

Science Office for Undergraduate Student Advising (SOUSA)

Dawson Hall, Room 405 853 Sherbrooke Street West – Montreal, QC – H3A 0G5 514-398-5442 www.mcgill.ca/science/student

Welcome to McGill!

The SOUSA advising team would like to help you begin your McGill career successfully. We have prepared this pamphlet to help you organize your priorities as you begin your university studies. Use the "Important Dates" listing and the to-do lists that apply to you to plan your year so that you know what to do and when to do it.

- Read through the "Advising FAQs" to learn how to resolve common issues.
- Consult the "Other Resources" section to get an idea of all of the services that are available to you on campus.

The SOUSA advising team wishes you the very best for your first year at McGill – we encourage you to take advantage of our advising services and hope to meet you soon!



SOUSA Advising

The SOUSA office provides academic advice to undergraduate students in the B.Sc. and B.A. & Sc. degrees. SOUSA (faculty level) advisors are experts in the regulations and requirements pertaining to specific degree programs. They are available throughout the academic year to help you plan your studies, and can provide advice about program selection, course registration, credit load, and deadlines. If you experience any academic, personal, financial, or medical difficulties during your studies, your SOUSA advisor can help you explore possibilities and strategies for managing your academic situation. All advising sessions are confidential and free.

You also have access to program advisors, who are specialists in the requirements of their specific courses and programs. There is a program advisor for every major, honours, liberal and minor program available in the B.Sc. degree.

To make the most of your time at McGill, keep in mind that your active participation in the advising process is essential. You must be proactive about seeking meetings with various advisors, professors, and counselors to ensure that you receive the advice you need to plan your studies and meet your academic goals. Your SOUSA advisor is happy to give you guidance, but it is ultimately your responsibility to ensure that you have met your degree requirements.

Who is your SOUSA advisor?

You can find the name of your assigned advisor on your unofficial Minerva transcript. In Minerva, select the "Student" tab on the top menu → select the "Student Records Menu" → select the "view your unofficial transcript" option; it is normally added to the transcript during the first week of July. To meet with your SOUSA advisor, send him or her an email or come to Dawson Hall for drop-in advising. Advisor availability and contact information is available at www.mcgill.ca/science/student

Important Dates

→Official site for Important Dates ← : <u>http://www.mcgill.ca/importantdates/</u>

FALL 2019	
August 14	Last day for new students to register for at least one course without late fee
September 3	First day of lectures
September 17	Course Change (add/drop) deadline for Fall term
September 24	Deadline for withdrawal (grade of "W") WITH fee refund
October 29	Deadline for withdrawal (grade of "W") WITHOUT fee refund
December 5	Last day of lectures for the Fall term (<i>Monday class schedule!</i>)
December 6 - 20	Final exam period. Midway through the term, the final exam schedule will be posted here: (www.mcgill.ca/students/exams/)

WINTER 2020	
January 7	First day of classes for the Winter term
January 22	Course Change (add/drop) deadline for Winter term
January 29	Deadline for withdrawal (grade of "W") WITH fee refund
March 2 - March 6	Study Break
March 12	Deadline for withdrawal (grade of "W") WITHOUT fee refund
April 12	Last day of lectures for the Winter term
April 15 - 30	Final exam period. Midway through the term, the final exam schedule will be posted here: (www.mcgill.ca/students/exams/)





You need to complete 90 university credits for your B.Sc. Your transcript indicates that you need 120 credits, however you have been granted 30 credits of advanced standing due to your CEGEP D.E.C.. So in fact, you have 90 remaining credits to complete. If you obtained a D.E.C. in Science or in Integrated Arts and Science, you are exempt from the freshman program, and may proceed directly into your major.

If you completed a D.E.C. in any other field (Technical, Social science, etc...) you may have some outstanding freshman science courses to complete. Please consult with your SOUSA advisor to determine if this is the case. Regardless of whether or not you have any outstanding freshman science courses to complete, you will also be declaring your major this year.

In addition to your SOUSA advisor, who will follow you throughout the next three years, you will also have a program advisor for each major/honour/liberal and minor program you declare. Program advisors specialize in the requirements of the specific program, whereas your SOUSA advisor specializes in all other aspects of the Bachelor of Science degree. Your SOUSA advisor's name can be found on your MINERVA unofficial transcript; it is normally added to the transcript during the first week of July. Contact information for program advisors is available in the "Other Resources" section of this pamphlet.



TO DO LIST
Thursday, June 9, 2019: Attend CSI (CEGEP Student Information) if you were admitted from CEGEP and are in Montreal. It is <i>really</i> helpful to attend this event, but if you cannot, don't worry; just be sure to attend "Discover McGill" orientation day in August. See <u>http://www.mcgill.ca/firstyear/undergrad-students/csi-mcgill</u> for the day's schedule.
Activate your McGill email - since all important correspondence from McGill will be sent to your McGill email address, you should activate this account right away.
Confirm whether you will be granted course exemption for any CEGEP courses (Organic Chemistry 1 and/or 2, Calculus 3, Linear Algebra, Statistics). For details, consult <u>http://www.mcgill.ca/students/transfercredit/prospective/cegep</u> .
Review the information about program requirements in the Science section of the Undergraduate Programs E-Calendar at http://www.mcgill.ca/study/faculties/science/undergraduate
Read the sections of the undergraduate programs calendar pertaining to your degree requirements: http://www.mcgill.ca/study/faculties/science/undergraduate/ug_sci_degree_reqs
Familiarize yourself with the SOUSA web page: <u>http://www.mcgill.ca/science/student/newstudents</u>
Complete your course registration. Keep in mind that you must register for courses for both the fall and winter terms.
Verify your course and program selection on your Minerva unofficial transcript. In Minerva, select the "Student" tab on the top menu \rightarrow select the "Student Records Menu" \rightarrow select the "view your unofficial transcript" option.
Review your course schedule on Minerva to determine the locations of your courses. You can find the buildings where your courses will be held on the campus map: <u>www.mcgill.ca/maps</u>
August 14, 2019: Make sure you have signed up for at least one course by to avoid late registration fees.
August 27, 2019: Attend "Discover McGill" Orientation day This is especially important if you have not attended CSI in June.
Attend orientation sessions for the department(s) offering the majors you intend to complete. See <u>www.mcgill.ca/science/student/newstudents/u1/programorientation</u> for times and locations (late August and early September).
Meet with your program advisor to ensure that you are properly registered.
September 3, 2019 – First day of lectures.
Review your course syllabi before the end of the add/drop period to help plan your semester and determine what is expected of you in each course. If you notice that two of your midterms are scheduled at the same time, speak to your professors right away to make necessary arrangements – do not wait until the last minute to resolve exam conflicts!

Baccalaureate, French Baccalaureate, European Baccalaureate, A-levels, or other non-university educational backgrounds

You need to complete 120 university credits for your B.Sc. This normally requires 4 years of full-time study. You may have received advanced standing credits due to your previous education, to a maximum of 30 credits. To find out if this applies to you, and for more information on this, please consult: http://www.mcgill.ca/students/transfercredit/prospective/

If you do not have any advanced standing, or if you have received between 3 and 23 credits of advanced standing, you are considered a freshman (U0) student; you will not declare your major until next year. If you have received 24 to 30 advanced standing credits, you are considered a U1 student, and you must declare a major this year.

Regardless of whether you are U0 or U1, you must complete the Science Freshman Program requirements. If you have advanced standing credits, these may contribute to the completion of some or all of the Freshman Program requirements. In order to determine if you have any outstanding freshman program courses to complete, you must submit the online course approval form to SOUSA. You will find the form here: http://www.mcgill.ca/science/student/newstudents/u0/bscfreshman/course-approval-form.

An advisor will review the form, and let you know if there are any outstanding freshman program requirements, which you must complete. If you have any questions after you have submitted the form, please contact your SOUSA advisor for clarification.

In addition to your SOUSA advisor, who will follow you throughout the next four years, you will also have a program advisor for each major/honour/liberal and minor program you declare. Program advisors specialize in the requirements of the specific program, whereas your SOUSA advisor specializes in all other aspects of the Bachelor of Science degree. Your SOUSA advisor's name can be found on your MINERVA unofficial transcript; it is normally added to the transcript in the first week of July. Contact information for program advisors is available in the "Other Resources" section of this pamphlet.



	TO DO LIST
S.	Complete and submit the online course approval form as early as possible. You will find this form at <u>http://www.mcgill.ca/science/student/newstudents/u0/bscfreshman/course-approval-form</u>
Ŕ	Activate your McGill email. Since important correspondence from McGill will be sent to your McGill email address, you should activate this account right away.
×,	Familiarize yourself with the SOUSA "New Student" web page at: <u>https://www.mcgill.ca/science/student/newstudents/u0/bscfreshman</u> or <u>http://www.mcgill.ca/science/student/newstudents/u1</u>
Ŕ	Confirm whether you will be granted credit and course exemption for any coursework that you have completed elsewhere. For details, consult <u>http://www.mcgill.ca/students/transfercredit/prospective/</u>
Ŕ	Review the B.S.c. Freshman Program Requirements at <u>www.mcgill.ca/science/student/newstudents/u0/bscfreshman/requirements</u> and if you have received advanced standing credits, establish whether you have been exempted from any of these requirements. Make sure you register for all outstanding freshman program requirements.
Ŕ	If you are in U1 and thus declaring a major or Interfaculty program, review the information about program requirements in the Science section of the Undergraduate Programs E-Calendar at www.mcgill.ca/study/faculties/science/undergraduate
Ŕ	Read the sections of the undergraduate programs calendar pertaining to your degree requirements at www.mcgill.ca/study/faculties/science/undergraduate/ug_sci_degree_reqs
×¢	Complete your course registration. Keep in mind that you must register for courses for both the fall and winter terms.
×,	Verify your course and program selection on your Minerva unofficial transcript. In Minerva, select the "Student" tab on the top menu \rightarrow select the "Student Records Menu" \rightarrow select the "view your unofficial transcript" option.
Ŕ	Review your course schedule on Minerva to determine the locations of your courses. You can find the buildings where your courses will be held on the campus map: www.mcgill.ca/maps
Ŕ	August 14, 2019: Make sure you have signed up for at least one course by to avoid late registration fees.
Ŕ	August 27, 2019: Attend "Discover McGill" Orientation day
S.	Attend orientation sessions for the department offering the Interfaculty or Science major or minor you intend to complete.
	See <u>www.mcgill.ca/science/student/newstudents/u1/programorientation</u> for times and locations (late August and early September).
Ŕ	If you are in U1, meet with your program advisors to ensure that you are properly registered.
Ŕ	If you are in U0, consult with your SOUSA advisor if you have any questions about your registration.
	September 3, 2019: First day of lectures.
×,	Review your course syllabi before the end of the add/drop period to help plan your semester and determine what is expected of you in each course. If you notice that two of your midterms are scheduled at the same time, speak to your professors right away to make necessary arrangements – do not wait until the last minute to resolve exam conflicts!
Ş	If you are in U0 and are already thinking about your options for next year, do some research. Although your assigned SOUSA advisor will be your main advising contact during your first year, you may still speak to program advisors to learn more about the programs that interest you. Contact information for program advisors is available in the "Other Resources" section of this pamphlet.

Students admitted with a university course background (those transferring from

another university or who have been admitted to a second bachelor's degree)

You need to complete 120 university credits for your B.Sc. Due to your previous university studies, you have probably been granted some university transfer credits. You may also have received some advanced standing credit due to pre-university studies if you completed the International Baccalaureate, the French Baccalaureate, the European Baccalaureate, A-levels or AP exams, etc... For more information on advanced standing and transfer credits, and how these apply to you, please consult:

http://www.mcgill.ca/students/transfercredit/prospective/

Regardless of the number of advanced standing and/or transfer credits you receive, you must still complete the Science Freshman Program requirements. Your advanced standing and/or transfer credits may contribute to the completion of some or all of the Freshman Program requirements. In order to determine if you have any outstanding freshman program courses to complete, you must submit the online course approval form to SOUSA. You will find the form here:

http://www.mcgill.ca/science/student/newstudents/u0/bscfreshman/course-approval-form.

An advisor will review the form, and let you know if there are any outstanding freshman program requirements, which you must complete. If you have any questions after you have submitted the form, please contact your SOUSA advisor for clarification.

In addition to your SOUSA advisor, who will follow you throughout the next few years, you will also have a program advisor for each major/honour/liberal and minor program you declare. Program advisors specialize in the requirements of the specific program, whereas your SOUSA advisor specializes in all other aspects of the Bachelor of Science degree. Your SOUSA advisor's name can be found on your MINERVA unofficial transcript; it is normally added to the transcript in the first week of July. Contact information for program advisors is available in the "Other Resources" section of this pamphlet.



	TO DO LIST
i G	Complete and submit the online course approval form as early as possible. You will find this form at
E	http://www.mcgill.ca/science/student/newstudents/u0/bscfreshman/course-approval-form
В	Activate your McGill email - since all important correspondence from McGill will be sent to your McGill
E	email address, you should activate this account right away.
В	Familiarize yourself with the SOUSA "New Student" web page at:
E	http://www.mcgill.ca/science/student/newstudents/u0/bascfreshman or
	http://www.mcgill.ca/science/student/newstudents/u1
Ъ	Confirm whether you will be granted credit and course exemption for any coursework that you have
E	completed elsewhere.
	For details, consult http://www.mcgill.ca/students/transfercredit/prospective/ .
B	Review the B.S.c. Freshman Program Requirements at:
	www.mcgill.ca/science/student/newstudents/u0/bscfreshman/requirements and if you have received
	advanced standing credits, establish whether you have been exempted from any of these requirements.
	Make sure you register for all outstanding freshman program requirements.
B	Review the information about program requirements in the Science section of the Undergraduate
	Programs E-Calendar at <u>www.mcgill.ca/study/faculties/science/undergraduate</u>
Ð	Read the sections of the undergraduate programs calendar pertaining to your degree requirements: www.mcgill.ca/study/faculties/science/undergraduate/ug_sci_degree_reqs
ß	Complete your course registration. Keep in mind that you must register for courses for both the fall and
E	winter terms.
В	Verify your course and program selection on your Minerva unofficial transcript.
E	In Minerva, select the "Student" tab on the top menu \rightarrow select the "Student Records Menu" \rightarrow select the
0. S	"view your unofficial transcript" option.
B	Review your course schedule on Minerva to determine the locations of your courses.
	You can find the buildings where your courses will be held on the campus map: <u>www.mcgill.ca/maps</u>
<u>E</u>	August 14, 2019: Register for at least one course to avoid late registration fees.
	August 27, 2019: Attend "Discover McGill" Orientation day
ÎQ.	Attend orientation sessions for the department offering the Interfaculty or Science major or minor you
	intend to complete.
	See <u>www.mcgill.ca/science/student/newstudents/u1/programorientation</u> for times and locations (late
°• 77	August and early September).
Ð	If you are in U1, meet with your program advisors to ensure that you are properly registered.
B	If you are in U0, consult with your SOUSA advisor if you have any questions about your registration.
	September 3, 2019: First day of lectures.
A.	Review your course syllabi before the end of the add/drop period to help plan your semester and
	determine what is expected of you in each course.
	If you notice that two of your midterms are scheduled at the same time, speak to your professors right
	away to make necessary arrangements – do not wait until the last minute to resolve exam conflicts!

Non-degree students (Exchange students, Visiting students and Special students)

You are not required to follow any specific McGill program. Instead, you will be following an individualized course of study intended to meet your specific educational requirements. As such, you must work closely with your SOUSA advisor as well as with the academic advisors associated with each department/program in order to find the best courses to meet your needs.

In addition to your SOUSA advisor, who will be your "go-to" person while you are here, you will also have access to Program advisors. Program advisors are the experts on the courses within their specific departments/programs, whereas your SOUSA advisor specializes in all other aspects of the Bachelor of Science degree. Your SOUSA advisor's name can be found on your MINERVA unofficial transcript; it is normally added to the transcript in the first week of July. Contact information for program advisors is available in the "Other Resources" section of this pamphlet.

	TO DO LIST
-	Activate your McGill email - since all-important correspondence from McGill will be sent to your McGill
E	email address, you should activate this account right away.
-	Review the general advising and course information for newly admitted special, visiting, and exchange
B	students at www.mcgill.ca/science/student/special
~	Read the sections of the undergraduate programs calendar pertaining to the Bachelor of Science
Ŵ	degree: <u>www.mcgill.ca/study/faculties/science/undergraduate/ug_sci_degree_reqs</u>
E	Complete your course registration. Keep in mind that you must register for courses for both the fall and
CEED .	winter terms.
E	Verify your course and program selection on your Minerva unofficial transcript.
CE C	In Minerva, select the "Student" tab on the top menu $ ightarrow$ select the "Student Records Menu" $ ightarrow$ select
	the "view your unofficial transcript" option.
er	Review your course schedule on Minerva to determine the locations of your courses. You can find the
B	buildings where your courses will be held on the campus map: <u>www.mcgill.ca/maps</u>
6	August 14 2019: Register for at least one course to avoid late registration fees.
5	5
W	August 27, 2019: Attend "Discover McGill" Orientation day.
Æ	You may wish to attend orientation sessions for the department in which you are taking most of your
E	courses. See www.mcgill.ca/science/student/newstudents/u1/programorientation for times and
	locations (late August and early September).
F	Consult with your SOUSA advisor. Program advisors will also be available to answer any academic
	questions about your first year at McGill.
W	September 3, 2019 – First day of lectures.
জ্য	Review your course syllabi before the end of the add/drop period to help plan your semester and
Ger	determine what is expected of you in each course.
	If you notice that two of your midterms are scheduled at the same time, speak to your professors right
	away to make necessary arrangements – do not wait until the last minute to resolve exam conflicts!

Advising FAQs

I was admitted into U1. Do I need to complete the Freshman Program requirements?

If you were admitted to U1 following the completion of a CEGEP D.E.C. in Science or in Integrated Arts and Science you are NOT required to complete the Science Freshman program.

If you were admitted to U1 due to advanced standing granted from an International Baccalaureate, a French Baccalaureate, a European Baccalaureate, A-levels, AP credits, university transfer credits or any other educational background except a Quebec CEGEP Diploma (D.E.C.) you must complete the Science Freshman program requirements, regardless of your U1 status. Your advanced standing credits MAY contribute to the completion of some or all of the Freshman Programs requirements. In order to determine if you have any outstanding freshman program courses to complete, you must submit the online course approval form to SOUSA. An advisor will review the form, and let you know if there are any outstanding freshman program requirements, which you must complete. If you have any questions after you have submitted the form, please contact your SOUSA advisor for clarification.

l expect to receive advanced standing and/or transfer credits for some previously completed coursework. What should I do to ensure that I am properly reaistered?

Any advanced standing and transfer credits that you receive will be listed on your Minerva unofficial transcript. Keep in mind that this may take a while. If you have any questions about your transfer credits or advanced standing please consult your SOUSA advisor. Make sure that you do not register for a course at McGill for which you have an exemption as you will not receive credit if you take the same course a second time.

- For more information refer to:
- www.mcgill.ca/students/transfercredit/prospective (advanced standing) AND
- www.mcgill.ca/students/exams/dates/science/ (placement exams).
- If you have completed university-level courses elsewhere, consult
- www.mcgill.ca/science/student/newstudents/transferring-another-university to determine if you are eligible

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- for further transfer credits and/or exemptions.
- If you have a CEGEP D.E.C. please consult: www.mcgill.ca/students/transfercredit/prospective/cegep/#specific
- to determine if you are exempt from any McGill courses. If you have any questions, please contact your SOUSA advisor.

What is the difference between required, complementary, and elective courses?

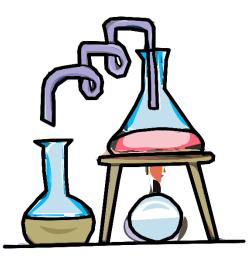
Required courses must be taken to complete specific program requirements.

Complementary courses also count towards your program requirements; however, you do not have to take all of the complementary courses listed for a specific program. Instead, you must choose a specific number of credits from a list of complementary courses in order to complete program requirements.

Elective courses are the courses that you take outside of your selected program or programs, in order to reach the 120 credits necessary for obtaining your degree. _ _ _ _ _



Students entering McGill who feel that they've completed the equivalent of one or more university-level mathematics or science courses, but do not have acceptable certification to that effect, may earn exemptions from one or more of the Freshman Science courses by taking admission placement examinations before starting classes. These are formal exams held on the McGill campus. For more information, please go to www.mcgill.ca/students/exams/science/



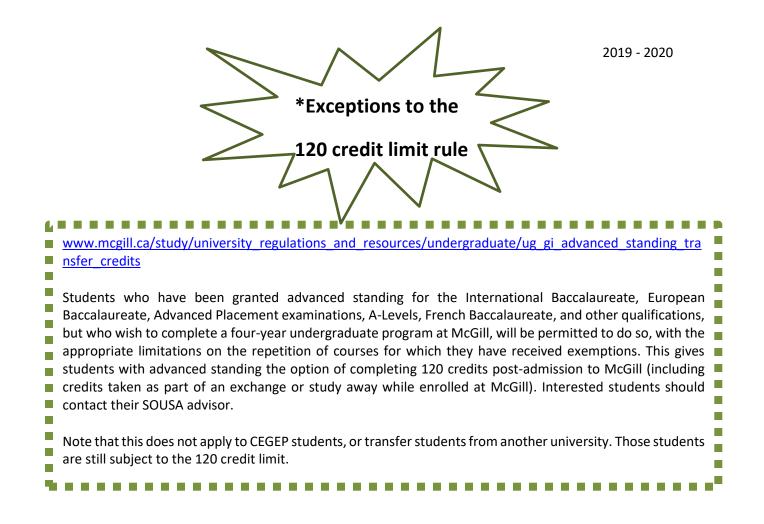
Can I take a course under the S/U Option? If you would like to take a course outside of your area of specialization without worrying about whether that course will decrease your GPA, the Satisfactory/Unsatisfactory (S/U) option may be a good option for you. Courses taken under this option will receive final grades of "S" or "U," and these final grades are not included in GPA calculations and do not count towards your major or minor requirements. They count only as elective credit. To choose this option for a course, go to the Course Add/Drop menu on Minerva and change the "course grade mode." However, keep the following rules in mind when you are considering the S/U option: U0 students cannot use the S/U option. Do NOT use the S/U option on courses that count towards your program requirements. You may only take one elective course per term under the S/U option, and you may only use the S/U option for a maximum of 10% of your total McGill credits (i.e. the number of credits you must complete at McGill in order to obtain your degree).

For more information, see
www.mcgill.ca/study/university_regulations_and_resources/undergraduate/gi_course_
info regulations#booknode-68317



If the course is full and it is a required course for your program, am having trouble you must contact the department administering the course to registering for a course. determine whether they can increase the course's capacity. If What can I do? not, spaces often open in courses during the add/drop period, so if you really want to get into a course, just keep checking on Minerva to see if any seats have opened. For more details about course registration problems, including explanations of Minerva error messages such as "Reserve Closed," refer to our "Tips on handling registration problems" at www.mcgill.ca/science/student/general/registration/tipsheet/ I am on the waitlist for a If you are on the waitlist for a course, do NOT drop the course if course. What should I do? you see that places have become available in that course. If you do this, you will lose your place on the waitlist. Any seats that do open in waitlisted courses will be filled by students who are next on the waitlist. When it is your turn to register for the course, you will receive an email (at your McGill address) telling you how much time you have to register. It is during this time that places will appear to be open in the course, when in reality no one else will be allowed to register for these open seats. For more information about waitlists, visit: www.mcgill.ca/students/courses/add/waitlisting/ ------Can I register for an elective -----course in other faculties, such B.Sc. students are normally allowed to take a maximum of 18 as Management, Music or credits outside of the faculties of Arts and of Science. However, only certain courses are acceptable for credit towards your B.Sc. Engineering for example? To make sure that the course you wish to take is acceptable for credit, see "Restricted Courses outside the Faculty of Science" at www.mcgill.ca/science/student/continuingstudents/bsc/outside For more details on this regulation, see www.mcgill.ca/study/faculties/science/undergraduate/ug sci c ourse regs#booknode-67715 -----







Other Resources

Program Advisors:

Contact information for all Science and Arts departments is available at <u>www.mcgill.ca/science/student/newstudents/u1/adviser/</u> (Science) AND <u>www.mcgill.ca/oasis/resources/departmental-academic-advisers</u> (Arts)

Graduation Checklist:

Use these checklists to ensure that there are no surprises when you want to graduate. Review these early enough to make changes if needed: <u>http://www.mcgill.ca/science/student/graduating-students</u>

Service Point provides the following services for students:

- assistance with course and program registration for Arts and Science students
- information about exams, and approval of requests for supplemental and deferred exams for Arts or Science students
- ranking/recommendation letters for Arts and Science students
- proof of enrolment letters
- certified or translated copies of diplomas
- help with admissions/application process
- help with Minerva
- international health insurance card and exemptions
- McGill ID cards
- official transcript pick-up, replacement diplomas
- student study-abroad exchange programs
- help with submission of legal documents
- tuition and fees information
- US student loans pick-up

For more information and online service options, visit www.mcgill.ca/students/servicepoint/

Student Services:

McGill offers a full range of student services – everything from counselling to career planning! To learn more about the services available, visit <u>www.mcgill.ca/studentservices</u>

The Undergraduate Programs, Courses and University Regulations Online

Calendar: The online calendar includes everything from program information to all university rules and regulations. As a McGill student, it is your responsibility to be familiar with the information outlined in this document, which is available at <u>www.mcgill.ca/study</u>