>
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<tr>
<td>Removing the S/U option deadline</td>
<td>Oct. 24</td>
<td>Mar. 6</td>
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<td>Reading week</td>
<td>Oct. 6-11</td>
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<td>Easter</td>
<td>Mar. 29 -31</td>
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<td>Examination period</td>
<td>Dec. 7 - 21</td>
<td>Apr. 15-30</td>
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<td>Holiday break</td>
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<td>Deadline to defer examinations</td>
<td>TBA</td>
<td>TBA</td>
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<tr>
<td>Rez Move Out</td>
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<td>April 30</td>
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3: YOUR ADVISING RESOURCES

There are two main types of advisors in the Faculty of Arts: Faculty and Departmental. Since their advising expertise and levels of authority differ, it is important for you to know what each advisor does, and how they can help you.

**Faculty Advising: Arts OASIS**

*(Office of Advising and Student Information Services)*

Arts OASIS is here to offer you advice and support from the first year to graduation. For any and all questions concerning your B.A. degree, from course registration to degree planning, or from study abroad to post-graduation plans, consider Arts OASIS your first stop! Our advising team will be here to consult you during the summer and throughout the academic year.

**Where to find us:**

Arts OASIS is currently working online and offline providing advising services. You can visit our website [www.mcgill.ca/oasis](http://www.mcgill.ca/oasis) for the most up-to-date information regarding anything presented in this guide, as well as extended hours during the Add/Drop Period.

**How to see an advisor:**

Our advising appointments are held through MS Teams. To book an appointment with an advisor, click on this link: [https://www.mcgill.ca/oasis/advising/advising-services](https://www.mcgill.ca/oasis/advising/advising-services). Depending on the service, appointments can be booked as early as 4 days to 15 minutes in advance. Please allow the calendar a moment to load the appointments. New dates/times will be added as advisors become available (or if there are cancellations) so check back regularly for newly added options.

You can also submit a request thru [Arts OASIS Service Portal](http://www.mcgill.ca/oasis/service-portal).

**Peer Advising: Arts Student Advising Program (ASAP)**

ASAPs are senior Arts students who provide peer advising through the OASIS Office. They have a wealth of first-hand knowledge of student life at McGill and university procedures. If you would like to speak to someone who can understand exactly what you are experiencing right now, don’t hesitate to reach out to an ASAP.

To send them a message, visit their MS Teams booth here: [https://www.mcgill.ca/oasis/advising/advising-services](https://www.mcgill.ca/oasis/advising/advising-services)

**Departmental/Program Advising**

Departmental/program advisors consult on specific major and/or minor concentrations. For this reason, you will have more than one departmental advisor. If you have specific questions related to your program of studies, such as course selection or Honours programs, then a departmental advisor is who you need. They can also help you learn about departmental scholarships and awards, as well as field studies or research opportunities in your subject area. Find your [departmental advisors](http://www.mcgill.ca/oasis/advising/advising-services) here.
# Faculty or Departmental: Who Should You See?

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<tr>
<th>Faculty Advising (OASIS)</th>
<th>Departmental/Program Advising</th>
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<tr>
<td>● Freshman Program requirements</td>
<td>● Program planning &amp; course selection for your program option only</td>
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<tr>
<td>● Degree requirements</td>
<td>● Program requirements</td>
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<tr>
<td>● Academic standing</td>
<td>● Registration for program courses</td>
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<tr>
<td>● Course load and selection</td>
<td>● Verify program requirements for graduation &amp; submit graduation recommendations for the program option</td>
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<tr>
<td>● Exchange &amp; study away</td>
<td>● Suggest courses suitable to your interests</td>
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<tr>
<td>● Transfer credits</td>
<td>● Course equivalencies, substitutions, and exemptions</td>
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<tr>
<td>● Inter-faculty transfers</td>
<td>● Approve &amp; pre-approve transfer credits at the departmental or program level</td>
</tr>
<tr>
<td>● Reassessments and rereads</td>
<td>● Provide information on internships, graduate programs, scholarships, awards, research fellowships, and exchange &amp; study away programs within their field</td>
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<tr>
<td>● University &amp; course withdrawals</td>
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<td>● Advising on supplemental and deferred exams</td>
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<tr>
<td>● Academic difficulty</td>
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<tr>
<td>● Help you define and develop realistic goals</td>
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<tr>
<td>● Assist you with immediate problem solving, long-range planning, and courses of action</td>
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<tr>
<td>● Communicate with other advisors within the University and, with your permission, serve as a direct link between you and other University resources</td>
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## Common Questions

- I want to talk to an advisor to plan my overall degree - Faculty Advising
- I have questions regarding my specific major/minor requirements - Departmental Advising
- I need advice regarding course selection - Can be either one: depends on the specific inquiry
- I have general questions about McGill - ASAP
All Arts students complete a 120-credit degree. In some cases, however, students have been granted advanced standing credits—credits obtained before entering McGill—that count towards this total.

At McGill, undergraduate years are designated as follows: U0, U1, U2, and U3. Some students may have enough advanced standing credits to enter McGill as a U1 student. This applies if you are coming to us from:

**CEGEP**

If you are a CEGEP student, you are exempt from the Freshman Program as you have been granted 30 advanced standing credits from your DEC. You can automatically register as a U1 student, and declare your major and minor concentrations while registering on Minerva. The same applies to you if you completed the French Baccalaureate.

**IB/AP/AL**

If you are a student who did the International Baccalaureate (IB) Diploma or Certificate, the French Baccalauréat or any Advanced Level (AL), Advanced Placement (AP) courses, depending on whether you achieved at least 24 credits of advanced standing, you may also qualify as U1. Check with an OASIS Advisor so you can get a head start planning your B.A. degree. With this advanced standing, you have the option to finish your degree in three years but may complete four years if you wish.

**Note!** Your status can be verified on your Minerva transcript. If it’s not showing right away, don’t worry! This is a simple processing delay and it will be there soon. In the meantime, make sure you qualify for advanced standing [here](#).

If you did not do any programs that grant advanced standing before coming to McGill or have less than 24 advanced standing credits, you will be entering as a freshman student (U0) and will follow the Freshman Program.
The Freshman Program (U0)

Students entering with fewer than 24 credits of advanced standing follow the Freshman Program. Your U0 year is your chance to explore many different programs before declaring your major and minor concentrations. Make the most of it!

There are two options for the Freshman Program:

**OPTION 1: GENERAL OPTION**

In the General Option you complete a minimum of 6 credits in each of the 3 out of 4 following categories:

- Social Sciences
- Humanities
- Languages
- Mathematics & Science

You must select all your courses from the Approved Freshman Course List.

Once you've ensured you have fulfilled the 6-credit requirement for 3 of the categories, you are free to choose whatever courses you wish from the Approved Freshman Course List. Note that you can take up to 18 credits in any one of the four categories (i.e. Social Sciences), and a maximum of 12 credits in any one department (i.e. History).

If you have been granted advanced standing, your advanced standing credits count towards your freshman program requirements. For example, if you have been admitted with advanced standing credits in AP French Language, these count towards your Language requirements.

**OPTION 2: En Français**

In the option En Français, you take at least 18 credits of courses conducted in French. These courses may be French language courses, subject courses conducted in French or a combination of the two. Keep in mind that you can take a maximum of 12 credits of intensive French language courses. For the French Option, you may be required to take a Placement Test offered by the French Language Centre (FLC). The remainder of your credits must be comprised of courses from the Approved Freshman Course List.

**Course Selection**

Refer to the Approved Freshman Course List to select your courses. Remember that Minerva has the most up-to-date information about course offerings!

Freshman courses may also count towards your major/minor requirements, consult your departmental website for more information. (i.e. Taking ECON 208 for your Social Science Freshman category may also count towards Industrial Relations requirements).
The Departmental Program (U1 Onwards)

If you are a student entering with 24 or more advanced standing credits, you will begin your studies as a U1 Departmental Student. You must declare your programs on Minerva and will not be required to complete the Freshman Program requirements. Instead, you will start taking courses directed towards your major and minor concentrations using the Multi-Track System.

The Multi-Track System

The Multi-Track System allows you to customize your degree by pursuing multiple programs. (A full list of programs is on the OASIS website) Major and Minor concentrations may be combined in any of the following ways:

Since all programs at McGill are designed to be completed in 3 years, these examples are based on a 90-credit program. Your credit totals may vary depending on the number of credits you entered with.

Examples:

A) Major Concentration Art History (36) + Minor Medieval Studies (18) + Electives (36)
C) Major Concentration Philosophy (36) + Major Concentration Computer Science (36) + Electives (18)
Note! Your major and minor concentrations must be in **different units**, unless you add another minor in something completely different. As in example B, since Psychology and Behavioural Science are offered in the same department, another concentration in a different department (Sociology) must be pursued.

**Honours**

An **Honours program** is excellent preparation for graduate studies since it allows you to take more courses in your department of interest. In addition to meeting certain program and Faculty requirements, you must also maintain above-average academic standing. Generally, this means you:

- Have attained a GPA and CGPA of at least 3.00 in the previous year
- Maintain a GPA and CGPA of at least 3.00
- Maintain a program GPA of at least 3.00 or 3.30 (or higher) in some departments. Check with your department.

Honours students must also **complete a minor** in another department. Note that students wanting to pursue Honours in **English**, **Psychology**, and **Economics** must meet additional departmental requirements.

If you are interested in pursuing Honours, speak with a **departmental advisor**.

**Example:**

**Honours English - Literature** (60 credits) + **Minor Concentration Economics** (18) + **Electives** (12)
Joint Honours

The Joint Honours Program allows you to study two disciplines at the honours level. You do not need a minor. To register for Joint Honours, you must:

- Have attained a GPA and CGPA of at least 3.00 in the previous year
- Maintain a minimum GPA and CGPA of 3.00
- Maintain a program GPA of at least 3.00 or 3.30 (or higher) in some departments. Check with your department.

As with the Honours program, English, Psychology, and Economics have special Joint Honours requirements. If you are interested in pursuing Joint Honours, speak with a departmental advisor.

**Example:**

Joint Honours Mathematics (36) + Joint Honours Russian (36) + Electives (18)

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Honours, Joint-Honours and Enriched Honours

<table>
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<tr>
<th>Credits</th>
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</table>

- **Honours**  (42 - 60) Honours  (12 - 30) Electives  (18) 1st-Minor
- **Joint Honours**  (36) 1st-Joint Honours  (36) 2nd-Joint Honours  (18) Electives
- **Enriched Honours**  (72) Enriched Honours Spécialisation enrichie du Département des littératures de langue française, de traduction et de création  (18) Electives or 1st-Minor
Faculty Programs

The Faculty of Arts also offers a Faculty Program: Environment (B.A.)

This is an interdisciplinary, interfaculty program that has clearly-defined course requirements. As a Faculty Program is 54 credits (more than the typical 36-credit major), students in a Faculty Program do not need a minor (Though they can complete one if they wish). However, if students wish to enroll in an Honours program, students must complete a minor.
How to declare your programs

U1 students declare their programs upon registering on Minerva. Don’t forget that you need a minor concentration or another major concentration as well!

U0 students declare their programs at the end of their first year when they have completed 24 or more credits, once registration for the next academic year opens (around mid-April).

If you find that your interest diverges from your current program (major/minor), you have the option to change them later!

On Minerva, select:

Student Menu  Student Records Menu  Change Primary Curriculum

Watch a video demonstration

Not sure yet what you want to major in?

Contact your departmental/program advisers at Discover McGill. If you know what you want to study but have questions about it, you can certainly ask them there.

Remember, the McGill Arts degree is designed to be flexible and to allow you to make changes as your academic interests grow and develop. OASIS is here to offer any support you need when making these changes, from assessing your options to revising your degree plan accordingly.

Transfer, Incoming Exchange, and Incoming Visiting Students

Transfer Students

If you have transferred to McGill from another university, you need to complete at least 60 credits and two-thirds of your program requirements at McGill in order to complete the residency requirement for your B.A. Your past student record is evaluated by Enrolment Services at Service Point. Most courses you have completed at your past institution will transfer over if you have received a grade equivalent to a C or better in McGill’s standard. You will need to consult with a departmental advisor to determine which of your transfer credits may count towards program requirements. For more on transfer credits, see here.

Incoming Exchange Students

If you’ve been accepted to McGill on a formal exchange program, your letter of admission from Enrolment Services notes your status as ‘Exchange.’ Your course selection should be approved by your home university, and any prerequisites can be confirmed by the course instructor at McGill. More information can be found on the OASIS website.

Incoming Visiting Students

If you are coming to McGill as a visiting student, your course selection should also be approved by your home university, whereas prerequisites can be confirmed by the course instructor at McGill. More information can be found on the OASIS website.
5: COURSES AND REGISTRATION

Registering on Minerva

Go to Minerva, log in with your McGill email address and password, select Student Menu, select Registration Menu, follow the steps.

The Student Registration Tutorial walks you through the course registration process on Minerva.

What to Do When a Course is Full:

If a course is full, check Minerva from time to time to see if space opens up. If the course is required for your program but is full or "reserve closed" (meaning all spots reserved for your year/program have been filled) contact the department offering the course. For example, if you try to register for PSYC 224 and it says reserve closed, contact the Psychology department.

If the course you want to take is full, joining a waitlist if your course has one (as not all courses do). This is the best way to ensure that you can get a spot if another student drops the course. Check your McGill email frequently because once a seat opens up, you will only have 24 hours to register on Minerva before losing your spot.

Click here for more common registration problems and how to fix them.

Deciding Your Course Load

A full-time course load is 12-15 credits (normally 4-5 courses) per term. It is recommended that new students take 4 courses, or 12 credits, at least in their first term to adjust to the university environment, but there is the option to take 5 courses if you wish. While you will still be full-time if you take 12 credits unless you have advanced standing you will have to make up the missing credits with either summer courses or delaying your graduation by staying an extra term or terms.

If you take fewer than 12 credits in a semester you are considered a part-time student. Note that this will prevent you from having access to McGill scholarships and awards, such as the Dean’s Honour’s List!

Click here for more information.

Scholarship Students

If you received a one-year entrance scholarship or a renewable entrance scholarship, you are required to complete 27 graded credits during the regular academic year (Fall and Winter terms). This total does not include classes taken under the satisfactory/unsatisfactory option. If you are registered for only one term, you must complete at least 14 graded credits.

Click here for more information.

International Students

If you are an international student, you must be a full-time student, therefore you must take a minimum of 12 credits per term. Consult an international student advisor should you have any questions or concerns.
Planning Your Schedule

The Visual Schedule Builder (VSB) is a web-based application to help students build potential class schedule options prior to and during registration periods. Once the Minerva Class Schedule is available for a particular term, students may enter courses from it into the VSB to access a visual timetable. However, it is not a platform for registration - you always have to register for courses through Minerva.

Remember, if there is any discrepancy between the VSB and Minerva, always consult Minerva as your most reliable resource for course availability.

Here is a sample U0 Fall Term as shown on VSB:

Types of Courses

First-Year Seminars

First-year seminars are limited-enrollment courses open only to first-year (U0 or U1) students. They are a great way to interact on a closer level with peers and professors, as opposed to large introductory courses. As an Arts student, you may only take one First-Year seminar from either the Faculty of Arts or Faculty of Science listings, which you can find on the Approved Freshman Course List as those courses with “FYS” in the title.

Registering for Language Courses

French Placement Tests

You will certainly have many encounters with French both on and off-campus! Learning the language is a great way to help you feel more at home in Montreal. Regardless of your level, you will have to take a French Placement Test in order to determine which course level is most appropriate for you.
Other Language Courses

If you are interested in taking a language course other than French, you may also have to take a placement test before registering for the course. All language courses have limited enrolment and, as such, may require departmental approval. For more information about language placement tests, please contact the department offering the language course.

McGill Writing Centre Courses: WCOM

The McGill Writing Centre offers credit courses for both native and non-native English speakers. If your primary language is not English, and you have studied for fewer than five years in an English-language institution, you are eligible to take courses in English as a Second Language (WCOM, formerly CESL). You can take up to a maximum of 12 credits of WCOM courses. These courses require you to take a placement test. You can refer to the McGill Writing Centre or meet with an Arts OASIS advisor if you have any further questions. Note that these courses are not included in the maximum 12 credits you are permitted to take outside the faculties of Arts and Science. Academic purposes courses for native English speakers are also available.

Making Changes to your Course Selection

Course Change/Add-Drop Period

The first two weeks of classes are known as the Course Change or “Add-Drop” period, during which students can “shop” around, adding or dropping courses without penalty. If you are trying to get into a course, space will likely open up during add-drop. Please note that you can add the S/U option until the Add/Drop period deadline.

Withdrawing from a Course

Why would you want to withdraw?

You may wish to withdraw for a number of personal and/or academic reasons, which may include simply not liking the course, not doing well in the course, illness, financial difficulty, or personal issues.

What is a withdrawal?

After the Add/Drop deadline, dropping a course constitutes a withdrawal. There are two types of withdrawal: Course and University. A Course Withdrawal means you have chosen to discontinue one or more courses. A University Withdrawal means you have chosen to discontinue your entire term or year of studies.

On your transcript

A withdrawal will result in a grade of “W” on your transcript. A “W” does not count towards your CGPA, and a few over the course of your academic career will not affect future studies or career goals. However, we highly suggest that you consult an OASIS advisor before officially withdrawing on Minerva. Failure to withdraw from a class and not submit the required work will result in a grade of “J”, which is calculated as a zero in your CGPA, meaning that you have unofficially abandoned the course. See an OASIS advisor if this is the case.

Withdrawal deadlines

If you decide to withdraw, you can withdraw with a refund if you withdraw within the Course or University Withdrawal with a refund deadline. The Course or University withdrawal without a refund deadline comes afterwards. Please note that you can remove the S/U option until the withdrawal without a refund deadline. Please check the dates for the deadlines accordingly by checking the Key Academic Dates website.
6: PLANNING YOUR B.A. DEGREE

To finish your degree, you need to complete a total of 120 credits (including any advanced standing credits) and meet your program and Faculty requirements. Remember, however, that a minimum of 60 credits, as well as two-thirds of all program requirements, must be completed at McGill. Keep this in mind if you are planning on studying abroad or taking summer courses at another institution.

Steps to Planning your Degree

The best way to track your progress is to fill out a Degree Planning Worksheet and revise it as necessary during your degree. Take a look at the Degree Planning Guide for more information!

Step 1. Select your program(s)
Step 2. Plan your courses for each program of study
- Review the requirements in the eCalendar
- Use the Degree Planning Worksheet
- Make sure that you have completed the correct prerequisites

Step 3. Consult your Departmental/Program Advisors
- Ask questions and confirm you are meeting requirements
- Sample questions to ask your Departmental/Program Advisor

Find more helpful resources for planning your degree can be found on the OASIS website.

Important Rules and Regulations

Course selection outside of Faculties of Arts and Science

There is no restriction to Arts students taking courses at the Faculty of Science. However, Arts students are only permitted to take courses outside of the Faculties of Arts and Science under the following regulations:

- You are allowed a maximum of 12 credits in elective and/or complementary courses taken in faculties other than the Faculties of Arts and Science.
- Read more about Continuing Studies courses on our website and always check with OASIS before taking a Continuing Studies course!

Note! Certain designated programs with out of Faculty components (Industrial Relations, Minor in Management, and Education for Arts Students) allow you to take up to 30 credits in other faculties. For a complete list of these designated programs, click here. If you combine any two or more of the listed designated programs, you may not exceed 40 credits outside the Faculties of Arts or Science.

Program Courses (courses for Major and Minor requirements)

Required courses must meet a grade of “C” or better. A single course can only count towards one program; if there is course overlap between programs, speak to your departmental advisor and they will suggest an alternative course.
Satisfactory/Unsatisfactory Option

The S/U option allows you to take courses without them being calculated in your GPA/CGPA total. Courses taken under the S/U option may be used for elective courses only (i.e. courses not intended to count towards your major/minor) and may be used for up to 10% of your total McGill credits. If you began your studies with 30 credits of advanced standing, you may take 9 credits S/U; if you had no advanced standing and will complete 120 credits, you may take 12 credits S/U. Freshman students will not be able to select the S/U option until their U1 year.

How to add the S/U Option:

- Go to Minerva
- Select the Quick Add or Drop Course Sections (as if you were registering for courses)
- In the “course grade mode” drop-down menu associated with the elective course, select the Satisfactory/Unsatisfactory grade mode
- Click to submit to save the change
- The deadline to add the S/U option is the same as the Add/Drop deadline.

For more information, visit the S/U website.

Course Codes and Levels of Classes

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Level of Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-199 (eg. HIST 195)</td>
<td>100 level courses in Arts are either beginner level French classes (with course code FRSL) or First-Year Seminars in various departments. (With the exception of PSYC100, which is a prerequisite for Psychology majors.)</td>
</tr>
<tr>
<td>200-299 (eg. PSYC 211)</td>
<td>200 level courses are the main introductory courses in all departments, and nearly all courses you take in your first year will be at the 200 level. Most courses do not have prerequisites and are often ‘survey’ courses. These sometimes split into smaller conferences that go into depth about class topics.</td>
</tr>
<tr>
<td>300-399 (eg. ECON 334)</td>
<td>300 level courses are intermediate courses, meaning they are typically smaller and provide a more in-depth look at a subject than a 200 level introductory course. Often, there will be 200 level prerequisites you must complete before you are allowed to register for the 300 level courses.</td>
</tr>
<tr>
<td>400-499 (eg. ANTH 403)</td>
<td>400 level courses are advanced courses or seminar courses. They are even smaller and more topic-specific than 300 level courses. Seminar courses are usually capped at 25 students. There will often be 300 level prerequisite courses you must complete before you are allowed to register for the 400 level courses.</td>
</tr>
<tr>
<td>500-599 (eg. ENGL 527)</td>
<td>500 level courses are high-level seminar courses, usually restricted to students in honors programs and graduate-level students.</td>
</tr>
</tbody>
</table>
In almost every case, 600 level courses are restricted to graduate-level students (i.e. those pursuing an MA or PhD). However, some honours programs (eg. in Political Science) may offer you the opportunity to take a 600 level course. Please consult your departmental advisor for more information.

Note: unless specified in your program, there is no limit to how many 100/200/300 level courses a student must take.

### Your Transcript and McGill’s Assessment Policy

#### Grading Scale

<table>
<thead>
<tr>
<th>Grades</th>
<th>Grade Points</th>
<th>Numerical Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>85 - 100%</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>80 - 84%</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>75 - 79%</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>70 - 74%</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>60 - 64%</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>60 - 64%</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>55 - 59%</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>50 - 54%</td>
</tr>
<tr>
<td>F (Fail)</td>
<td>0</td>
<td>0 - 49%</td>
</tr>
</tbody>
</table>

More information on grading

#### Key Terms

**CGPA Calculation**

The cumulative grade point average (CGPA) is the GPA calculated using your entire record of applicable courses at McGill at the same level; if you change levels, e.g., from undergraduate to graduate, the CGPA starts again.

If you repeat courses, all results are included in the GPA calculation. Therefore, grades of D or F continue to be used in the CGPA calculation even after you repeat the course or if you take a supplemental examination. Note that credits are only granted once for a repeated course regardless of the passing grade.

You must obtain a minimum CGPA of 2.00 to be considered for graduation with a McGill degree.
TGPA Calculation

The term grade point average (TGPA) is the GPA for a given term calculated using all the applicable courses at the same level in that term.

Assessment

Assessments are anything in a class for which you receive your grade. The University Assessment Policy protects you from unfair assessments.

Assessment Policy

As a student, you have various academic Assessment rights ensured by the University Assessment Policy. Be sure to familiarize yourself with it so that you can identify any violations.

- Final exams must be worth no more than 75% of the final grade unless given a choice
- Within a reasonable time after receiving a mark, every student has the right to a reread of any written assessment
- Students permitted to use either English or French in completing any form of assessment (unless for language courses)
- Every student has a right to consult and discuss any written assessment with his or her instructor once a grade has been given
- You cannot be penalized for missed assignments that are due during Add/Drop Week

What should you do if you encounter any violations?

You should first approach your professor about the issue. If they do not agree to change it, contact the AUS VP Academic (academic.aus@mail.mcgill.ca) who will determine an appropriate course of action. In addition, you can also reach out to the department/program head yourself.

Academic Integrity

As well as having the responsibility to know your rights as a student, you must also be familiar with the Academic Integrity Policy and hand in honest, original work. As an incoming student, you will be required to complete the Academic Integrity Tutorial on MyCourses, which will show up on your transcript as either complete (CO) or incomplete (IC).

If you are struggling with an assignment, remember that your best option is to talk to your professor as soon as you can—it’s never too late. If for whatever reason, you feel uncomfortable doing so, you can also contact your Faculty and Departmental/Program Advisors to discuss possible solutions. Academic Integrity is supervised by the Office of the Dean of Students.

Understanding your Transcript

Your transcript contains all of your attempted work and final grades. To find your Unofficial Transcript, go to Minerva and select:

1. Student Menu 2. Student Records Menu 3. View Your Unofficial Transcript

To obtain an Official Transcript, you will have to place an order.
## Sample Transcripts

### Previous Education

**Quebec CEGEP**
- Credits Required for B Arts - 120 credits

**Fall 2020**
- Bachelor of Arts
- Full-time Year 1
- Major: Undeclared

**Credits/Exemptions**
- From College Jean de Brébeuf CEGEP - 30 credits

<table>
<thead>
<tr>
<th>Subject</th>
<th>Number</th>
<th>Title</th>
<th>Cr/CrM</th>
<th>Grade</th>
<th>Remarks</th>
<th>Earned</th>
<th>Class Avg</th>
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<tbody>
<tr>
<td>COMP 202</td>
<td>003</td>
<td>Foundations of Programming</td>
<td>3</td>
<td>WI</td>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>POLI 201</td>
<td>001</td>
<td>Pol Sci Research Methods</td>
<td>3</td>
<td>A</td>
<td>3</td>
<td>B+</td>
<td></td>
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<tr>
<td>POLI 211</td>
<td>001</td>
<td>Intro to Political Theory</td>
<td>3</td>
<td>A</td>
<td>3</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>SOC 201</td>
<td>001</td>
<td>Sociological Perspectives</td>
<td>3</td>
<td>A</td>
<td>3</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>SOC 211</td>
<td>001</td>
<td>Sociological Inquiry</td>
<td>3</td>
<td>A</td>
<td>3</td>
<td>A</td>
<td></td>
</tr>
</tbody>
</table>

**Advanced Standing & Transfer Credits**
- 42.00

**Term GPA**
- 3.62

**Cum GPA**
- 3.62

**Total Credits**
- 42.00

**Term Totals**
- 12.00

**Cum Totals**
- 12.00

A "W" signifies this student withdrew from the course during the withdrawal period.

### Previous Education

**US High School**
- Credits Required for B Arts - 120 credits

**Fall 2021**
- Bachelor of Arts
- Full-time Year 0
- Major: Freshman Program - General

**Credits/Exemptions**
- From Advanced Placement Exams - 9 credits
- HIST 115
- MATH 203
- POLI 225

<table>
<thead>
<tr>
<th>Subject</th>
<th>Number</th>
<th>Title</th>
<th>Cr/CrM</th>
<th>Grade</th>
<th>Remarks</th>
<th>Earned</th>
<th>GPA Cr</th>
<th>Points</th>
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<tbody>
<tr>
<td>RW</td>
<td>BIOL 115</td>
<td>Essential Biology</td>
<td>001</td>
<td></td>
<td>3</td>
<td></td>
<td>3.00</td>
<td>4.00</td>
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<tr>
<td>RW</td>
<td>LING 201</td>
<td>Introduction to Linguistics</td>
<td>001</td>
<td></td>
<td>3</td>
<td></td>
<td>3.00</td>
<td>4.00</td>
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<tr>
<td>RW</td>
<td>MATH 133</td>
<td>Linear Algebra and Geometry</td>
<td>004</td>
<td></td>
<td>3</td>
<td></td>
<td>3.00</td>
<td>4.00</td>
</tr>
<tr>
<td>RW</td>
<td>MATH 140</td>
<td>Calculus 1</td>
<td>002</td>
<td></td>
<td>3</td>
<td></td>
<td>3.00</td>
<td>4.00</td>
</tr>
<tr>
<td>RW</td>
<td>PHIL 210</td>
<td>Intro to Deductive Logic I</td>
<td>001</td>
<td></td>
<td>3</td>
<td></td>
<td>3.00</td>
<td>4.00</td>
</tr>
</tbody>
</table>

**Term GPA**
- 0.00

**Cum GPA**
- 0.00


7: YOUR CAMPUS AND ACADEMIC RESOURCES

Service Point (Students Records Resource)

Service Point is the student-facing customer-service arm of Enrolment Services. We provide administrative services and assistance to Undergraduate students, Graduate students, Postdocs, Alumni, Prospective students, Applicants, Guests, and Parents.

Location: 3415 McTavish Street, on the corner of Sherbrooke West

Enrolment Services

Enrolment Services, located within Service Point, is where to go if you have any questions regarding your admission to McGill or your documentation (specifically pre-McGill).

Student Resources

Scholarships and Student Aid

If you should experience financial problems during your time at McGill, stop by the Scholarships and Student Aid Office. They are responsible for administering financial support programs that are based on merit and need for all students at McGill. You will be notified if you have received a scholarship by receiving a letter from the Scholarship and Student Aid Office. Note that applications for all McGill Financial Aid programs can be found on your Student Menu in Minerva.

Student Accessibility and Achievement

If you are experiencing barriers to your academic success related to a disability, mental health condition, chronic illness, or other impairment, the SAA may be able to help you reduce these barriers, be they temporary or permanent, visible or invisible. SAA Access Services Advisors are located at the downtown campus Monday to Friday in person or by Skype. Visit their website.

McGill Tutoring Program

McGill offers a tutorial program located in the Brown building (suite 4200) that you can use if you are struggling in one of your courses. Please note that there is a fee that accompanies each session. You can also apply to be a tutor!

McGill Writing Centre

Whether you are unfamiliar with university-level essay styles and conventions or just want to brush up on your writing skills, check out The Writing Centre and their University Success Workshop Series.
Libraries

As an Arts student, the McGill libraries are sure to be indispensable resources to you! The library also offers many helpful workshops throughout the year. Learning how to use the library early will be extremely beneficial when you find yourself writing more research-intensive papers later on. There are many all over campus, so explore your options and find your favourite on the following page:

1. Humanities and Social Sciences
2. Rare books and special collections
3. McGill University Archives
4. Islamic Studies Library
5. Education Curriculum Resources Centre
6. Nahum Gelber Law Library
7. Life Sciences Library
8. Osler Library of the History of Medicine
9. Schulich Library of Science and Engineering
10. Geographic Information Centre
11. Edward Rosenthall Mathematics and Statistics Library
12. Birks Reading Room
13. Marvin Duchow Music Library

Student Life

Students’ Society of McGill University (SSMU)

Every undergraduate at McGill is a member of the SSMU. They are there to speak out for you and advocate for your interests. On the local university levels, this means being your representation to the McGill administration. Operating within the University Centre, the SSMU oversees a wide array of clubs, services and events. Read more about them and the work they do for students [here](#).

MacDonald Campus Students’ Society (MCSS)

The Macdonald Campus Students’ Society represents the interests of all diploma (FMT) and undergraduate students of the Macdonald Campus of McGill University. Their offices are located in the Centennial Centre building. For more information, visit their [website](#).

The Arts Undergraduate Society (AUS)

The Arts Undergraduate Society is the representative body for all undergraduate students in the Faculty of Arts. Maintained by an elected executive team, AUS provides educational, cultural, and social opportunities for its members through councils, services, and events and represents
constituent concerns to faculty members and external organizations. The AUS Office and Lounge are located in room B12 of the Leacock Building.

**AUS Resources for your First Year**

**FEARC:** Want a fun and impactful way to get involved in your first year? Apply to be a member of FEARC (First-Year Events, Academic, and Representative Council), the AUS first-year committee.

**Join a Committee or Council:** In addition to FEARC, the AUS operates and recruits for a handful of committees and councils. If you want to have a prominent voice in your student community while learning about McGill governance, this is the opportunity for you!

**AUS Essay Centre:** Have a qualified peer read over your latest paper at the AUS Essay Centre. Unlike McGill Writing Centre tutors, who provide content-oriented feedback, tutors at the AUS Essay Centre will edit for fluency, grammar, and organization. Drop-ins and appointments are welcome. For more information, feel free to email aus.essay.centre@gmail.com

**Residences and Student Housing**

For any and all questions about Rez life, check out their website or send them an email at housing.residences@mcgill.ca

**Campus Life & Engagement**

Campus Life and Engagement (CL&E) is here to assist and provide support to all new undergraduate students at McGill through Orientation activities and programs, communications and publications, and year-round programs and workshops.

**First Peoples’ House**

The First Peoples’ House is an on-campus community and support network for First Nations, Inuit, and Métis students at McGill. They provide a space where students can find academic support and stay connected to Indigenous culture. If you are a First Nations, Inuit, or Métis student, feel free to reach out to the First Peoples’ House.

**Black Students’ Network (BSN)**

The Black Students’ Network (BSN) is a service provided through the Student Society of McGill University (SSMU), and is available to all McGill students. BSN offers social and political events by and for Black Students, in addition to hosting discussions and providing mentoring and resources.

**International Students Services (ISS)**

If you are an international student, ISS is there to help you with your transition to living and studying in a new country. Whether your concerns are related to study permits and other documents, or simply adapting to a new culture, ISS is sure to help. Their office is in the Brown Student Services Building, Suite 4400 (Phone: 514-398-434).

**Career Services**

**Career and Planning Services (CaPS)**

The McGill Career and Planning Service (CaPS) assists students in their career development and search for permanent, part-time, and summer jobs, as well as internships, by providing workshops, individual advising, a comprehensive job posting service, and an extensive Career Resource Centre. Their office is located in the Brown Student Services Building, Suite 2200 and they are open Monday to Friday, 9 am - 5 pm.
The Student Wellness Hub is a new service delivery model to integrate physical and mental healthcare and ensure that students have access to the right care at the right time. This new, evidence-informed model constantly adapts according to the students’ goals and results and emphasizes the role of awareness, prevention, and early intervention.

Local Wellness Advisor (LWA)

LWAs are trained clinicians who are here to orient and connect you with the appropriate resource for your unique situation. LWAs can familiarize you with the host of other health and wellness supports that are available to you on campus. They can also equip you with tools and resources to take charge of your mental health.

Think of them as an academic advisor, but for your well-being. They also offer various workshops targeting specific wellness issues to students. Find more information about the Arts LWA here.

Self-Help Resources

If you want support between appointments, during after-hours or just want to work on your wellness right now, there are many free online resources you can access, along with off-campus services. The keep.meSAFE mental health counselling service provides free, unlimited, 24/7 access to mental health support for all McGill students. The Hub also offers a free and private online video program that was designed to address issues related to anxiety, stress, and depression called the Therapy Assisted Online, click here for more information.

For COVID-19 specific support off-campus, visit here: https://www.mcgill.ca/wellness-hub/get-

AHAW (Arts Health and Wellness)

AHAW Week, organized through the Arts OASIS office, is an initiative that seeks to connect students to the mental health resources available to them at McGill and in the Montreal area. Join Arts OASIS from November 14 - 18, 2022, for Arts Health & Wellness Week (AHAW). Arts students will have the opportunity to attend a variety of wellness workshops and events!

Sexual Assault Centre of the McGill Students' Society (SACOMSS)

The Sexual Assault Centre of the McGill Students' Society (SACOMSS) is a volunteer-run organization committed to supporting survivors of sexual assault and their allies through direct support, advocacy, and outreach. Additionally, they offer sexual assault sensitivity training to McGill and Montreal groups, provide information and referrals, and organize events to raise awareness about sexual assault.

McGill Athletics and Recreation
In keeping with McGill University’s commitment to education and innovation, Athletics and Recreation vow to provide students and staff opportunities to participate in sport and physical activity within an inclusive environment that values health, well-being, and fair play. They are located at 475 Pine Avenue West.

**Healthy McGill**

Healthy McGill offers a wealth of information including nutritious recipes, an online “Shag Shop” and safer sex resources, and workshops to help you achieve and maintain a healthy lifestyle, whatever ‘healthy’ may mean to you.

**Office of Religious and Spiritual Life (MORSL)**

The Office of Religious and Spiritual Life (MORSL) is dedicated to raising religious literacy and enhancing spiritual wellness at McGill. MORSL is a service you can turn to whether you want to connect with others who share your own religious roots or explore new and diverse religious and philosophical frameworks.

**Peer Support**

**International Buddy Program**

The International Buddy Program pairs new international students with current students who provide a friendly face, helping hand, and first Montreal friendship that can make a world of difference for new arrivals. Buddies can also offer linguistic support, cultural guidance, and information about life at McGill.

**Peer Support Centre**

The Peer Support Centre is a group of undergraduate and graduate students who provide one-on-one support to all McGill students who come to weekly drop-in sessions. Their program aims to provide a safe space for students to share what they are going through and receive confidential and non-judgmental support, as well as information on resources that may be helpful for their situation.

**McGill Student’s Nightline**

McGill Students’ Nightline is a confidential, anonymous, and non-judgmental listening service run by McGill students. They provide the community with a variety of support, which includes anything from information to crisis management and referrals. They are an English service. They also run Chatline, an online messaging service that is an extension of McGill Students’ Nightline.

**Queer McGill**

Queer McGill (QM) is a non-profit organization under the Student Societies of McGill University (SSMU) which aims to create a safe space and community for queer students. Through a variety of programming, including discussion groups, workshops, lecture series, and dance parties, Queer McGill provides space, opportunity, and a voice for queer students on campus and around Montreal.

9: ACADEMIC OPPORTUNITIES OUTSIDE MCGILL

McGill offers many study and work opportunities that allow you to earn credit while exploring new environments. Don’t miss this opportunity to study and discover a new place!
Go on Exchange!

McGill has many partnerships with universities around the globe - why not take advantage of them and go on an exchange? Not only will you earn credits, but you will also gain invaluable cultural experience. You will be exchanging places with another student at the host university for one or two terms (excluding the summer term). You will also pay the same tuition fees you would at McGill while studying at the host university. Please note that students must have a minimum CGPA of 3.0 to be considered to go on exchange. Information on exchange can be found on the OASIS website as well as at the Student Exchanges and Study Abroad (SESA) Office.

International Education Week

During the first week of November, make sure to attend International Education week! It’s your best introduction to the world of study abroad. Are you ready to travel and discover other cultures as you work towards your McGill degree? Check out International Education Week to learn more about what McGill has to offer, both inside and outside of the classroom.

Field Studies

McGill Field Studies courses offer you a chance to put theory into practice through local, regional, and international field study semesters and individual courses. Field studies provide practical experience and a chance to integrate and apply knowledge gained in the classroom. In many cases, field courses can be counted towards your major program requirements. See your departmental or faculty advisor for details.

Independent Study Away

An Independent Study Away differs from an exchange in that you pay the host university's tuition. As it sounds, an Independent Study Away requires more independent planning on your part to select and apply to your host institution of choice. Students must have at least a 2.7 CGPA.

Internships

Internships allow you to gain valuable on-the-job experience in your field with the possibility of earning pay or credits for the internship. The Arts Internship Office is your resource to find internships designated for Arts students on campus and beyond.

ARIA (Arts Undergraduate Research Internship Award)

The Arts Undergraduate Research Internship Award (ARIA) is there to support you if you decide to undertake research during the summer under the direct supervision of a faculty member. If you are awarded an ARIA, you can contribute to a professor’s research agenda while also gaining useful academic research skills.

Questions? Don’t hesitate to contact us!

McGill Arts Office of Advising and Student Information Services (OASIS)
McGill Website: http://www.mcgill.ca/oasis
Submit a request thru Arts OASIS Service Portal
Instagram: McGill University Arts OASIS on Instagram • Photos and videos