

**Faculty of Arts OASIS – Bachelor of Arts – Degree Planning Worksheet for Study Away 2018/19**

<b>Name</b>		<b>Student ID</b>	
<b>Date</b>		<b>Signature</b>	

<b>Advanced standing (AP, IB, Fr. Bac, CEGEP credits):</b>	
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	<b>Major Con; Hon; Jnt. Hon; Faculty</b>	<b>Major Con; Jnt. Hon; Minor Con.</b>	<b>Minor Con.</b>	<b>Minor Con.</b>	<b>Electives</b>
<b>Term</b>	<b>Course CODE &amp; # (i.e. ENGL 203)</b>	<b>Course CODE &amp; # (i.e. ENGL 203)</b>	<b>Course CODE &amp; # (i.e. ENGL 203)</b>	<b>Course CODE &amp; # (i.e. ENGL 203)</b>	<b>Course CODE &amp; # (i.e. ENGL 203)</b>
<b>Fall</b> _____					
<b>Winter</b> _____					
<b>Summer</b> _____					
<b>Fall</b> _____					
<b>Winter</b> _____					
<b>Summer</b> _____					
<b>Fall</b> _____					
<b>Winter</b> _____					
<b>Summer</b> _____					
<b>Fall</b> _____					
<b>Winter</b> _____					
<b>Summer</b> _____					

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

To plan a successful exchange or independent study away you should know the progression of each of your McGill programs so that you can choose a host university whose courses will be a 'good fit' for all your programs. Consult our **Degree Planning Guide** for further information on how to select a program of study that meets your academic and career goals. (See [www.mcgill.ca/oasis/academic/degree-planning/degree-planning-guide](http://www.mcgill.ca/oasis/academic/degree-planning/degree-planning-guide))

### Step 1: Select your program(s) 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", then select "Change Your Primary Academic Curriculum".

### Step 2: Plan your courses for each program of study.

A. Review the requirements for your programs of study and 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. (See <https://www.mcgill.ca/study/2018-2019/faculties/arts/undergraduate>) **Note that no course may fulfil the requirements for more than one program or concentration requirement.**

B. Enter the McGill courses needed for each program of study on the "Arts OASIS Degree Planning Worksheet". If a course cannot be used to complete a program requirement, it must be entered in the "ELECTIVE" column. Courses that are prerequisites for a program of study, must be entered in the "ELECTIVE" column.

- Enter the year for each term and the McGill courses you have completed in the correct column for each term of study.
- Enter the McGill courses you have **in progress** in the correct column and term of study.
- Enter the McGill courses you have **remaining to complete for each program in each remaining term** in the correct column and term of study. Use the McGill eCalendar to check the term in which a course is offered. (See <https://www.mcgill.ca/study/2018-2019/faculties/arts/undergraduate>)

C. 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** on the following website. (See [www.mcgill.ca/oasis/programs/courses](http://www.mcgill.ca/oasis/programs/courses))

Based upon the McGill courses you have remaining to complete, think about the McGill course content you must cover for the term(s) you will be away and which host university offers the course content you need in order to determine the ideal term for you to study away. Carefully review our "Transfer Credit Policy" for additional guidance. (See [www.mcgill.ca/oasis/away/transfer-credit-policy](http://www.mcgill.ca/oasis/away/transfer-credit-policy))

### Step 3: Consult your Departmental Program Advisers

It is strongly recommended that you consult with your Departmental Program Advisers (well in advance of the study away application deadline) to guide your course selection and ensure that you are meeting your program requirements. Consult the departmental adviser contact list to find out how to reach advisers to discuss your degree plan. (See [www.mcgill.ca/oasis/advising/departmental-advising-information](http://www.mcgill.ca/oasis/advising/departmental-advising-information))

Bring your completed 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?
- 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?

**Questions?** Consult our "Plan and Prepare" instructions ([www.mcgill.ca/oasis/away/plan-prepare](http://www.mcgill.ca/oasis/away/plan-prepare)), visit our website for the date of our next **Question and Answer** session ([www.mcgill.ca/oasis/](http://www.mcgill.ca/oasis/)) or email us at [studyaway.arts@mcgill.ca](mailto:studyaway.arts@mcgill.ca).

