



McGill University  
Department of Psychiatry  
Graduate Program Office

**To: Psychiatry graduate students, summer 2013**  
**From: Miriam Staudt, Graduate Program Coordinator**  
**Date: June 11, 2013 Subject: Registration**

Welcome to your graduate program summer term! Your Minerva web registration for the program and courses for **summer 2013** is open until August 31<sup>st</sup>, 2013. See <http://www.mcgill.ca/importantdates/event/tentative-date-summer-registration-period-graduate-students-students-should-confirm-dates-individual-214535>. It is not necessary to register for summer courses, but the Program registration must be done for the first summer. Use the “important dates” web site for registration and other deadlines in following terms.

Selection of courses is normally done in consultation with your thesis supervisor and advisory committee. See <http://www.mcgill.ca/students/courses/add/register> for course descriptions and <http://www.mcgill.ca/gps/students/registration> for directions. Double program students including Psychiatry residents must register on [www.mcgill.ca/students/records/forms](http://www.mcgill.ca/students/records/forms), not on Minerva. Before registering for courses outside of the Department of Psychiatry, send a note to the Graduate Program Director, Dr. Naguib Mechawar ([Naguib.mechawar@mcgill.ca](mailto:Naguib.mechawar@mcgill.ca)) with your reasons for requesting approval. Please do register for the program by the deadline each semester to avoid late fines, and send us a copy of the approval correspondence for courses later if necessary. Please note that essentially all Graduate Studies forms which require a signature from the “Chair” are to be sent to Dr. Mechawar, the Graduate Program Director, or to my office at room 105, 1033 Pine Ave. West, **for Dr. Mechawar’s signature**, and not to the Chair.

**All students must register for the overall graduate program each semester, in addition to individual courses, by selecting “REGN RCGR” from the Faculty menu for Grad Studies on Minerva, (scroll down to “R”), not Psychiatry on the Subject list.** (Ignore the subject list.) MSc students should register for one thesis credit “course” per semester: PSYT-691, followed by PSYT-692 and PSYT-693 to accumulate credits for your research project. Do not register more than once for the same course number; stop when you have added each of 691, 692 & 693. Ad hoc PhD students **should not** add the thesis credit courses. Please check your completed course registration records on Minerva. When you have completed the required 3, 3-credit courses and the 3 thesis project credit courses, you are still considered to have full-time status while completing your thesis research work.

See <http://www.mcgill.ca/gps/students/research-exams> for the required Research Progress report forms. Complete the Objectives Form 1 together with your thesis supervisor and submit it to me or to Dr. Mechawar by the end of your first semester. The Progress Record and Progress Report Forms 2 & 3 should be sent to me or Dr. Mechawar 12 months after starting and at the end of each subsequent year.

Please see <http://www.mcgill.ca/psychiatry/education/graduate-program> for updates and contact me for further information at [graduate.psychiatry@mcgill.ca](mailto:graduate.psychiatry@mcgill.ca) or 398-4176, or Dr. Mechawar at [naguib.mechawar@mcgill.ca](mailto:naguib.mechawar@mcgill.ca) or 761-6131 ext. 3365. Let me know of any changes in your **postal or e-mail addresses** as soon as possible. It is important to set up your McGill e-mail address right away if you haven’t already done so. Best wishes for your studies.