

## **Planning Your Degree – Where to Get Help!**

### **What is a Department and how does it differ from the Faculty?**

The Faculty of Arts is made up of Departments (e.g., political science, sociology, etc.) and Interdisciplinary (e.g., International Development Studies) and Faculty (e.g., Industrial Relations) programs. Each of these deliver programs (e.g., honours, major, and minor). A 120 credit degree is comprised of a combination of programs (e.g., honours, joint honours, honours plus minor; double major, major plus minor, etc.); 60 of these credits must have been completed at McGill. Each program is comprised of required and complementary courses. Everything else that you take is an elective. You have to take 2/3 of each program here at McGill; this is called a residency requirement. If you are a freshman (U0 only), you must take 6 credits each in 3 out of the following 4 categories: social science, humanities, languages, math/science.

### **When should I see my departmental advisor?**

When I need more information about a departmental program (e.g., honours, major, minor)  
When I need more information about a specific course  
When I need a study-away course approved  
When I want to make sure that I am meeting all requirements of my program (e.g., honours, major, minor)  
When I want to know the process to get into a full-course  
When I want to know the process to get a special permission for course registration

### **When should I consult the Faculty of Arts OASIS office?**

When I need assistance in planning my degree  
When I am not sure if the department or program is the right one for me  
When I want to confirm that I am on track to graduate when I am supposed to graduate  
When I haven't met all requirements for graduation  
When I want to take one or more courses at another university  
When transfer credits from study away, exchange, and/or inter-university transfer are not accurately reflected on my transcript  
When my academic standing is probationary or unsatisfactory  
When my academic performance is not as good as I think it should be  
When I am having personal issues (physical or mental health) that are getting in the way of my academic performance  
When I want to withdraw from a course after the deadline  
When I have concerns related to policies in the Handbook of Student Rights & Responsibilities, Student Assessment Policy, or Student Charter of Rights

**See reverse**



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### When should I go to Service Point?

To obtain an ID Card

To ask admissions and application-related questions

To ask for help using Minerva

When anything on my transcript needs to be changed (in consultation with my advisor)

    When there is an error on my transcript

    When something on my record needs to be updated

    When I want to withdraw from a course after the deadline (in order to have record changed)

When I need to pick up a copy of my official McGill transcript

When I have an exam conflict

When I need to defer an exam

When I want to write a supplemental exam

When I would like to have my final exam re-read

To obtain my International Health Insurance card (for international students only)

To ask questions about my immigration and legal documents

To ask questions about student exchanges

To inquire about my tuition status and billing