

Continuing Education



McGill

UNIVERSITY
CALENDAR

2009-2010



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Not all courses are offered every year and changes can be made after this Calendar is published. Always check the Class Schedule link at www.mcgill.ca/courses for the most up-to-date information on whether a course is offered.

Note: Throughout the text, “you” refers to students newly admitted, readmitted or returning to McGill.

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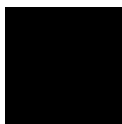
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How to Reach the Centre for Continuing Education

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OFFICE HOURS

Academic Departments: Regular hours

Monday to Friday, 09:00 - 17:00

Exceptions

On the following dates, offices will be open Monday to Thursday, 09:00 - 18:00, and Friday, 09:00 - 17:00:

August 24 to September 17, 2009

December 17 to December 22, 2009

January 4 to January 21, 2010

Student Affairs Office: Regular hours

Monday to Thursday, 09:00 - 18:15

Friday, 09:00 - 17:00

Official University Holidays

June 24, 2009	La Fête Nationale du Québec
July 1, 2009	Canada Day
September 7, 2009	Labour Day
October 12, 2009	Thanksgiving Day
December 24 to January 1, 2010	Christmas and New Year's
April 2, 2010	Good Friday
April 5, 2010	Easter Monday
May 24, 2010	Victoria Day
June 24, 2010	La Fête Nationale du Québec
July 1, 2010	Canada Day

It is the responsibility of each student to read, understand, and abide by the regulations and procedures printed in this booklet.

The University reserves the right to make changes without prior notice to the information contained in this publication, including the alteration of various fees, schedules, conditions of admission and credit requirements, and the revision or cancellation of particular courses or programs.

Some professional development activities do not meet the criteria for student services. Students will not receive a McGill ID card and therefore cannot avail themselves of these services.

Glossary

Undergraduate: A student who has not yet completed a Bachelor's degree or a program that leads to a Bachelor's degree. A graduate student has completed a Bachelor's degree and is working toward a Master's degree or Doctorate.

Bachelor's degree: A degree that normally takes 3 or 4 full-time years to complete depending on the educational system you come from. An Honours program demands a high degree of specialization and requires a student to satisfy specific requirements while maintaining a good academic standing. Students generally complete a first academic year and can then select an Honours program. An Honours program can be a requirement for certain graduate (Master's) programs.

Certificate Program: A Certificate is a 30-credit first cycle program, governed by the teaching Faculty.

Diploma Program: A Diploma is a 30-credit second-cycle program which has as a prerequisite for admission, an undergraduate degree, or its equivalent, in any discipline, and for which Faculty approval rests with the teaching Faculty.

Graduate Diploma: A Graduate Diploma is a 30-credit second cycle program which has, as a prerequisite for admission, an undergraduate or graduate degree, or its equivalent, in the same or a related discipline, and for which Faculty approval rests with the Graduate and Postdoctoral Studies Office.

Graduate Certificate: A Graduate Certificate is a program of fewer than 30 credits but no less than 15 credits, which has, as a prerequisite, an undergraduate degree, and for which Faculty approval rests with the Graduate and Postdoctoral Studies Office.

Credit System: The Centre for Continuing Education uses the credit system, where each course is assigned a credit rating reflecting the number of weekly contact hours. In general, a three-credit course indicates three hours of lectures per week for one term but this does not apply to all faculties. Laboratory contact hours usually count for fewer credits. Credits also reflect the amount of effort required of students and generally assume two hours of personal study for each contact hour. The credit weight of each course is indicated in parentheses beside the course title.

Continuing Education Units (CE Units): Some courses at the Centre may carry a Continuing Education Unit rating. These courses do not normally count towards the fulfillment of a credit program. A Continuing Education Unit is a measure of the number of hours of participation - contact and/or study - in an organized Continuing Education activity. One unit represents ten hours of participation.

Non-Transcript Activity: A non-transcript activity is a course, seminar or workshop in any discipline that does not carry university credit or Continuing Education Units and will not appear on a university transcript.

Term: The academic year is broken into 2 terms: Fall (September to December) and Winter (January to April), with some optional courses available during the Summer term (May to August).

Advanced standing: If you are applying from a school system outside North America, or from another university, you may be eligible to receive advanced standing for university-level work you've already completed. Some students applying from outside Quebec may be able to earn exemption from taking basic courses by writing placement exams before classes start.

Minerva: By logging into Minerva, McGill's online administrative system, you can apply for admission, register for courses, check your exam schedule, update the status of your tuition, and look at your grades, 7 days a week, 24 hours a day, from the comfort of your own computer.

University Calendar: The Calendar is the official listing of requirements for degree, Certificate and Diploma programs

and courses offered by the University. It also describes the University's academic and administrative regulations, policies and procedures.

Calendar Supplement: The Calendar supplement is published three times a year before each registration period. It contains specific details on registration dates, and information pertaining to the upcoming term. In case of discrepancy, the information contained in the supplement takes precedence over the information in the University Calendar.

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1 The University

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1.1 History

The Hon. James McGill, a leading merchant and prominent citizen of Montreal, who died in 1813, bequeathed an estate of 46 acres called Burnside Place together with £10,000 to the "Royal Institution for the Advancement of Learning" upon condition that the latter erect "upon the said tract or parcel of land, an University or College, for the purpose of education and the advancement of learning in this Province"; and further upon condition that "one of the Colleges to be comprised in the said University shall be named and perpetually be known and distinguished by the appellation of 'McGill College'."

At the time of James McGill's death, the Royal Institution, although authorized by law in 1801, had not been created, but was duly instituted in 1819. In 1821 it obtained a Royal Charter for a university to be called McGill College. Further delay was occasioned by litigation, and the Burnside estate was not acquired until March 1829. The Montreal Medical Institution, which had begun medical lectures at the Montreal General Hospital in 1822, was accepted by the College as its Faculty of Medicine in June 1829. After further litigation, the College received the financial endowment in 1835 and the Arts Building and Dawson Hall were erected. The Faculty of Arts opened its doors in 1843.

Progress, however, was slow until the 1821 Charter was amended in 1852 to constitute the members of the Royal Institution as the Governors of McGill College. Since that time the two bodies have been one. It was first called "The University of McGill College" but in 1885 the Governors adopted the name "McGill University." Even after the amended charter was granted, little advance was made until 1855 when William Dawson was appointed Principal. When he retired 38 years later, McGill had over 1,000 students and Molson Hall (at the west end of the Arts Building), the Redpath Museum, the Redpath Library, the Macdonald Buildings for Engineering and Physics, and a fine suite of medical buildings had been erected.

Since then the University has continued to grow vigorously. In 1884 the first women students were admitted and in 1899 the Royal Victoria College was opened, a gift of Lord Strathcona, to provide separate teaching and residential facilities for women students. Gradually, however, classes for men and women were merged.

In 1905 Sir William Macdonald established Macdonald College at Sainte-Anne-de-Bellevue, as a residential college for Agriculture, Household Science, and the School for Teachers. Those components have since become the Faculty of Agricultural and Environmental Sciences, which includes the School of Dietetics and Human Nutrition, on the Macdonald Campus, and the Faculty of Education, located on the downtown campus. The University's general development has been greatly facilitated by the generosity of many benefactors, and particularly by the support of its graduates, as regular public funding for general and capital expenditures did not become available until the early 1950s. Since that

time government grants have become a major factor in the University's financial operations, but it still relies on private support and private donors in its pursuit of excellence in teaching and research.

The University now comprises 11 faculties and 10 schods. At present over 32,000 students are taking credit courses; one in four is registered in Graduate Studies.

The University is also active in providing courses and programs to the community through the Centre for Continuing Education.

1.2 Incorporated and Affiliated Colleges

INCORPORATED COLLEGE

Royal Victoria College

3425 University Street, Montreal, QC H3A 2A8

The Royal Victoria College, a non-teaching college of McGill University, provides residential accommodation for women students.

AFFILIATED THEOLOGICAL COLLEGES

Montreal Diocesan Theological College

3473 University Street, Montreal, QC H3A 2A8

Principal: J. M. Simons; B.A.(Bishop's), S.T.B.
(Trinity, Toronto), Ph.D.(Georgetown)

Presbyterian College of Montreal

3495 University Street, Montreal, QC H3A 2A8

Principal: J. Vissers; B.A.(Tor.), M.Div.(Knox, Toronto),
Th.M.(Princeton), Th.D.(Knox, Toronto)

United Theological College of Montreal

3521 University Street, Montreal, QC H3A 2A9

Principal: P. Joudrey; B.A., M.Div.(Acadia),
D.Min.(Andover Newton)

The above three colleges train students for the ministry and grant certificates for ordination but they have remitted their degree-granting powers, except with respect to the M.Div. and honorary doctorates, to the University.

1.3 University Government

McGill University is a corporation created by a Royal Charter granted by the Crown of the United Kingdom, a general supervisory power being retained by the Crown and exercised through the Governor General as Visitor.

The Governors of the University constitute the Royal Institution for the Advancement of Learning, a corporation existing under the laws of the Province of Quebec. In them is vested the management of finances, the appointment of professors, and other duties. Twelve of the governors are elected by the Board from amongst those nominated by its membership committee; three are elected by the Alumni Association; two are elected by Senate from amongst its members; two elected by the full-time administrative and support staff from amongst its members; two elected by the full-time academic staff; and two elected by students from amongst the student body. The Board elects the Chancellor of the University and also, from amongst its members, a chair to preside at its meetings, who may also be the Chancellor. The Chancellor and the Principal are ex officio members.

The Chancellor is presiding officer of Convocation and of joint sessions of the Board of Governors and the Senate.

The Chair of the Board of Governors is President of the Royal Institution for the Advancement of Learning.

The Principal and Vice-Chancellor is the chief executive officer of the University, appointed by the Board of Governors after consultation with a Statutory Committee to Nominate a Principal. The Principal is, ex officio, Chair of Senate.

The Senate is the highest academic authority of the University and has control over admission, courses of study, discipline, and degrees. The regulations of Senate are executed by the various faculties and schools, which also carry primary responsibility for the educational work of the University.

1.4 Recognition of Degrees

The Royal Institution for the Advancement of Learning (McGill University) is a publicly funded institution and holds a Royal Charter dated 1821 (amended in 1852) as well as being incorporated under the laws of the Province of Quebec.

McGill University was a founding member of the organization which evolved into the current Association of Universities and Colleges of Canada (A.U.C.C.) in which it remains very active. In addition, McGill University is a member of the American Association of Universities (A.A.U.). It is also a member of the Association of Commonwealth Universities and the International Association of Universities. Its undergraduate, professional and graduate degrees, including doctorates in a full range of disciplines, have been recognized by educational, government and private organizations worldwide for decades.

All of McGill's degree programs are approved by the Quebec *Ministère de l'Éducation, du Loisir et du Sport* (MELS) and the *Conférence des recteurs et des principaux des universités du Québec* (CREPUQ).

1.5 Governance

(As of July 2009)

1.5.1 Visitor

The Governor General of Canada

Her Excellency The Right Honourable Michaëlle Jean

1.5.2 Board of Governors

Robert Rabinovitch; B.Com.(McG.), M.A., Ph.D.(Penn.)
Chair

H. Arnold Steinberg; O.C., B.Com.(McG.), M.B.A.(Harv.), LL.D.(McG.)
Chancellor

Heather Munroe-Blum; O.C., B.A., B.S.W.(McM.), M.S.W.(W. Laur.), Ph.D.(N. Carolina)
Principal and Vice-Chancellor

Members

Roshi Chadha
Stuart (Kip) Cobbett; B.A., B.C.L.(McG.)
Lili de Grandpré; B.A.(Western), M.B.A.(McG.)
Darren Entwistle; B.Econ.(C'dia), M.B.A.(McG.)
Kathy Fazel; B.Com. (McG.)
Morna Flood Consedine; B.A.(C'dia), M.Ed., D.Ed.(McG.)
Trevor Garland; B.Sc.(McG.)
Kohur GowriSankaran; B.A., M.A.(Madr.), Ph.D.(Bombay)
Daniel Guitton; Dipl. IVK(U. Libre de Brux.), B.Eng., M.Eng., Ph.D.Eng., Ph.D.Physiol.(McG.)
David N. Harpp; A.B.(Middlebury), M.A.(Wesl.), Ph.D.(N. Carolina)
Eric Maldoff; B.A., B.C.L., LL.B.(McG.)
Michael Meighen; B.A.(McG.)
Jan Peeters; B.Eng.(McG.)
Gary Pekeles; B.Sc.(McG.), M.Sc.(McG.), M.D.,C.M.(Baylor)
Michael Richards; B.A., B.C.L.(McG.)
Gerald Sheff; B.Arch.(McG.), M.B.A.(Harv.)
Ann Vroom; B.A.(McG.)
Thierry Vandal; B.Eng., M.B.A.(Montr.)
Allan Youster

Student Representatives

Students' Society of McGill (1)
Post-Graduate Students' Society of McGill (1)
Observers
McGill Association of Continuing Education Students (1)
Macdonald Campus Students' Society (1)

1.5.3 Members of Senate

Ex-officio

The Chancellor
The Chair of the Board of Governors
The Principal and Vice-Chancellor
The Provost, Deputy Provost, and the vice-principals
The deans of faculties
The Dean of Continuing Education
The Dean of Graduate and Postdoctoral Studies
The Dean of Students
The Director of Libraries

Elected Members

63 members elected by the faculties, the University Libraries, the Board of Governors, and administrative and support staff.
Medical Residents or Postdoctoral Scholars Group (1)
Student Members (19)

1.6 Administration

Heather Munroe-Blum; O.C., B.A., B.S.W.(McM.), M.S.W.(W. Laur.), Ph.D.(N. Carolina)
Principal and Vice-Chancellor

Anthony C. Masi; A.B.(Colgate), Ph.D.(Brown)
Provost

Morton J. Mendelson; B.Sc.(McG.), Ph.D.(Harv.)
Deputy Provost (Student Life and Learning)

Kathleen Massey; B.A.(York)
University Registrar and Executive Director of Enrolment Services

Jana Luker; B.A.(Guelph), B.Ed., M.Ed.(Tor.)
Executive Director of Services for Students

William F. Foster; LL.B.(Auck.), LL.M.(Br.Col.)
Associate Provost (Policies and Procedures)

Jan Jorgensen; B.A., M.A.(N. Carolina), Ph.D.(McG.)
Associate Provost (Academic Staff and Faculty Affairs)

Martin Kreiswirth; B.A.(Hamilton), M.A.(Chic.), Ph.D.(Tor.)
Associate Provost (Graduate Education) and Dean (Graduate and Postdoctoral Studies)

Chandra Madramootoo; B.Sc., M.Sc., Ph.D.(McG.)
Associate Vice-Principal (Macdonald Campus) and Dean (Faculty of Agricultural and Environmental Sciences)

Sylvia Franke; LL.B., B.Sc.(Tor.)
Chief Information Officer

Johanne Pelletier; B.A., M.A.(McG.)
Secretary-General

François R. Roy; B.A., M.B.A.(Tor.)
Vice-Principal (Administration and Finance)

Lynne B. Gervais; B.A.(C'dia)
Associate Vice-Principal (Human Resources)

Jim Nicell; B.A.Sc., M.A.Sc., Ph.D.(Windsor), P.Eng.
Associate Vice-Principal (University Services)

Marc Weinstein; B.A., B.C.L., LL.B.(McG.)
Assistant Vice-Principal (Development and Alumni Relations) and Director (University Campaigns)

Richard I. Levin; B.S.(Yale), M.D.(NYU)
Vice-Principal (Health Affairs) and Dean(Faculty of Medicine)

Sam Benaroya; B.Sc., M.D., C.M. (McG.)
Associate Vice-Principal (Inter-Hospital Affairs)

Denis Thérien; B.Sc. (Montr.), M.Sc., Ph.D. (Wat.)
Vice-Principal (Research and International Relations)

Rima Rozen; B.Sc., Ph.D. (McG.)
Associate Vice-Principal (Research and International Relations)

Vaughan Dowie
Executive Head of Public Affairs

1.6.1 Deans, Directors of Schools and Libraries

Deans

Chandra Madramootoo; B.Sc., M.Sc., Ph.D. (McG.)
Agricultural and Environmental Sciences

Christopher Manfredi; B.A., M.A. (Calg.), M.A., Ph.D. (Claremont)
Arts

Judith Potter; B.Sc. (Tor.), M.Ad.Ed. (St. FX), Ed.D. (Tor.)
Continuing Education

Paul J. Allison; B.D.S., F.D.S.R.C.S., M.Sc. (Lond.), Ph.D. (McG.)
Dentistry

Hélène Perrault; B.Sc. (C'dia), M.Sc., Ph.D. (Montr.)
Education

Christophe Pierre; M.Sc. (Prin.), Ph.D. (Duke)
Engineering

Martin Kreiswirth; B.A. (Hamilton), M.A. (Chic.), Ph.D. (Tor.)
Graduate and Postdoctoral Studies

TBA
Law

Peter Todd; B.Com. (McG.), Ph.D. (Br. Col.)
Management

Richard I. Levin; B.Sc. (Yale), M.D. (NYU)
Medicine

Donald McLean; Mus.Bac., M.A., Ph.D. (Tor.)
Music

Ellen Aitken; A.B. (Harv.), M.Div. (U. of the South), Th.D. (Harv.)
Religious Studies

Martin Grant; B.Sc. (PEI), M.Sc., Ph.D. (Tor.)
Science

Jane Everett; M.A. (Car.), Ph.D. (McG.)
Dean of Students

Directors of Schools and Libraries

Michael Jemtrud; B.Sc., B.Arch., B.A. (Penn. St.), M.Arch. (McG.)
Architecture

Shari R. Baum; B.A. (C'ndia), M.S. (Vt.), M.A., Ph.D. (Brown)
Communication Sciences and Disorders

Gregory Dudek; B.Sc. (Qu.), M.Sc., Ph.D. (Tor.)
Computer Science

Kristine G. Koski; B.Sc., M.Sc. (Wash.), Ph.D. (Calif.)
Dietetics and Human Nutrition

Marilyn Scott; B.Sc. (New Br.), Ph.D. (McG.)
Environment

France Bouthillier; B.Ed. (Que.), M.S.BI. (Montr.), Ph.D. (Tor.)
Information Studies

Hélène Ezer; B.Sc., M.Sc. (McG.), Ph.D. (Montr.)
Nursing

Maureen J. Simmonds; B.Sc., M.Sc. (P.T.), Ph.D. (Alta.)
Physical and Occupational Therapy

Wendy Thomson; B.S.W., M.S.W. (McG.), Ph.D. (Brist.)
Social Work

David Brown; B.A. (Bishop's), M.U.P. (McG.), Ph.D. (Sheffield)
Urban Planning

Janine Schmidt; B.A. (Qld.), M.Lib. (N.S.W.)
Libraries

1.6.2 Centre for Continuing Education

Judith Potter; B.Sc. (Tor.), M.Ad.Ed. (St. FX), Ed.D. (Tor.)
Dean

Alfred M. Jaeger; B.Sc. (N'western), M.B.A., Ph.D. (Stan.)
Associate Dean (Academic)

ADMINISTRATIVE SERVICES

Rosa Greco-Pepe; B.A. (C'dia), Dip. Ed. (McG.)
Manager, Finance and Operations

Lucie Carrière; B.A.A. (HEC), M.Sc. (Montr.)
Senior HR Professional

Deborah Mercier; B.A. (McG.)
Development Officer

Elana Trager; B.Com. (McG.)
Senior Marketing/Communications Advisor

Antoinette Greco; Cert. Mgmt. (McG.)
Assistant to the Associate Dean (Academic)

Andrée LaHaise
Administrative Assistant and Building Director

Kevork Abadjian
Microcomputer Systems Coordinator

Jean-Paul Rémillieux; B.A., M.Sc. (UQAM)
Director, E-Learning

STUDENT AFFAIRS OFFICE

Assunta Cerrone-Mancini
Manager, Admissions and Convocation

Lucia Chimienti; B.A. (C'dia)
Student Records and Accounts Officer

Johnny Martuccio; B.Com. (McG.)
Manager, Student Records, Registration and Accounts

CAREER AND MANAGEMENT STUDIES

Carmen Sicilia; B.A. (C'dia), M.A. (McG.)
(effective September 2009)
Director

Dawne Ramsahoye; B.A. (McG.), G.D.I.A., M.A. (C'dia)
Program Manager

Mary Rubiano
Program Advisor

TBA
Program Advisor

Pietro Martucci; B.Com. (C'dia), G.D.P.A. (McG.), C.A.
Associate Director, Accounting Programs

Larry Goldsman; B.Com. (C'dia), G.D.P.A. (McG.), C.A.
Faculty Lecturer

Hang Lau; B.Sc. (Chinese HK), M.Sc., Ph.D. (McG.)
**Coordinator, Information Technology Programs,
Faculty Lecturer**

Jean-Claude Provost; B.A. (York (Can.)), M.A. (McG.), C.R.H.A.
**Coordinator - Human Resources Management Programs
Faculty Lecturer**

Elizabeth J. Hirst; B.A. (McG.), M.A. (Montr.), A.P.R., F.C.P.R.S.
**Coordinator, Public Relations Programs,
Faculty Lecturer**

ENGLISH AND FRENCH LANGUAGE PROGRAMS

Hervé de Fontenay; B.A.(Montr.), M.A.(McG.)

Director

Effie Dracopoulos; B.A.(C'dia), M.Ed.(TÉLUQ)

Coordinator, Faculty Lecturer, English Language Programs

Kevin Callahan; B.A.(Tor.), M.A.(C'dia), Cert. TESL(McG.)

Coordinator, Faculty Lecturer, Special Intensive English

Marie-Claude Beauchamp; B.A., M.A., B.Ed.(McG.)

Coordinator, Faculty Lecturer, French Language Programs

Joëlle Imbert; B.A.(Alliance Française, Paris),

M.A.(Université Stendhal)

Coordinator, Faculty Lecturer, Special Intensive French

Verena Waterstradt; B.Adm.(Germany) (*on leave*)

France Bruneau (*acting*)

Program Administrator

GENERAL STUDIES

Aldo Cerantola; B.Sc.A.(Laval)

Director

Jasna Hancevic; B.Com.(McG.), M.Sc.(UQAM)

Program Administrator

SUMMER STUDIES

Aldo Cerantola; B.Sc.A.(Laval)

Director

Jasna Hancevic; B.Com.(McG.), M.Sc.(UQAM)

Program Administrator

TRANSLATION STUDIES

James Archibald; B.A.(McG.), B.Ph.(Montr.), M. ès L.,

Dr. 3rd cy.(Lille), Ph.D.(Montr.)

Director

Héberto Fernandez; B.Sc., M.Sc.(U. of Los Andes), Ph.D.(Montr.)

**Coordinator, Faculty Lecturer,
Spanish and Portuguese Programs**

MCGILL INSTITUTE FOR LEARNING IN RETIREMENT

Carolynn Rafman; B.F.A.(C'dia), M.A.(McG.)

Program Coordinator

representatives are also thereto address your needs with an open door policy.

Full details of the by-laws, officers and committees of MACES are available from the Association (telephone: 514-398-4974).

1.7 Student Governance

McGill Association of Continuing Education Students (MACES)

All students registered incourses that appear on the official McGill transcript, and whose records are administered by the Centre (including Faculty of Education Continuing Education), are members of the McGill Association of Continuing Education Students (MACES). Students taking Continuing Education courses, but registered in programs administered by other McGill faculties are members of other McGill student associations. Students registered in more than one program may belong to both MACES and other McGill student associations. (Note: B.Com. students registered through the Centre are members of MACES.)

MACES was founded in 1985, incorporated in 1989 and a certificate of accreditation was issued in 1990. All McGill Continuing Education Students who pay the MACES fee become MACES members. The MACES building, located at 3437 Peel Street, has a Computer Lab which is free for all MACES members and a Social Centre/Cafeteria where hot food, sandwiches and beverages are sold. Also, a lounge is available for group meetings or individual studying. MACES is an ideal warm relaxed ambiance for socializing, studying or having a group meeting after a working day, before classes, after classes and on weekends; a place where you are always welcome. MACES is governed by its bylaws through the elected MACES Board of Directors. MACES

2 Important Dates 2009-10

The following Important Dates (formerly known as the *Calendar of Dates*) are accurate as of February 1, 2009. The information is subject to change and you are advised to verify the Important Dates website at www.mcgill.ca/importantdates.

A Calendar supplement is published three times a year. This document supplements the information contained in this Calendar and is mailed to all returning and newly-admitted students prior to registration. It contains specific details on registration dates and information you will need for the upcoming term. In case of discrepancy between what is published in the supplement and this Calendar, the supplement takes priority.

FACULTY / SCHOOL LEGENDS			
CE	Continuing Education	ALL	All students
NEW	New students	RET	Returning students
→	Read activity column for details		

ACTIVITY CODE LEGENDS			
APP	Application	INFO	Information
APPGRAD	Apply to graduate on Minerva	LEC	Lecture
CONV	Convocation	NOTE	Note to students
DEF	Deferred—application and examination	REG	Registration
EXAMS	Examinations	VERIF	Verification Period
EVENT	Event—reunion, carnival, presentation, etc.	W	Course withdrawal
HOLIDAY	Holiday	W--	University withdrawal
IFT	Inter-faculty transfer		

DATE	ACTIVITY CODE	FACULTY/SCHOOL	ACTIVITY
June 2009			
June 1, 2009, Mon.	APP	CE	Application deadline for Fall admission to Continuing Education Programs.
June 1, 2009, Mon.	IFT	→	Deadline for inter-faculty transfer applications to faculties of Agricultural and Environmental Sciences, Arts, B.A. & Sc., Education, Engineering (except Architecture), Management, and Science for Fall 2009 term . This deadline also applies to Continuing Education students wishing to transfer into Management.
June 24, 2009, Wed.	HOLIDAY	→	LA FÊTE NATIONALE DU QUÉBEC. (Classes cancelled). Administrative offices closed. Libraries closed.
July 2009			
July 1, 2009, Wed.	HOLIDAY	→	CANADA DAY. (Classes cancelled). Administrative offices closed. Libraries closed.
July 2, 2009, Thurs.	REG	CE	Registration using Minerva begins for <u>returning students</u> in Continuing Education for Fall courses and programs.
July 7, 2009, Tues.	REG	CE	Registration using Minerva begins for <u>newly-admitted</u> students in Continuing Education for Fall courses and programs.
July 14, 2009, Tues.	REG	CE	Registration using Minerva begins for <u>returning Continuing Education Special students</u> for Fall courses and programs.
August 2009			
Aug. 15, 2009, Sat.	INFO	→	Last day for students to request fee exemptions and to submit legal documents for proof of Canadian citizenship and proof of Quebec residency to the Enrolment Services Office for the Summer 2009 term. Students in Continuing Education should submit their documents directly to the Centre for Continuing Education. Documents received after this date will be updated for the following term only.
Aug. 15, 2009, Sat.	NOTE	→	Grades of K will convert to KF for the Winter 2009 term for all faculties except Dentistry, Medicine and Graduate Studies.
Aug. 15, 2009, Sat.	REG	→	Registration via Minerva in Fall term Continuing Education courses begins for all faculties except Dentistry, Law, Management (day programs), Medicine, Nursing and Physical and Occupational Therapy.
September 2009			
Sept. 1, 2009, Tues.	REG	CE	Deadline for students to register for Continuing Education courses without a late registration fee.

IMPORTANT DATES 2009-2010

DATE	ACTIVITY CODE	FACULTY/SCHOOL	ACTIVITY
Sept. 1, 2009, Tues.	LEC	→	Lectures begin in programs in Agricultural and Environmental Sciences, Arts, all credit courses and non-credit language courses at Continuing Education, Education, Engineering including Architecture, Graduate Studies, Law, Management, Music, Nursing, Physical and Occupational Therapy, Religious Studies, and Science.
	NOTE	→	The normal Thursday schedule of course activities will be cancelled for December 3, 2009. In its place, all lectures, labs, conferences and other course-related activities that are normally held on Monday will be held on Thursday, December 3, 2009 as well. This change in schedule is to make up for activities that will be cancelled on Monday, October 12 due to Thanksgiving Day.
Sept. 2, 2009, Wed. to Sept. 15, 2009, Tues.	REG	ALL	Late registration period with \$100 late registration fee for all faculties; \$40 for Special Students and Graduate part-time students (\$25 late registration fee for Continuing Education students).
Sept. 7, 2009, Mon.	HOLIDAY	→	LABOUR DAY. (Classes cancelled.) Administrative offices closed.
Sept. 14, 2009, Mon.	LEC	CE	Lectures begin in Special Intensive English, Special Intensive French and General Studies non-credit courses at Continuing Education.
Sept. 15, 2009, Tues.	W	→	Deadline for web withdrawing (grade of "W") from multi-term courses (D1/D2, N1/N2) that started in Summer 2009 (with fee refund for the Fall 2009 term) for students in Agricultural and Environmental Sciences, Arts, Continuing Education, Education, Engineering including Architecture, Graduate Studies, Law, Management, Music, Physical and Occupational Therapy, Religious Studies, Social Work, and Science (no withdrawals from Education Intensive courses).
	NOTE	→	Please note that students in multi-term courses with course numbers ending in N1 and N2 only (started in the Winter, skip the Summer, are completed in the subsequent Fall term) may withdraw on Minerva until May 15 and following May 15 until the end of the Fall term course change period on September 15 (with full fee refund for the Fall term) by contacting their faculty Student Affairs Office.
Sept. 15, 2009, Tues.	REG	→	Course Change (drop/add) deadline for Fall term and first part of multi-term courses starting in September 2009 for Agricultural and Environmental Sciences, Arts, Continuing Education, Education, Engineering including Architecture, Graduate Studies, Law, Management, Music (except practical lessons), Nursing, Physical and Occupational Therapy, Religious Studies, Social Work, and Science. (No withdrawals from Music Ensembles after this date.)
Sept. 20, 2009, Sun.	W	CE	Deadline to web withdraw (grade of "W") with fee refund from Continuing Education <i>credit</i> courses (less \$20 fee).
Sept. 28, 2009, Mon. to Oct. 2, 2009, Fri.	VERIF	→	Verification period via Minerva for all students in all faculties. It is especially critical that graduating students verify their records. Faculty of Law students must pick up their examination number during Verification from their Faculty Student Affairs Office.
October 2009			
Oct. 1, 2009, Thurs.	APP	CE	Application deadline for Winter admission to Continuing Education Programs.
Oct. 12, 2009, Mon.	HOLIDAY	→	THANKSGIVING DAY. (Classes cancelled.) Administrative offices closed. Continuing Education evening classes will be re-scheduled.
	NOTE	→	Activities cancelled on Monday, October 12, 2009: Lectures, labs, conferences and other course-related activities held on December 3, 2009 will be cancelled. In its place, all lectures, labs, conferences and other course-related activities that are normally held on Monday will be held on Thursday, December 3, 2009 . This change in schedule is to make up for activities that are cancelled on Monday, October 12 due to Thanksgiving Day.
Oct. 15, 2009, Thurs. to Oct. 18, 2009, Sun.	EVENT	ALL	Homecoming 2009.

DATE	ACTIVITY CODE	FACULTY/SCHOOL	ACTIVITY
Oct. 18, 2009, Sun.	W/W--	→	Deadline for web withdrawing (grade of "W") or University Withdrawal (grade of "W--") from Fall 2009 term courses and Continuing Education Fall term courses (with no fee refund) for students in Agricultural and Environmental Sciences, Arts, Continuing Education, Education, Engineering including Architecture, Graduate Studies, Law, Management, Music, Nursing, Physical and Occupational Therapy, Religious Studies, Social Work, and Science. (No withdrawals from Education Intensive or from ensembles or practical lessons in Music.)
Oct. 29, 2009, Thurs.	REG	CE	Registration using Minerva for Winter courses and programs for returning students in Continuing Education.
November 2009			
TBA	CONV	ALL	10:00 Fall Convocation - AM Ceremony 14:00 Fall Convocation - PM Ceremony
Nov. 3, 2009, Tues.	REG	CE	Registration using Minerva for Winter courses and programs for newly-admitted students in Continuing Education.
Nov. 9, 2009, Mon. to Dec. 2, 2009, Wed.	INFO	→	Online course evaluation period for Fall term: Evaluations available for completion on Mercury through Minerva.
Nov. 10, 2009, Tues.	REG	CE	Registration using Minerva for Winter courses and programs for returning Continuing Education Special Students.
December 2009			
Dec. 1, 2009, Tues.	NOTE	→	Grades of K will convert to KF for Summer 2009 term for all faculties except Dentistry, Medicine and Graduate Studies.
Dec. 3, 2009, Thurs.	INFO	→	Last day for the Fall 2009 term for students to request fee exemptions and to submit legal documents for proof of Canadian citizenship and proof of Quebec residency to the Enrolment Services Office. Students in Continuing Education should submit their documents directly to the Centre for Continuing Education. Documents received after this date will be updated for the following term only.
Dec. 3, 2009, Thurs.	LEC	→	Last day of lectures for courses in Agricultural and Environmental Sciences, Arts, Continuing Education, Education (except for 1st year students in Kind. & Elem. & Sec. programs), Engineering including Architecture, Graduate Studies, Law, Management, Music, Nursing, Physical and Occupational Therapy, Religious Studies, Science and Social Work (B.S.W. and M.S.W.).
Dec. 3, 2009, Thurs.	NOTE	→	The normal Thursday schedule of course activities is cancelled for December 3, 2009. In its place, all lectures, labs, conferences and other course-related activities that are normally held on Monday will be held on Thursday, December 3, 2009 as well. This change in schedule is to make up for activities that were cancelled on Monday, October 12 due to Thanksgiving Day.
Dec. 7, 2009, Mon. to Dec. 22, 2009, Tues.	EXAMS	→	Examination period for Fall term courses, and multi-term courses given by Agricultural and Environmental Sciences, Arts, Continuing Education, Education, Engineering including Architecture, Graduate Studies, Law, Management, Music, Nursing, Physical and Occupational Therapy, Religious Studies, Science, and Social Work (B.S.W.).
Dec. 15, 2009, Tues.	REG	→	Registration via Minerva in Winter term Continuing Education courses begins for all faculties except Dentistry, Law, Management (day programs), Medicine and Physical and Occupational Therapy.
Dec. 24, 2009, Thurs. to Jan. 1, 2010, Fri.	HOLIDAY	→	CHRISTMAS AND NEW YEAR'S. Administrative offices will be closed between December 24 and January 1 inclusive. Library hours available at Reference Desks.
January 2010			
Jan. 1, 2010, Fri.	HOLIDAY	→	NEW YEAR'S. Administrative offices will be closed. Library hours available at Reference Desks.
Jan. 4, 2010, Mon.	NOTE	→	Administrative offices reopen on Monday, January 4.
Jan. 4, 2010, Mon.	LEC	→	Winter term lectures begin in Agricultural and Environmental Sciences (including Farm Management and Technology program), Arts, all credit courses and non-credit language courses at Continuing Education, Education, Engineering including Architecture, Graduate Studies, Law, Management, Music, Nursing, Physical and Occupational Therapy, Religious Studies, Science, Dentistry (all programs) and Medicine students (1st and 2nd year students).
Jan. 4, 2010, Mon.	REG	CE	Deadline for students to register for Continuing Education courses without a late registration fee.

IMPORTANT DATES 2009-2010

DATE	ACTIVITY CODE	FACULTY/SCHOOL	ACTIVITY
Jan. 5, 2010, Tues. to Jan. 19, 2010, Tues.	REG	NEW	Late registration for new students with \$100 late registration fee for all faculties; \$40 for Special Students and Graduate part-time students. (\$25 late registration fee for Continuing Education students.)
Jan. 11, 2010, Mon.	LEC	CE	Lectures begin in non-credit General Studies courses at Continuing Education.
Jan. 15, 2010, Fri.	DEF	→	Application deadline for deferred examinations for courses from the Fall 2009 term in Agricultural and Environmental Sciences, Arts (including School of Social Work), Continuing Education, Education, Engineering, Law, Management, Nursing, Physical and Occupational Therapy, and Science.
Jan. 18, 2010, Mon.	LEC	CE	Lectures begin in Special Intensive English and French at Continuing Education.
Jan. 19, 2010, Tues.	REG	ALL	Course Change (drop/add) deadline for Winter term courses and Continuing Education Winter term courses for Agricultural and Environmental Sciences, Arts, Continuing Education, Education, Engineering including Architecture, Law, Management, Music (except practical lessons), Nursing, Physical and Occupational Therapy, Religious Studies, Science and Social Work. (No withdrawals from Music ensembles after this date.)
Jan. 19, 2010, Tues.	W	→	Deadline for web withdrawing (grade of "W") from multi-term courses that started in September 2009 (with fee refund for Winter term) for students in Agricultural and Environmental Sciences, Arts, Continuing Education, Education, Engineering including Architecture, Graduate Studies, Law, Management, Music, Nursing, Physical and Occupational Therapy, Religious Studies, Social Work, and Science. (No withdrawals from Education Intensive courses.)
Jan. 24, 2010, Sun.	W	CE	Deadline to web withdraw (grade of "W") with fee refund from Continuing Education <i>credit</i> courses (\$20 fee).
Jan. 25, 2010, Mon. to Jan. 29, 2010, Fri.	VERIF	→	Verification period via Minerva for all students in all faculties. It is especially critical that graduating students verify their records. Faculty of Law students pick up examination numbers during Verification from their Faculty Student Affairs Office.
February 2010			
Feb. 1, 2010, Mon.	APP	CE	Application deadline for Spring admission to Continuing Education Programs.
Feb. 14, 2010, Sun.	W/W--	→	Deadline for web withdrawing (with no fee refund) (grade of "W") or University Withdrawal (grade of "W--") from Winter 2010 courses for Agricultural and Environmental Sciences, Arts, Continuing Education, Education, Engineering including Architecture, Graduate Studies, Law, Management, Music, Nursing, Physical and Occupational Therapy, Religious Studies, Social Work, and Science (No withdrawals from ensembles or practical lessons in Music).
Feb. 21, 2010, Sun. to Feb. 27, 2010, Sat.	BREAK	→	STUDY BREAK. (Classes cancelled for all faculties except Dentistry, Medicine, Continuing Education non-credit courses and English & French credit courses, Stage in Dietetics Level 3.)
	NOTE	EDUC	Student Teaching is not interrupted for Education students.
March 2010			
Mar. 4, 2010, Thurs. (Tentative)	REG	→	Summer Term registration opens for Undergraduate students in their U3/U4 year and Continuing Education returning students.
	NOTE	MGMT	Access to Management courses is restricted to McGill U3 and U4 students in B.Com.; Minors in Management, Technical Entrepreneurship, Construction Engineering and Management; B.A. Joint Honours Economics and Finance, B.A. Faculty Program or Major in Industrial Relations; B.A. Major Concentration in Contemporary German Studies and Major in Agricultural Economics. Certain courses are restricted to B.Com. students only.
Mar. 9, 2010, Tues. (Tentative)	REG	→	Summer Term registration opens for all Undergraduate students and Continuing Education newly-admitted and Special Students.
	NOTE	MGMT	Access to Management courses is restricted to McGill students in B.Com.; Minors in Management, Technical Entrepreneurship, Construction Engineering and Management; B.A. Joint Honours Economics and Finance, B.A. Faculty Program or Major in Industrial Relations; B.A. Major Concentration in Contemporary German Studies and Major in Agricultural Economics. Certain courses are restricted to B.Com. students only.

DATE	ACTIVITY CODE	FACULTY/SCHOOL	ACTIVITY
Mar. 22, 2010, Mon. to Apr. 13, 2010, Tues.	INFO	→	Online course evaluation period for Winter term: Evaluations available for completion on Mercury through Minerva.
Mar. 30, 2010, Tues. (Tentative)	REG	CE	Registration for Fall 2010 and Winter 2011 using Minerva begins for all returning Continuing Education- Faculty of Education students only.
Mar. 31, 2010, Wed. (Tentative)	DEF	→	Deferred examination application opens on Minerva for Winter term and multi-term courses ending in the Winter 2010 term in Agricultural and Environmental Sciences, Arts (including School of Social Work), Continuing Education, Education, Engineering, Law, Management, Physical and Occupational Therapy, and Science. (Closes May 15, 2010)
April 2010			
Apr. 2, 2010, Fri. to Apr. 5, 2010, Mon.	HOLIDAY	→	EASTER. No classes or exams. Administrative offices closed. Library hours to be announced.
Apr. 14, 2010, Wed.	INFO	→	Last day for the Winter 2010 term for students to request fee exemptions and to submit legal documents for proof of Canadian citizenship and proof of Quebec residency to the Enrolment Services Office. Students in Continuing Education should submit their documents directly to the Centre for Continuing Education. Documents received after this date will be updated for the following term only.
Apr. 14, 2010, Wed.	LEC	→	Last day of lectures for Winter term in Agricultural and Environmental Sciences, Arts, Continuing Education, Education, Engineering including Architecture, Graduate Studies, Law, Management, Music, Nursing, Physical and Occupational Therapy, Religious Studies, Social Work (B.S.W./M.S.W.), and Science.
Apr. 15, 2010, Thurs. to Apr. 30, 2010, Fri.	EXAMS	→	Examination period for Winter term and multi-term courses given by Agricultural and Environmental Sciences, Arts, Continuing Education, Education, Engineering including Architecture, Graduate Studies, Law, Management, Music, Nursing, Physical and Occupational Therapy, Religious Studies, Science, and Social Work. <i>Exams begin earlier for Dentistry students. Contact Faculty for specific dates.</i>
May 2010			
May 1, 2010, Sat.	APP	→	Application deadline for admission to evening Part-time B.Com. Program.
May 4, 2010, Tues to May 7, 2010, Fri. (Tentative)	REG	CE	Summer Term late registration for all Continuing Education Students.
May 11, 2010, Tues.	NOTE	→	Grades of K will convert to KF for the Fall 2009 term for all faculties except Dentistry, Medicine and Graduate Studies.
May 15, 2010, Sat.	DEF	→	Application deadline for deferred examinations for Winter term and multi-term courses ending in the Winter 2010 term in Agricultural and Environmental Sciences, Arts (including School of Social Work), Continuing Education, Education, Engineering, Law, Management, Physical and Occupational Therapy, and Science.
May 15, 2010, Sat.	W	→	Deadline for web withdrawing (grade of "W") from multi-term courses (D1/D2, N1/N2) that started in the Winter 2010 term and end in the Summer 2010 term or in the Fall 2010 term (with fee refund for the Summer 2010 term) for students in Agricultural and Environmental Sciences, Arts, Continuing Education, Education, Engineering including Architecture, Graduate Studies, Law, Management, Music, Nursing, Physical and Occupational Therapy, Religious Studies, Social Work, and Science. (No withdrawals from Education Intensive courses.)
May 24, 2010, Mon.	HOLIDAY	→	VICTORIA DAY. (Classes cancelled.) Administrative offices closed.
TBA	CONV	→	Spring 2010 Convocation
June 2010			
June 1, 2010, Tues.	APP	CE	Application deadline for Fall admission to Continuing Education Programs.
June 1, 2010, Tues.	IFT	→	Deadline for inter-faculty transfer applications to faculties of Agricultural and Environmental Sciences, Arts, B.A. & Sc., Education, Engineering (except Architecture), Management and Science for the Fall 2010 term . This deadline also applies to Continuing Education students wishing to transfer into Management.
June 24, 2010, Thurs.	HOLIDAY	→	LA FÊTE NATIONALE DU QUÉBEC. (Classes cancelled.) Administrative offices closed. Libraries closed.
July 2010			
July 1, 2010, Thurs.	HOLIDAY	→	CANADA DAY. (Classes cancelled.) Administrative offices closed. Libraries closed.

IMPORTANT DATES 2009-2010

DATE	ACTIVITY CODE	FACULTY/SCHOOL	ACTIVITY
July 6, 2010, Tues. (Tentative)	REG	CE	Registration using Minerva begins for <u>returning students</u> in Continuing Education for Fall courses and programs.
July 8, 2010, Thurs. (Tentative)	REG	CE	Registration using Minerva begins for <u>newly-admitted</u> students in Continuing Education for Fall courses and programs.
July 13, 2010, Tues. (Tentative)	REG	CE	Registration using Minerva begins for <u>returning Continuing Education Special students</u> for Fall courses and programs.
August 2010			
Aug. 15, 2010, Sun.	INFO	→	Last day for students to request fee exemptions and to submit legal documents for proof of Canadian citizenship and proof of Quebec residency to the Enrolment Services Office for the Summer 2010 term. Students in Continuing Education should submit their documents directly to the Centre for Continuing Education. Documents received after this date will be updated for the following term only.

3 Application Procedures

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3.1 Admission Requirements

The admission requirements for programs offered through the Centre for Continuing Education vary. Please consult the appropriate department for the admission requirements for the program to which you would like to apply.

3.2 Programs of Study

Programs requiring formal admission include:

3.2.1 Undergraduate Programs

3.2.1.1 Bachelor of Commerce (Part-Time)

For more information, [see section 6.4 "Bachelor of Commerce for Part-Time Students"](#).

3.2.1.2 Business and Professional Programs

For more information, [see section 6 "Career and Management Studies \(Undergraduate Certificate Programs\)"](#).

Certificate in Accounting
 Certificate in Entrepreneurship
 Certificate in Health and Social Services Management
 Certificate in Human Resources Management
 Certificate in Logistics Management
 Certificate in Management
 Certificate in Marketing
 Certificate in Public Relations
 Certificate in Risk Management
 Certificate in Software Development
 Certificate in Systems Analysis and Design
 Certificate in Aboriginal Social Work Practice
 Certificate in Northern Social Work Practice

3.2.1.3 Education Programs

For more information, [see section 9 "Education"](#).

Diploma in Human Relations & Family Life Education
 Certificate in Inclusive Education
 Certificate in Education for First Nations and Inuit
 Certificate in Aboriginal Literacy Education
 Certificate in Middle School Education in Aboriginal Communities
 Certificate in First Nations and Inuit Educational Leadership
 Bachelor of Education for Certified Teachers - (FNIE)
 Certificate in Aboriginal Education for Certified Teachers
 Certificate in First Nations and Inuit Student Personnel Services

3.2.1.4 Languages

For more information, [see section 10 "English and French Language Programs \(English\)"](#) and [see section 11 "English and French Language Programs \(French\)"](#).

Certificate of Proficiency - English for Professional Communication
 Certificate of Proficiency - French for Professional Communication
 Certificate of Proficiency in English - Language and Culture
 Certificate of Proficiency in French - Language and Culture

3.2.1.5 Translation

For more information, [see section 14 "Translation Studies"](#).

Certificate in Translation - English to French
 Certificate in Translation - French to English
 Certificate in Translation - Spanish to English
 Certificate in Translation - Spanish to French
 Certificate in Translation – English/French to Spanish

3.2.2 Graduate Programs

3.2.2.1 Business and Professional Programs and Courses

For more information, [see section 7 "Career and Management Studies \(Graduate Programs, Diplomas and Graduate Certificates\)"](#).

Diplomas in Management in 11 concentrations:

Diploma in Management: Entrepreneurship
 Diploma in Management: Health Care
 Diploma in Management: Human Resources
 Diploma in Management: International Business
 Diploma in Management: Internet Business
 Diploma in Management: Leadership
 Diploma in Management: Marketing
 Diploma in Management: Operations Management
 Diploma in Management: Public Relations
 Diploma in Management: Taxation
 Diploma in Management: Treasury-Finance

Graduate Certificates:

Graduate Certificate in Entrepreneurship
 Graduate Certificate in Health Care Management
 Graduate Certificate in Human Resources Management
 Graduate Certificate in International Business
 Graduate Certificate in Internet Business
 Graduate Certificate in Leadership
 Graduate Certificate in Marketing
 Graduate Certificate in Operations Management
 Graduate Certificate in Public Relations Management
 Graduate Certificate in Taxation
 Graduate Certificate in Treasury-Finance
 Graduate Certificate in Accounting Practice

Diploma Programs

Diploma in Accounting
 Diploma in E-Business
 Diploma in Human Resources Management
 Diploma in Information Technology
 Diploma in Management - General
 Diploma in Public Relations Management
 Graduate Diploma in Taxation

3.2.2.2 Education

For more information, [see section 9 "Education"](#).

Graduate Certificate in Counselling Applied to Teaching

3.2.2.3 Translation

For more information, [see section 14 "Translation Studies"](#).

Graduate Diploma in Translation - English to French
 Graduate Diploma in Translation - French to English
 Graduate Diploma in Translation - Spanish to English
 Graduate Diploma in Translation - Spanish to French

3.3 Admission Procedures

3.3.1 Bachelor of Commerce (Part-Time)

Admission to the Bachelor of Commerce program is through Enrolment Services. Students can apply online at www.mcgill.ca/applying. Applications for admission can be obtained from Enrolment Services, James Administration Building, 845 Sherbrooke St. West, Montreal, Quebec, H3A 2T5; telephone: 514-398-3910.

For application deadlines and procedures, contact Enrolment Services.

3.3.2 Faculty of Education, Continuing Education Programs

Application for admission to Faculty of Education, Continuing Education programs can be made on the web at: www.mcgill.ca/applying. Students should complete the application form and submit the required documents to the appropriate department. For application deadlines and procedures visit www.mcgill.ca/conted-edu.

Applicants to the First Nations and Inuit programs must contact the Office of First Nations and Inuit Education for admission information at 514-398-4533.

3.3.3 Continuing Education Undergraduate Certificate and Graduate Certificate and Diploma Programs

The Student Affairs Office of the Centre for Continuing Education processes admissions to the Centre's formal programs except for the Bachelor of Commerce and the Bachelor of Education programs.

McGill's online application form is available at www.mcgill.ca/applying. Online application is preferred; however, limited numbers of paper applications are available and may be obtained by calling 514-398-6200 or by emailing admissions.conted@mcgill.ca. Forms may also be picked up at 688 Sherbrooke Street West, 11th floor. A PDF copy of the paper application is also available on the website.

Application Deadlines for all programs:

Fall term	June 1
Winter term	October 1
Spring term	February 1

3.3.3.1 Application Fee

A non-refundable application fee of \$65 in Canadian or U.S. funds, payable by Visa or MasterCard, is required. This fee includes application for evaluation of transcripts for students requesting advanced standing in a program at the time of admission.

McGill's highly secured e-payment service minimizes cardholder risk. Your credit card information is passed instantly to the Moneris payment gateway and is not stored at McGill. Moneris handles 80% of all credit card transactions processed in Canada. McGill University cannot process online applications without a valid credit card. If you cannot pay by credit card, you will be required to submit a paper application. In this case, your payment can be made by certified cheque or money order.

3.3.3.2 Tracking the Status of Your Application

A notice acknowledging receipt of your application to McGill University will be sent by mail and to the email address indicated on your application.

This acknowledgement notice will contain a McGill identification number and a PIN that you can subsequently use to log on to Minerva, McGill's self-service web-based administrative system, at www.mcgill.ca/minerva/applicants.

You will be able to check the status of your application, including the receipt of supporting documents, on Minerva.

3.3.3.3 Supporting Documents - Undergraduate Programs

The following documents must be received before the application can be processed:

1. An unofficial transcript (if applicable) accompanied by two pieces of identification. Arrangements should be made to have an official transcript confirming degree completion sent directly from the former educational institution to the Centre for Continuing Education (see [Legal Documents, section 4.2.2](#)). Applicants applying on the basis of the CEGEP *Diplôme d'études collégiales* (DEC) must provide their Permanent Code so that McGill University can electronically access their CEGEP transcripts.
2. Proof of age: Students 21 years of age and over who do not have the normal academic background for admission may be admitted as mature students. Two pieces of personal identification must be attached.
3. TOEFL, IELTS, APIEL, McGill CCE TELP or McGill Certificate of Proficiency in English (if applicable) if your mother tongue is other than English (see [Proof of Proficiency in English, section 6.8.2](#) or [Proof of Proficiency in English, section 7.3.2](#)). Students who have completed both Secondary V and a Diploma of Collegial Studies in Quebec are not required to submit proof of proficiency in English.
4. Proof of Canadian Citizenship or Landed Immigrant status (see [Legal Documents, section 4.2.2](#)).
5. Proof of Residency in Quebec (see [Legal Documents, section 4.2.2](#)).
6. The Quebec *Ministère de l'Éducation, du Loisir et du Sport* (MELS) requires that all students attending a Quebec university have a Permanent Code (see [Legal Documents, section 4.2.2](#)).

3.3.3.4 Supporting Documents for Graduate Level Programs

Candidates wishing to apply to a graduate program must have a degree (i.e., a Bachelor's degree) from a recognized university that is equivalent to an undergraduate degree as approved by the *Ministère de l'Immigration et des Communautés culturelles*. Programs may have additional admission requirements. Please refer to the admission requirements specified in the program description.

The following documents must be received before the application can be processed:

1. An unofficial transcript with confirmation of degree awarded and date of graduation and a letter from the University confirming expected date of completion (if the degree has not been granted yet).
2. All students must make arrangements to have an official transcript with confirmation of degree awarded and date of graduation sent directly to the Department from their previous educational institution before their application can be considered.
3. TOEFL, IELTS, APIEL, McGill CCE TELP or McGill Certificate of Proficiency in English (if applicable) if your mother tongue is other than English (see [Proof of Proficiency in English, section 7.3.2](#)). Students who have completed both Secondary V and a Diploma of Collegial Studies in Quebec are not required to submit proof of proficiency in English.
4. Proof of Canadian Citizenship or Landed Immigrant status (see [Legal Documents, section 4.2.2](#)).
5. Proof of Residency in Quebec (see [Legal Documents, section 4.2.2](#)).
6. The Quebec *Ministère de l'Éducation, du Loisir et du Sport* (MELS) requires that all students attending a Quebec university have a Permanent Code (see [Legal Documents, section 4.2.2](#)).

Note: You cannot apply as a mature student for graduate-level programs.

3.3.3.5 Due Date for Documentation requirements for McGill applications

All required supporting documents, including transcripts, statements of standing, test scores, letters of recommendation, portfolios, etc. (depending on the program), must reach McGill by the admission deadline date, i.e., June 1 for Fall admission, October 1 for Winter admission and February 1 for Spring admission.

3.3.3.6 What are official documents at McGill?

McGill requires official versions of all transcripts and statements of academic standing from schools or other education institutions. Test scores and examination results must also be official. At McGill, "official" signifies that the school, educational institution or Examination Board, for students who write Advanced Level examinations, sends directly to McGill University without intermediary all transcripts, statements of academic standing, test scores and examination results. We do not accept as "official": copies of documents certified by a notary, commissioner of oaths, Canadian Education Centre or embassy staff member. We do not make conditional decisions based on unofficial transcripts or statements of academic standing.

We recognize that in some countries it is difficult to arrange for schools to send official transcripts. We also recognize that individuals who no longer reside in the country where they studied face particular challenges in arranging for official documentation.

Should this be the case, please communicate this to us in writing and, if warranted, we will consider extending the deadline for document submissions.

For further information, such as the complete list of acceptable documents and the Attestation of Residency form, please contact the Student Affairs Office at 514-398-6200.

3.4 Deferring or declining our offer of admission?

The offer of admission is valid for one academic year beginning with the session of admission. If you do not enrol in courses during that one year period, you will be required to re-apply. If you wish to decline our offer of admission, please contact the Student Affairs Office via email at admissions.conted@mcgill.ca to inform them of your decision.

3.5 Program Transfers

A student may request one program transfer; each subsequent request will be treated as a new admission. In the latter case, the student will be required to complete an "Application for Admission" and will be subject to the \$65 application fee. Students who wish to transfer from one program to another must submit a written request to the Student Affairs Office. Please note that a student cannot request a transfer in the same session that he/she was admitted.

3.6 Advanced Standing

Advanced standing is processed at the time of admission at the written request of the student and is granted based on the documents submitted with the admission application. You may still apply for advanced standing for equivalent credit courses; however, advanced standing will only be granted for equivalent credit courses taken within the last five years at the appropriate level and with the grade stipulated by the University.

3.6.1 Post-Admission Requests for Advanced Standing

Students applying for advanced standing after the time of admission must complete an "Application for Advanced Standing" and

submit it to the Student Affairs Office. Requests will not be considered unless accompanied by all required documentation. Please note that the evaluation process takes at least six weeks to complete. All decisions are final and may not be appealed. Students should take note of the following procedures:

1. Complete all sections of the Application for Advanced Standing.
2. Attach an unofficial copy of your transcript.
3. Attach detailed official course outline(s) (indicating textbook used, chapter/topics covered, etc.).
Note: Summary course description(s) are NOT acceptable.
4. Make arrangements for official transcripts to be sent directly from the institution where the course(s) were taken to the Student Affairs Office of the Centre for Continuing Education.
5. Students are responsible for submitting any additional supporting documentation to the Student Affairs Office of the Centre for Continuing Education.

The Application for Advanced Standing can be found online at: www.mcgill.ca/conted-students/forms. It is also available at the Student Affairs Office.

3.6.1.1 Exemption by Examination (for Career and Management Studies Students)

The Exemption by Examination test is intended for students who do not have the requisite academic background or formal training required, but who believe that they have the requisite level of knowledge needed.

Applicants will be permitted to take an Exemption by Examination test for:

- corequisite courses to the program;
or
- prerequisite courses which are not part of their program.

Students who successfully pass the Exemption by Examination test(s) will not have to take the course(s) for which the test(s) was taken.

Those who fail the Exemption by Examination test(s) will not be permitted to repeat the test(s); instead, they must enrol in the course(s) for which the particular test was taken.

Students may obtain an application form from the department or from the website: www.mcgill.ca/conted-students/forms. Students interested in the Exemption by Examination test should contact the Career and Management Studies department for further details.

Note: Students who have been granted credits and/or exemptions are not permitted to register for the courses for which they have been granted credits and/or exemptions. Students applying to an undergraduate program will not be granted credits and/or exemptions for equivalent credit course(s), unless the course(s) in question were successfully completed with a minimum grade of C or better within the last five years. Students applying to a graduate program will not be granted credits and/or exemptions for equivalent credit course(s), unless the course(s) in question were successfully completed at the graduate level within the last five years with a minimum grade of B- or better.

3.7 International Students

The immigration authorities do not issue visas to students unless they are studying full-time in a recognized program. Please note that McGill University does not issue any immigration documents. Most of the programs offered by the Centre are designed for part-time students, but some may be taken full-time. To be full-time in a credit program you must take at least 12 credits each term toward your program. The intensive English or intensive French language programs are full-time programs.

Prospective visa students should contact the Centre for Continuing Education to verify that the program to which they wish to apply may be taken full time. Students will be advised prior to registration of the appropriate sequence of courses that will enable them to complete the program within the time frame specified by the immigration authorities. Students will also be given a Study

Plan which will outline the course sequence. Immigration authorities will ask to see the Study Plan before issuing or renewing a student visa. The Study Plan should be updated on a regular basis.
Note: Students in the intensive English or intensive French language programs will not be required to provide a Study Plan to immigration authorities.

3.7.1 Application Procedures - International Students

For acceptance into a program, students must complete a formal application. Please see [Admission Procedures, section 3.3](#), for information on how to apply to a program.

International students are reminded that in order to study at McGill they are required to obtain a "study permit" (visa) from the Canadian immigration authorities. This, in turn, can be issued only after a "certificate of acceptance" has been obtained from the Quebec immigration authorities.

Initial application for a "study permit" may not be made from within Canada, although subsequent renewals may be made from within the country.

Acceptance into the Centre's programs does not necessarily entitle a student to a "certificate of acceptance" or "study permit", which is issued at the sole discretion of the respective immigration authorities, nor does it permit a student to work within Canada, for which a separate "work permit" is required.

3.7.2 Immigration Procedures

Unless their studies at McGill will be completed in less than six months, all students, other than Canadian citizens and permanent residents of Canada, must obtain proper authorization from both Quebec and Canadian immigration officials prior to proceeding to Canada and/or commencing studies.

The process begins with a Letter of Acceptance from McGill University. You should start the application process as soon as you receive your letter of admission from McGill. International students are reminded that it may take up to three to six months for a study permit to be issued and that they should make allowance for this when making their application to the Centre for Continuing Education.

Immigration authorities require prospective students to present proof of access to sufficient funds to support themselves for the period of their studies, before acceptance will be granted. Proof of a *Certificat d'Acceptation du Québec* (CAQ) will be required of all international students at registration. International students have two immigration options depending on the length of time chosen to study in Canada:

3.7.2.1 Temporary Resident Visa (Only for Intensive English or Intensive French Language Programs)

If you are certain that you will study for less than six consecutive months, you need only apply for a Temporary Resident Visa from the Canadian Immigration service. Please note that a person arriving on a Temporary Resident Visa cannot study for more than six consecutive months. Temporary Resident Visas cannot be changed to a Study Permit from within Canada.

3.7.2.2 Study Permit

Persons planning to study for more than 6 consecutive months are required to obtain a *Certificat d'Acceptation du Québec* (CAQ) from Immigration Québec and a Study Permit from Immigration Canada. The first application for these documents must be made before arriving in Canada. For more information, you may consult the Immigration Canada website at www.cic.gc.ca.

Students must start by applying for the *Certificat d'Acceptation du Québec* (CAQ) at the Immigration Québec office designated to serve the geographic area where the student resides. The application form, as well as a guide on how to apply, is available on their website at www.immigration-quebec.gouv.qc.ca. Allow at least five weeks to complete the application process for a CAQ. Immigration Québec officials will notify the Canadian Visa Service in the embassy or consulate closest to the student when the CAQ has been approved or it may be mailed directly to the student. The

student must then visit the Canadian Visa Service and apply for a Study Permit and Temporary Resident Visa if required.

Note the Expiry Date on your Study Permit. In some cases it may expire before you register for your second year at McGill. It is extremely important that you do not let your Study Permit expire. You should contact Quebec and Canadian immigration authorities six to seven weeks prior to the expiry date on your document.

For further information, students may contact the Canadian Embassy/Consulate in their country of residence. McGill cannot determine the length of time that it may take to complete immigration procedures. We can only advise you to begin this process as soon as possible, and to be patient.

3.7.2.3 Permanent Code

You will also be required to submit copies of both the CAQ and Study Permit to the Student Affairs Office for the creation of a Permanent Code. Please take special note that students who have been accepted to programs that will be completed in less than six months have the option of studying without the CAQ and the Study Permit.

Students who register without a CAQ and a Study Permit will be required to submit a copy of their passport and birth certificate to the Student Affairs Office for the creation of a Permanent Code.

Immigration Contacts

Citizenship & Immigration Canada

www.cic.gc.ca

Case Processing Centre
Vegreville, Alberta, T9C 1X6
Telephone: 1-888-242-2100
CANADA

Ministère de l'Immigration et des Communautés culturelles (Immigration Québec)

www.immigration-quebec.gouv.qc.ca

285 Notre-Dame Street West
Main Floor, Suite G-15
Montreal, Quebec, H2Y 1T8
Telephone: 514-864-9191
CANADA

Canadian Bureau for International Education (CBIE)

www.cbie.ca

220 Laurier Ave. West, Suite 1550
Ottawa, Ontario, K1P 5Z9
Telephone: 613-237-4820
CANADA

Canada Border Services Agency

www.cbsa-asfc.gc.ca

From within Canada, call: 1-800-461-9999 (toll-free).
From outside Canada, call: 204-983-3500 or 506-636-5064 (long-distance charges apply).

Further information regarding the regulations governing student status in Quebec can be provided by the nearest Canadian embassy or consulate.

3.7.2.4 Compulsory Health Insurance (International Students)

By Senate regulation, all students (full-time, part-time, special, exchange and visiting) and their accompanying dependants who do not have Canadian citizenship or Permanent Resident status must participate in the University's compulsory sickness and accident plan.

For enrolment procedures and details on the health insurance plan, students should consult the International Student Services website. All inquiries related to this University policy must be directed to International Student Services.

Health Insurance Telephone: 514-398-6012

Email: international.health@mcgill.ca

Website: www.mcgill.ca/internationalstudents/health

Note: Students registered in the intensive English and/or the intensive French language programs should contact the Student Affairs Office for details.

3.8 Special Student Status

3.8.1 Undergraduate Courses

The majority of undergraduate courses at the Centre are open to the general public. Anyone over 18 years of age can participate. (If you are under 18 years of age you may register only if you have already completed your CEGEP diploma).

If you are interested in taking courses without necessarily committing yourself to completing a degree, diploma, or certificate, you may do this by registering as a "Special student". You must nevertheless have the prerequisite qualifications normally required for the course and meet the admission criteria.

Note: The number of courses a Special student may take is limited. Students are encouraged to apply to a program before completing four (4) courses. The Centre for Continuing Education has no obligation to recognize credits earned by Special students toward completion of a certificate program.

For details on how to register in courses, please consult the website: www.mcgill.ca/conted-register/inperson.

3.8.1.1 Documents Required to Register for Undergraduate Courses

For more information, see section 4.3.3 "Other Ways to Register".

3.8.2 Graduate Level Courses

Students must hold a university degree from a recognized university that is equivalent to an undergraduate degree as approved by Graduate and Postdoctoral Studies and the *Ministère de l'Immigration et des Communautés culturelles* to be admitted to a graduate-level course.

Note: Other academic regulations may apply to Special students, depending on the courses in which you register.

For further information please refer to the relevant Department section of the Calendar or to the website: www.mcgill.ca/conted-register/inperson. Special students who wish to register for graduate-level courses must see an adviser prior to registration.

3.8.2.1 Documents Required to Register for Graduate Level Courses

For more information, see section 4.3.3 "Other Ways to Register".

3.9 Professional Associations

The Centre for Continuing Education is involved in cooperative education activities with professional associations. Many of these organizations recognize Continuing Education courses and programs as credit toward their diplomas and certificates. Membership in the association is recommended and in some cases required. Professional requirements may vary and students must know the regulations of their association especially with regard to pass/fail marks and other examination conditions. The Centre cooperates with the following organizations:

Association of Administrative Assistants Qualified Administrative Assistant Programme (Q.A.A.)

The Association of Administrative Assistants is a Canadian chartered non-profit professional organization with a three-fold purpose: to establish a national standard of qualifications for administrative assistants to senior personnel; to reach this standard by providing advanced education; and to make management aware of the fully qualified administrative assistant.

Its mission is to assist members in the continuing development of administrative skill, underlying knowledge and professional

growth, thus enhancing employment opportunities and contributions to both the workplace and the community.

The **Qualified Administrative Assistant Program** provides a solid background in general business education. An applicant wishing to register as a student must be a member of the Association of Administrative Assistants before they can apply to become a Q.A.A. Program student. Q.A.A. designation holders must remain members in good standing of the Association of Administrative Assistants to retain the designation of Qualified Administrative Assistant.

The program consists of three compulsory courses and four elective courses offered at 18 post secondary institutions across Canada and must be successfully completed within six years to qualify for the Q.A.A. Certificate and designation. Students must successfully complete the seven-course program with an overall grade point average of 60%.

To obtain important information on program requirements, please visit our website at www.aaa.ca or contact the National Director Registrar at email: registrar@aaa.ca.

Autorité des Marchés Financiers

The Centre for Continuing Education at McGill University offers courses in "Personal-lines and Commercial-lines damage insurance" (I.A.R.D.). These courses will help you prepare for examinations, which are administered by l'*Autorité des marchés financiers*. To receive a representative's certificate (agent/broker) in damage insurance or a certificate in claims adjustment, you must take the appropriate exams at l'*Autorité des marchés financiers*. Before registering for courses at McGill, it is necessary to first contact l'*Autorité des marchés financiers* to find out the minimum requirements. You must contact them by calling: 1-877-395-0337 or by visiting them on the web at: www.lautorite.qc.ca. For more information on the courses offered at McGill, call: 514-398-1030.

Canadian Institute of Management

The Canadian Institute of Management, in cooperation with McGill University, offers educational and developmental opportunities relevant to the needs of aspiring managers in meeting today's challenges. In addition, the Institute offers a professional designation for managers who wish to be recognized for their commitment to management excellence.

Further information can be obtained from:

National Council of the Canadian Institute of Management
15 Collier Street, Lower Level
Barrie, ON L4M 1G5
Telephone: 1-800-387-5774
Fax: 705-725-8196
Email: office@cim.ca
Website: www.cim.ca

Montreal Address:

P.O. Box 974, Station "B"
Montreal, QC H3B 3K5
Telephone: 514-483-6402
Website: www.cim-icg.ca (Montreal branch)

Canadian Institute of Traffic and Transport

Completing the Certificate in Logistics Management and satisfying the other requirements of the Canadian Institute of Traffic and Transportation will qualify the candidates for membership in the Institute and, as a member, the use of the designation "CITT".

The first two courses, Transportation Systems (formerly Distribution 1) and Logistics Processes (formerly Distribution II) are offered by the CITT directly. No exemptions are allowed for these two courses.

Full information on the cooperative arrangements can be obtained from the Centre. Students interested in membership or further information on the organization should contact:

Canadian Institute of Traffic and Transportation
10 King Street East, Suite 400
Toronto, ON M5C 1C3
Telephone: 416-363-5696
Fax: 416-363-5698
Email: info@citt.ca
Website: www.citt.ca

Canadian Payroll Association (CPA)

Certified Payroll Manager Program

McGill's Centre for Continuing Education offers compulsory courses recognized by the Canadian Payroll Association (CPA) for their Certified Payroll Manager (CPM) certification.

The Canadian Payroll Association's Certified Payroll Manager Program (CPM) is recognized nationally as the standard of excellence for payroll training.

The CPA awards two levels of certifications – the Payroll Compliance Practitioner Certificate (PCP) and the Certified Payroll Manager Certificate (CPM) upon completion of compulsory courses. For further information, contact the Canadian Payroll Association at 416-487-3380 ext. 272, or by email at: cpm@payroll.ca.

Chartered Secretaries Canada

Chartered Secretaries Canada is a division of the Institute of Chartered Secretaries and Administrators (ICSA) – the international professional body for Chartered Secretaries. Focused on corporate governance and professional administration, Chartered Secretaries Canada is the only body in North America offering an international professional designation – ACIS and FCIS – for corporate governance professionals, administrators, and corporate secretaries.

To become a Chartered Secretary, candidates must complete ICSA's International Qualifying Scheme. The Professional Program is an express route available to qualified candidates, including graduates from McGill University in any discipline. This eight-module program of study includes:

- Corporate Law
- Financial Accounting
- Management Accounting
- Strategic & Operations Management
- Corporate Governance
- Corporate Administration
- Corporate Secretarial Practice & Procedures
- Corporate Financial Management

The Institute maintains an international standard exemption policy. Exemptions of four subjects will be granted to graduates with a degree in Commerce, Business Administration or Law.

For further information contact:

Education Coordinator
Chartered Secretaries Canada
310 - 2175 Sheppard Avenue East
Toronto, Ontario, M2J 1W8
Telephone: 416-944-9727 or 1-800-501-3440
Email: education@icsacanada.org
Website: www.icsacanada.org

Insurance Institute of Canada

This Institute cooperates with McGill in the offering of its certificate programs and recognizes individual courses and programs as appropriate for their professional designation. Full information on the cooperative arrangements can be obtained from the Centre. Students interested in membership or further information on the organization should contact:

Institut d'assurance de dommage du Québec
1200 McGill College Ave., Suite 2230
Montreal, QC H3B 4G7
Telephone: 514-393-8156
Fax: 514-393-9222
Email: montrealcourriel@institutdassurance.ca
Website: www.institutdassurance.ca

Insurance Institute of Canada
18 King Street East, 6th Floor
Toronto, ON M5C 1C4
Telephone: 416-362-8586
Fax: 416-362-1126
Email: genmail@insuranceinstitute.ca
Website: www.insuranceinstitute.ca

International Association of Business Communicators

The Montreal chapter of IABC recognizes McGill's public relations programs. For more information on IABC membership or the association, please visit the website at <http://montreal.iabc.com> or contact VP Membership, Rodrigo Lima at 514-904-4083.

Intellectual Property Institute of Canada (IPIC)

The Intellectual Property Institute of Canada (IPIC) is a national professional association concerned with patents, trademarks, copyright and industrial design. It is comprised of over 1,700 members from Canada and abroad. IPIC is the only professional association in Canada to which nearly all patent agents, trademark agents and lawyers specializing in intellectual property belong. IPIC has been collaborating with McGill since 1994 in offering the Summer Courses in Intellectual Property. More information can be found on the IPIC website at www.ipic.ca.

L'Ordre des Administrateurs Agréés du Québec

This organization cooperates with universities in order to initiate students into the professional practice of management. It offers special opportunities to exchange with experienced chartered administrators (C.Adm.) while they work towards obtaining their official title.

To become a member, candidates must possess:

- A bachelor degree in business administration, commerce or similar discipline;
- Good knowledge of French.

OR

- A degree in another discipline but at least 30 credits in business administration, commerce or similar discipline;
- Good knowledge of French.

Students interested in membership or further information on the organization should contact:

Service de l'admission de l'Ordre
910 Sherbrooke St. West, Suite 100
Montreal, Quebec, H3A 1G3
Telephone: 514-499-0880 or 1-800-465-0880
Fax: 514-499-0892
Email: info@adma.qc.ca
Website: www.adma.qc.ca

Ordre des CGA du Québec (Certified General Accountant - CGA)

In order to fulfil the educational requirements necessary to obtain the CGA professional designation, the candidate must hold:

- a bachelor of commerce degree with a major in accounting; or
- a bachelor of commerce degree with honours in accounting; or
- a "baccalauréat par cumul"* from an educational institution which recognizes either McGill University's Certificate in Accounting or Certificate in Management in combination with two other certificates from the same institution;

and she/he must complete the Short Graduate Program in Professional Practice, pass the four national examinations and acquire 24 months of practical work experience. Under certain conditions, the specific competencies examinations Advanced Personal and Corporate Taxation 2 (TX2) and Internal Auditing and Controls (MU1) or Advanced External Auditing (AU2) might be exempted.

A list of specific courses necessary to complete the educational requirements and descriptive brochures of the Order can be obtained from the Centre for Continuing Education. Students interested in acquiring membership should contact:

Ordre des CGA du Québec
500 Places d'Armes, Room 1800
Montreal, Quebec, H2Y 2W2
Telephone: 514-861-1823 or 1-800-463-0163
Fax: 514-861-7661
Email: formation@cga-quebec.org
Website: www.cga-quebec.org

* Please note that McGill University does not offer a "baccalauréat par cumul". Candidates who wish to obtain one should consult other (francophone) universities in Quebec for information on how a McGill certificate program can be credited towards a bachelor's degree, i.e., "baccalauréat par cumul".

Ordre des Comptables en Management Accrédités du Québec (Certified Management Accountant - CMA)

The Bachelor of Commerce program with an Accounting Concentration fulfils the educational requirements of the *Ordre des comptables en management accrédités du Québec* and with the appropriate options prepares students to write the CMA Entrance Examination.

A list of specific courses required to complete the educational requirements and descriptive brochures of the Order can be obtained from the Centre. Students interested in further information on the CMA designation should contact the Coordinator, Admission and Quality at:

Ordre des comptables en management accrédités du Québec
715 Square Victoria, 3rd Floor
Montreal, Quebec, H2Y 2H7
Telephone: 514-849-1155 ext. 227 or 1-800-263-5390
Fax: 514-849-9674
Email: formation@cma-quebec.org
Website: www.cma-quebec.org

Ordre des Conseillers en Ressources Humaines et en Relations Industrielles Agréés du Québec (ORHRI)

The *Ordre des conseillers en ressources humaines agréés* is the primary reference organization in its field in Quebec. It has a membership of close to 9,500 professionals, candidates and students, including 5,000 CHRPs and 2,500 CIRC's. It is the only organization devoted to the protection of the public authorized by the Professional Code to confer these professional designations.

Active in all sectors, CHRPs and CIRC's contribute to the development and maintenance of a healthy working atmosphere and a safe, efficient organizational environment that respects the uniqueness of each and every employee. They also represent employers and employees in various areas of HR management, from industrial relations, to staffing, training, occupational health and safety, organizational development and compensation.

Students who are interested in membership or further information concerning ORHRI should contact:

Ordre des conseillers en ressources humaines et en relations industrielles agréés du Québec
1200 McGill College Avenue, Suite 1400
Montreal, Quebec, H3B 4G7
Telephone: 514-879-1636
Fax: 514-879-1722
Email: info@orhri.org
Website: www.portailRH.org

Ordre des Traducteurs, Terminologues et Interprètes Agréés du Québec

The *Ordre des traducteurs, terminologues et interprètes agréés du Québec* is an order with a reserved title representing nearly 1,900 members, all of whom are certified language professionals.

As part of its mandate to protect the public, the Order has adopted the following mission: to ensure and promote the competence and professionalism of its members in the fields of translation, terminology and interpretation.

Students holding both the Certificate in Translation and the Graduate Diploma in Translation may apply for an equivalence in order to have access to the professional designation. Students wishing to apply for admission as student members or to apply for certification may do so by contacting the certification coordinator at 514-845-4411, ext. 223, or at 1-800-265-4815, ext. 223.

OTTIAQ

2021 Union Avenue, Suite 1108
Montreal, Quebec, H3A 2S9
Fax: 514-845-9903
Email: info@ottiaq.org

Project Management Institute (PMI®)

The Project Management Institute (PMI) is an autonomous, non-profit, tax-exempt, membership association dedicated to advancing the state-of-the-art in effective and appropriate application of the practice and science of project management.

McGill University's Centre for Continuing Education has been approved as a provider of project management training by the PMI. As such, certain courses and seminars in project management offered by the Centre may lead to PDU credit for PMI members.

For more information about the PMI, please visit www.pmi.org or contact:

Telephone: 610-356-4600 (Option 8 from phone menu)
Fax: 610-356-4647
Email: customer-care@pmi.org

Purchasing Management Association (PMAC)

The Purchasing Management Association of Canada and its Quebec Institute, the CAQ, provides a well-known and accredited program in purchasing and supply-chain management. A non-profit organization, the *Corporation des Approvisionneurs du Québec* (CAQ) is the Quebec Institute of the Purchasing Management Association of Canada (PMAC). The PMAC has over 8,000 members in 10 institutes across Canada.

Strategic supply management is an integral function of any business, with more power to impact the bottom line than just about any function within an organization. Purchasing decisions are strategically important. They reflect directly on a corporation's bottom line, where a purchasing dollar saved has the same effect as \$10.00 sales.

The CAQ and the PMAC are the voice of an exciting and progressive business profession, purchasing and supply management. We offer a wide range of services to our members: professional development, training, seminars, workshops, accreditation, networking, and university research. PMAC consists of a national office and ten provincial and territorial institutes.

The association offers both a Supply Chain Management and the internationally recognized CERTIFIED PROFESSIONAL PURCHASER (C.P.P.) DESIGNATION. The programs are comprised of purchasing courses, modules, seminars, workshops and general management course (such as those offered here at McGill University), coupled with work experience.

Individuals wishing to register in either program or for more information can obtain complete details by visiting websites of the PMAC at www.pmac.ca or the Quebec Institute at www.caq.qc.ca.

Corporation des Approvisionneurs du Québec
895 boulevard du Séminaire Nord, Suite 302
Saint-Jean-sur-Richelieu, QC J3A 1J2
Telephone: 1-800-977-1877 or 450-357-0033
Fax: 450-357-0044
Email: info@caq.qc.ca

Quebec Risk and Insurance Management Association (QRIMA)

This association is a chapter of the Risk and Insurance Management Society, a professional association of practising risk management professionals. It cooperates with McGill in the offering of risk management courses that lead to the CRM (Canadian Risk Management) and the RIMS Fellow designation. Further information can be obtained from the association or visit the QRIMA web-

site: <http://quebec.rims.org> or email agraq@rimsmail.org. Any queries can be directed to Janice McGraw at 514-398-6251.

Risk and Insurance Management Society, Inc. (RIMS)

RIMS is the professional body determining standards, sponsoring education programs and controlling the professional designations for the CRM (Canadian Risk Management) and the RIMS Fellow. To be eligible for the CRM designation, candidates must successfully complete the three risk management (Risk Assessment, Risk Control and Risk Financing) courses. To be eligible for the RIMS Fellow designation, candidates must complete four university-level courses, Accounting and Finance are required and the two courses selected from business, economics, MIS, law, insurance, marketing or management, twelve days of RIMS Fellow workshop, as well as completing the three risk management courses. For further information please contact:

The Global Risk Management Institute, Inc.
1065 Avenue of the Americas, 13th Floor
New York, NY 10018, USA
Telephone: 212-655-6221
Fax: 212-655-6042
Email: fjordan@rims.org

Société Québécoise des Professionnels en Relations Publiques

This association recognizes McGill's public relations programs. Students interested in membership or further information about the organization should contact:

Société québécoise des professionnels en relations publiques
4316 boulevard St-Laurent, Suite 200
Montreal, QC H2W 1Z3
Telephone: 514-845-4441
Fax: 514-842-4886
Email: info@sqprp.ca
Website: www.sqprp.ca

4 General University Information and Regulations

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4.1 General Policies and Information

4.1.1 Authorization, Acknowledgement and Consent

When applying for admission to the University, you are bound by and agree to observe all statutes, rules, regulations, and policies at McGill University and the faculty or faculties to which you may be accepted and registered in, including policies contained in the University Calendars and related fee documents. Your obligation as a student begins with your registration and ends in accordance with the University's statutes, rules, regulations, and policies.

You should verify all information or statements provided with your application. Incorrect or false information may jeopardize your admission. The University reserves the right to revoke an admission that is granted based on incorrect or false information in an application or supporting documents.

4.1.2 Student Rights and Responsibilities

The *Handbook on Student Rights and Responsibilities* is published jointly by the Office of the Dean of Students and the University Secretariat. It contains regulations and policies governing your rights and responsibilities as a student at McGill.

The Handbook is also available at www.mcgill.ca/deanofstudents/rights.

4.1.3 Language Policy

The main language of instruction at McGill is English. You have the right to write essays, examinations, and theses in English or in French except in courses where knowledge of a language is one of the objectives of the course.

If you need to improve your English skills, you should take an intensive course in *English as a second language* before or at the start of your studies. Information concerning second-language course offerings can be found in the Faculty of Arts section of the Undergraduate Programs Calendar and in the Summer Studies and Continuing Education Calendars. For "[English and French Language Programs \(English\)](#)", see [section 10](#). There are special language requirements for Faculty of Education students; please see Faculty of Education section 8.2.1, "Undergraduate Education Programs" in the *Undergraduate Programs Calendar* available at www.mcgill.ca/courses.

4.1.4 Policy Concerning Access to Records

The University sends statements of account and all other correspondence directly to students. You retain full control over who has access to your records or accounts; however, officers and members of the University staff also have access to relevant parts of your records for recognized and legitimate use. The University does not send progress reports or any other information to your parents and/or sponsors unless you specifically request it in writing.

In accordance with Quebec's Act Respecting Access to Documents held by Public Bodies and the Protection of Personal Information (the "Access Act"), personal information, including transcripts of academic records, may be released only with the student's authorization. When you apply to McGill, you authorize the University to release certain personal information (name, address, telephone number, email address, date of birth, program and student status) to specific persons and bodies.

The following persons and bodies are included in your information release authorization:

- a. Libraries of other Quebec universities with which McGill has reciprocal borrowing agreements (ID number and bar code may also be disclosed to those libraries).
- b. *Ministère de l'Immigration et des Communautés culturelles* and/or the *Régie de l'assurance-maladie du Québec* and the *Ministère de l'Éducation, du Loisir et du Sport* (MELS).
- c. The appropriate authorities involved with the external or internal funding of your student fees (financial records may also be disclosed to those authorities).
- d. The Association of Universities and Colleges of Canada.
- e. The Association of Registrars of Universities and Colleges of Canada and the *Conférence des recteurs et des principaux des universités du Québec*, or the member institutions of these organizations, for the purpose of admissions operations and the production of statistics.
- f. The school(s) or college(s) that you attended.
- g. Students and alumni who have volunteered to speak with admitted students.
- h. Student Associations recognized by McGill University for the student category(ies) to which you belong.
- i. The McGill Alumni Association.
- j. Professional bodies or corporations (e.g., engineers, dentists).
- k. McGill Network and Communications Services for the purposes of listing your McGill email address in an online email directory.

If you do not want to authorize the University to disclose personal information to the organizations mentioned above in h, i, j and k, you must complete and submit an Opposition Form, available at Enrolment Services.

4.1.5 Email Communication

All students are assigned a McGill Email Address (usually in the form of `firstname.lastname@mail.mcgill.ca`) and are given a McGill email mailbox. You can view your McGill Email Address and set your McGill Password on Minerva, under the *Personal Menu*.

Email sent to your McGill Email Address is an official means of communication between McGill University and its students. As with all official University communications, it is your responsibility to ensure you read and act upon University emails in a timely fashion. If you choose to forward University email to another email mailbox, it is your responsibility to ensure that the alternate email mailbox is valid.

You should read the *Code of Conduct for Users of McGill Computing Facilities* and the *Email Communications with Students* policy found under Information Technology on the University Secretariat website at www.mcgill.ca/secretariat/policies/informationtechnology. For more information on email for students, refer to www.mcgill.ca/it and see [section 5.8 "For your Information Technology \(IT\) needs"](#).

Note for Continuing Education students: The above services are not available if you are registered in short courses or seminars not recorded on the official McGill transcript.

4.1.6 Academic Integrity

When submitting work in your courses, you must understand the meaning and consequences of plagiarism and cheating, which are extremely serious academic offences. If you have any doubt as to what might be considered plagiarism when you are preparing an essay or term paper, you should consult the course instructor to obtain appropriate guidelines. You should also consult the student guide to the meaning of plagiarism on the Academic Integrity website at www.mcgill.ca/integrity, where you will find links to instructional tutorials and strategies to prevent cheating. The *Code of Student Conduct and Disciplinary Procedures* includes sections on plagiarism and cheating. You can find the Code in the *Handbook on Student Rights and Responsibilities*, available through the Academic Integrity website or at www.mcgill.ca/deanofstudents/rights.

The possession or use of unauthorized materials in any test or examination constitutes cheating. Responses on multiple-choice exams are normally checked by the Exam Security Computer Monitoring program. The program detects pairs of students with unusually similar answer patterns on multiple-choice exams. Data generated by this program can be used as admissible evidence in an investigation of a possible violation under Section 16 of the *Code of Student Conduct and Disciplinary Procedures*.

The Office of the Dean of Students administers the academic integrity process as described in the *Handbook on Student Rights and Responsibilities*.

4.1.7 Proper Use of Computing Facilities

You must comply with the *Code of Conduct for Users of McGill Computing Facilities* as approved by the University Senate. You can find the Code in the *Handbook on Student Rights and Responsibilities*.

This Code (or policy) is also posted in the University Secretariat listing of *University Policies, Procedures and Guidelines* under Information Technology, at www.mcgill.ca/secretariat/policies/informationtechnology.

4.1.8 Non-smoking Policy

Quebec law prohibits smoking in public buildings.

4.1.9 Health Insurance – International Students

By Senate regulation, all international students (full-time, part-time, half-time, additional session, special, exchange and visiting) and their accompanying dependants who do not have Canadian citizenship or Permanent Resident status must participate in the University's compulsory sickness and accident plan. For enrolment procedures and details on the health insurance plan, consult the International Student Services website. For information concerning rates, see www.mcgill.ca/internationalstudents/health/faq/#3.

All inquiries related to this University policy must be directed to International Student Services.

International Health Insurance

Telephone: 514-398-6012

Email: international.health@mcgill.ca

Website: www.mcgill.ca/internationalstudents/health

Note: If you are registered in the intensive English and/or the intensive French programs, you should contact the Student Affairs Office, Centre for Continuing Education, 514-398-6200 for information on health insurance.

4.1.10 Health Insurance – Canadian Residents

If you are a Canadian student from outside Quebec, you should check with your provincial medicare office to ensure that you have valid health coverage while studying at McGill.

If you are a Canadian student who has been living abroad, you may not be eligible for provincial health insurance coverage. To ensure adequate health insurance coverage, you may enrol in the group plan offered through International Student Services. Please note that this option is available only during the first month of your first semester at McGill.

4.1.11 Minerva

Minerva is McGill's web-based information system serving students, staff and faculty. To access Minerva, go to www.mcgill.ca/minerva and click the Login icon. Once logged in to Minerva, you can:

- View class schedules, including course descriptions and spaces available in course sections.
- Register and make course changes.

- View your unofficial transcript and degree evaluation reports.
- View your Permanent Code, citizenship and Quebec residency status and fee information.
- Update personal information such as address, telephone number and emergency contacts.
- Apply to graduate.
- View graduation status and convocation details.
- View your McGill login information to access the Internet and email.
- Order official transcripts.
- Retrieve tax receipts.
- Submit an online course evaluation.
- Apply to McGill and view your application status.

In addition, students in some faculties can use Minerva to change their major or minor programs, and to apply for an Exchange program.

4.1.12 myMcGill

McGill's web portal, *myMcGill*, gives students and staff a personalized interface to the University's information systems.

myMcGill offers an integrated web experience with a single sign-on (SSO) to several McGill web systems. This allows you to access multiple McGill systems without being prompted for additional logins. To log into *myMcGill*, click the *myMcGill* tab at the top-right corner of the McGill homepage (www.mcgill.ca) or go to <http://my.mcgill.ca>.

4.2 Personal Information

4.2.1 Updating Personal Information

It is important to keep your official records up to date, especially your mailing or billing address, because these are used by the University year round. If your address information on file is invalid, incomplete or missing, the University will hold your mail. Once you have provided a valid address, the University will resume sending your mail.

You must update your address(es) and/or telephone number(s) and emergency contact information on Minerva under the *Personal Menu*.

If you are away from campus and do not have access to the Internet, you can request changes by writing to your student affairs office or to Enrolment Services. Your written request must include your signature.

If you need to change important personal information that requires the University to verify official documents, such as a change to your name or citizenship, or correction of your birth date, you must go in person (as soon as possible) to the Continuing Education Student Affairs Office. Such changes can only be made in person at the Centre for Continuing Education, Student Affairs Office, 688 Sherbrooke Street West, Room 1199.

4.2.2 Legal Documents

4.2.2.1 Why Does McGill Collect Legal Documents from You?

Tuition fees at McGill vary depending on whether you have provided us with proof that you are a Quebec student, a Canadian out-of-province student, or an international student, as per [section 4.2.2.2, "What Documents Does McGill Need from You?"](#).

Some of the documents McGill requests from you help us obtain your **Permanent Code** from the Government of Quebec. This unique 12-character code, is issued by the Quebec *Ministère de l'Éducation, du Loisir et du Sport* (MELS), and is obligatory for all students registered in a Quebec institution.

If you have previously attended school in Quebec, you already possess a Permanent Code - you can find it on your school report card or your CEGEP or university transcript. After you have accepted the University's offer of admission, you can check on Minerva (under the *Personal Menu*) to see if McGill has received your Permanent Code.

You can consult your tuition and legal status (including your Permanent Code) on Minerva. Select *Student Menu > Student Accounts Menu > View your Tuition and Legal Status*.

4.2.2.2 What Documents Does McGill Need from You?

Follow the instructions in the **first** row of this table that apply to you. **Send clear, legible copies of documents (not originals).**

Quebec and Canadian-Out-Of-Province Students

You have applied to McGill directly from CEGEP or you already have a student record at McGill	<ul style="list-style-type: none"> Usually no documents are required for your Canadian and/or Quebec status, based on McGill's records or as confirmed by the Quebec <i>Ministère de l'Éducation, du Loisir et du Sport</i> (MELS)
You have applied to McGill from another Quebec university	<ul style="list-style-type: none"> Canadian birth certificate; or Canadian citizenship card (both sides); or Certificate of Indian status card; or Makivik Society card; or Record of Permanent Resident status (note 3) For your Quebec residency status, usually no documents are required, unless McGill cannot confirm this from the Quebec <i>Ministère de l'Éducation, du Loisir et du Sport</i> (MELS)
You were born in Quebec	<ul style="list-style-type: none"> Quebec birth certificate (note 1 and 5) Permanent Code Data Form (note 2 and 6)
You were born (or became a Landed Immigrant) in a Canadian province other than Quebec	<ul style="list-style-type: none"> Canadian birth certificate; or Canadian citizenship card (both sides); or Certificate of Indian status card; or Makivik Society card; or Record of Permanent Resident status (note 3) Permanent Code Data Form (note 2 and 6)
You are a Quebec resident through one of the other situations outlined by the Quebec <i>Ministère de l'Éducation, du Loisir et du Sport</i> (MELS)	<ul style="list-style-type: none"> Canadian birth certificate; or Canadian citizenship card (both sides); or Certificate of Indian status card; or Makivik Society card; or Record of Permanent Resident status (note 3) Permanent Code Data Form (note 2 and 6) Attestation of Residency in Quebec Form (note 6) Other supporting documents, depending on which situation you checked on the above Attestation of Residency Form

International Students

You will be in Canada for less than 6 months (i.e., for only one academic semester)	<ul style="list-style-type: none"> Visitors Permit issued by Citizenship and Immigration Canada at your port of entry into Canada Photo page of your passport and the page stamped by Citizenship and Immigration Canada at your port of entry Permanent Code Data Form (note 2 and 6)
You will be in Canada for more than 6 months (i.e., for two or more consecutive academic semesters)	<ul style="list-style-type: none"> Certificate of Acceptance of Quebec (CAQ) Permanent Code Data Form (note 2 and 6) Study Permit issued by Immigration Canada (note 4)

Note 1: You may alternatively provide your Quebec baptismal certificate if it was issued **prior to January 1, 1994**, and clearly shows where you were born and that your baptism in Quebec occurred no more than four months after your date of birth.

Note 2: Your signed Permanent Code Data Form is usually required. If the names of your parents appear on your birth certificate, or if you have already provided McGill with your Permanent Code, you do not need to supply this form.

Note 3: Your Canadian Permanent Resident status can be proved by a copy of your Immigration Canada IMM 5292 document together with your Canadian Permanent Resident card (copy of both sides required). Alternatively, you may provide your IMM 1000 document along with your Permanent Resident card (copy of both sides required).

Note 4: If you are a refugee, you should instead provide your Convention Refugee status document.

Note 5: Usually McGill needs your birth certificate to prove your place of birth in Quebec. If you already have a valid Quebec Permanent Code, but McGill is still charging you Canadian fees, McGill will accept as proof that you qualify for Quebec residency a copy of your Canadian passport that indicates your birth place as being within the province of Quebec.

Note 6: You can find links to download and print the Permanent Code Data and Attestation of Quebec Residency forms at www.mcgill.ca/legaldocuments/forms.

Fee Exemptions

Students in certain categories may be eligible to claim an exemption from the international rate of tuition fees according to the regulations set by the Quebec *Ministère de l'Éducation, du Loisir et du Sport* (MELS).

If you are eligible for one of the exemption categories you are assessed at the Quebec rate of tuition. You can find a list of categories and the required application form at www.mcgill.ca/student-records/fees/exemption and also at Enrolment Services. An exemption will not be granted unless you submit the application form along with your supporting documents to Enrolment Services

4.2.2.3 Has McGill Received Your Documents?

Quebec/Canadian/International Fees

Once received, it usually takes us about a week to record your documents and update your file accordingly.

- Check your tuition status on **Minerva** student accounts menu: *Student Menu > Student Accounts Menu > View your Tuition and Legal Status*.
- Check the phrase: *Fees currently calculated according to rules for...* This will tell you if you are assessed as: International student, Canadian student, or a Quebec student.
- The University has implemented e-billing as of the 2005-2006 academic year. A paper fee statement will no longer be mailed via Canada Post. For more information please refer to the following website: www.mcgill.ca/student-accounts/e-bill.

If you do not agree with the assessment, notify us right away. We cannot accept changes or offer you a lower tuition rate after the last day of classes at the end of the term, as the government does not allow us to amend our files at that point.

Permanent Code

It can take anywhere from one week to four weeks for the Ministry to verify or issue your Permanent Code.

- Check your Permanent Code on Minerva: *Personal Menu > Name Change* or alternately via *Student Menu > Student Accounts Menu > View Tuition Fee and Legal Status*. If your 12-character Permanent Code appears there, your documents are in order. If not, you have not yet provided us with your documents listed above or we have not yet received confirmation from the Ministry that your documents are sufficient for creation of a Permanent Code.

4.2.2.4 What Are the Consequences of Not Providing Your Documents?

McGill must receive all proofs of citizenship, requests for Quebec residency, international fee exemptions, and immigration status changes by the end of the last day of classes of a current term for them to take effect for that term. **All requests received after the last day of classes will be processed but your fees will only be lowered for the following term.**

McGill cannot issue you an ID card until all of your documents have been received. Your ID card is essential to use many services on campus, and to take your final exams.

If your Permanent Code is not issued by October 15 (Fall term) or February 15 (Winter term), a hold will be added to your record until McGill has received the necessary documents. This hold will prevent you from registering or dropping any courses and from obtaining your official transcript. If you are registered in one term or in a one-year program, the University may put a hold on your record earlier in the term.

If your tuition fees are reduced because of the document review process, McGill will waive the difference on any accumulated late payment or interest charges.

4.2.2.5 Where Do I Send my Documents?

You must send in all your documents after you have been accepted to McGill but before your classes begin. **Do not send originals.** Email, fax or mail clear and legible copies of your documents. Write your student ID on the documents so that McGill can match them to your record. The sooner you submit your documents, the sooner the University can update your status and ensure that your record is in order.

By Email:

Follow these steps to submit your legal documents electronically:

1. Save the attached file in an accepted format:

- Standard PDF (.pdf) - encrypted PDFs will not be accepted.
- Tagged image format (.tif, .tiff; for scans).

Ensure that you save your documents properly in one of the above formats - do not just rename the file extension. Due to the possibility of computer viruses, McGill does not accept Microsoft Word documents (.doc), hypertext files (.htm, .html), JPG, GIF, or any other format.

2. Ensure that the resolution used is at least 300 dpi (dots per inch) for an electronic replica (scan) of documentation (e.g., a scan of your birth certificate). The preferred file size is 100KB per image.

3. Address your email to legaldocuments.conted@mcgill.ca and attach your relevant scanned document(s). Attach the file(s) to your email; do not include the documents in the body of your email.

4. Put your First Name, Last Name, and McGill ID number in the subject line of your email.

Note: Individual email size (including your attachments) should not exceed 5 MB (5120 KB).

By Mail or in Person:

McGill University
Centre for Continuing Education
688 Sherbrooke Street West
11th Floor
Montreal, QC H3A 3R1

By Fax:

514-398-3227

If there is a problem with your documents, contact:

Telephone: 514-398-4474

Email: info.conted@mcgill.ca

4.2.3 Identification (ID) Cards

As a student registered at McGill you are required to present an ID card to write examinations, when using libraries and student services and certain laboratories, and to access many residences.

To receive your ID card, you must be a registered student, and you must present your Permanent Code information and proof of legal status in Canada (for a list of acceptable documents, see [section 4.2.2 "Legal Documents"](#)).

ID cards will not be issued if any of your legal documents are missing.

Note for Continuing Education students: You must allow at least 1 day after you have registered before applying for your ID card. You will not be issued an ID card if you have fees owing. You may obtain your ID card at the Student Affairs Office of the Centre for Continuing Education.

Notes:

- If you do not register for consecutive terms you should retain your ID card to avoid having to replace it when you re-register.
- If your card has expired there is no charge for a replacement as long as you hand in the ID card.
- If you change programs or faculties there is no charge as long as you hand in the ID card.
- If your card has been lost, stolen or damaged, there is a \$20 replacement fee.
- If you need security access to labs or other facilities, see www.mcgill.ca/security/services/access.

The Student Identification Card is the property of the University, for use by the cardholder only and is not transferable. If you withdraw from all of your courses, you must attach your ID card to the withdrawal form or return it to Enrolment Services (or Continuing Education, or the Faculty of Agricultural and Environmental Sciences, Student Affairs Office, Macdonald Campus).

4.2.4 Name

4.2.4.1 Legal Name

This is the name that will appear on your degree, diploma or certificate on graduation, and on your transcript. It is also used by the Quebec *Ministère de l'Éducation, du Loisir et du Sport* (MELS) to create a Permanent Code.

All students are registered under their legal name as it appears in one of the following documents:

1. Canadian birth certificate.
2. Canadian Immigration Record of Landing (IMM1000 or IMM5292 and Permanent Residence card, both sides).
3. Canadian Immigration Study or Work Permit document.
4. Certificate of Acceptance of Quebec (CAQ).
5. International passport (for Canadians, a Canadian citizenship card is required. Note that a Canadian passport is not acceptable).
6. Letter from international student's consulate or embassy in Canada.
7. Marriage certificate issued outside of Quebec (translated into English or French by a sworn officer if in another language). Note that Quebec marriage certificates are only acceptable if issued prior to 1984.

In the case of a variation in the spelling of the name among these documents, the University will use the name on the document that appears first on the above list.

4.2.4.2 Preferred First Name

You can provide a preferred first name on your application for admission or, once admitted, you may send a signed request to Enrolment Services, James Administration Building, Room 205, for the name to be updated on your file.

Your preferred first name appears on class lists (in parentheses beside your legal name) for use by instructors.

4.2.5 Verification of Name

Verify the accuracy of your name on McGill's student records via Minerva. To do this, go to the *Personal Menu > Name Change Form*, where you can make minor corrections such as changing case (upper/lower), adding accents and spacing. However, you **cannot** change the name on your record via Minerva. Requests for such changes must be made by presenting official documents (see section 4.2.4 "Name") in person at the Student Affairs Office, Centre for Continuing Education.

4.3 Registration

Most students in Continuing Education must register using Minerva, during the registration periods published in the "Important Dates 2009-10", section 2 of this Calendar.

Note: If you are registering for short courses or seminars, you will not register using Minerva and must see your individual department for specific registration information.

You will be charged a late registration fee during the late registration period. To avoid the late registration fee, you must register for at least one course on Minerva. You may add courses until the end of the add/drop period without penalty.

You are responsible for your course selection, registration and for ensuring that you have completed your program and degree requirements according to the regulations and deadlines indicated in this Calendar. Advisers and staff in the Centre for Continuing Education are available to give you advice and guidance.

4.3.1 Who Can Use Minerva?

If you were registered at the Centre for Continuing Education during the past year, or were recently admitted to a program, you must use Minerva to register for courses.

EXCEPTIONS

You will not be able to use Minerva to register if:

- you have outstanding fees;
- you do not have a Permanent Code;
- you have a registration hold on your record for administrative or academic reasons;
- you are registering for a Language course and your record does not indicate successful completion of the previous level
- you do not have the prerequisite for the course(s) you wish to register for.

If any of these conditions apply, you should see an adviser and register in person (see section 4.3.3.1, "In-Person Registration").

4.3.2 How to Register Using Minerva

Go to the Minerva web page at www.mcgill.ca/minerva-students and follow the step-by-step instructions. You can register and/or make course changes using Minerva ONLY during the periods indicated in the Minerva Registration Schedule. For more information, see "MINERVA REGISTRATION SCHEDULE 2009/2010".

Before Going to Minerva:

- Read the timetable and registration instructions carefully. Not all courses are offered each term. Keep this in mind when selecting your courses. You can only register for one term at a time.
- See an Adviser. If you wish to substitute required courses or enroll in courses outside your program, you must obtain written approval from your Department, otherwise the course may not be recognized for credit toward your program. If you need to see an adviser, call your Department well before registration to make an appointment.

Problems Using Minerva?

If you have any program or course-related questions regarding registration, contact the Student Affairs Office at 514-398-6200.

If you have problems using Minerva, contact the MinervaHelp Line at 514-398-4474.

Can't Remember Your PIN?

If you cannot remember your PIN, you can reset it using the "Forgot Pin?" button on the Minerva login page. If you are unable to reset your PIN, call the Minerva Help Line at 514-398-4474.

4.3.3 Other Ways to Register

4.3.3.1 In-Person Registration

If you are a new Special student, or if you are unable to register using Minerva for any reason, you must register in person. This service is by appointment only. Call for an appointment: 514-398-2900.

As of August 4	for Fall term
As of December 1	for Winter term
As of April 6	for the Spring/Summer term

If you are required to take a Language classification test, schedule an appointment at least two days after your test.

What to bring to IN-PERSON Registration:

RETURNING STUDENTS

- 1) McGill ID card or proof of Student Number (i.e., unofficial transcript).
- 2) Proof of satisfactory completion of prerequisite courses.

NEWLY ADMITTED STUDENTS

- 1) Your letter of admission.
- 2) Proof of satisfactory completion of prerequisite courses.
- 3) Your student ID card (if you were a Special student in a previous term).
- 4) Legal documents to prove that you are a Quebec student, a Canadian out-of-province student, or an international student (if you have not done so). For more information, see section 4.2.2, "Legal Documents".

NEW SPECIAL STUDENTS

(see section 3.8, "Special Student Status")

- 1) Legal documents to prove that you are a Quebec student, a Canadian out-of-province student, or an international student. For more information, see section 4.2.2, "Legal Documents".
- 2) Your Permanent Code from the Government of Quebec (see section 4.2.2, "Legal Documents").
- 3) Proof of satisfactory completion of prerequisite courses.
- 4) Proof of proficiency in English, if applicable (section 6.8.2, "Proof of Proficiency in English" and section 7.3.2, "Proof of Proficiency in English").

SPECIAL STUDENTS REGISTERING IN GRADUATE LEVEL COURSES

- 1) An unofficial transcript in English or French confirming degree completion and, if applicable, an "avis d'études" from the *Gouvernement du Québec, Ministère de l'Immigration et des Communautés culturelles*.
- 2) A letter from your university of origin confirming the expected date of completion of your degree (if your degree has not yet been granted). You must request to have an official transcript sent to us before the end of term once your degree is completed.
- 3) Proof of proficiency in English, if applicable (see section 7.3.2, "Proof of Proficiency in English").

Failure to provide the documents listed above will result in your not being permitted to register in courses.

For Translation Studies, see section 14.3.1.3, "General Academic Requirements".

INTERNATIONAL STUDENTS

In addition to the above, international students should bring:

- 1) A Completed Study Plan.
- 2) A Study Permit and Certificate of Acceptance of Quebec (CAQ), or other proof of immigration status (see [section 4.2.2, "Legal Documents"](#)).
- 3) Valid passport.
- 4) Your Health Insurance Number (If not purchased, you must do so at the Brown Student Services Building, 3600 McTavish, before registration).

4.3.3.2 Registration for Short Courses, Seminars and Workshops

For registration in the following areas, please see the appropriate Department in this Calendar:

General Studies/Professional Development [section 12, "General Studies"](#)

MILR [section 13, "McGill Institute for Learning in Retirement"](#)

4.3.3.3 Registration by Proxy

If you are unable to register during the scheduled registration periods, you can register by proxy. A Proxy form is available at the Centre for Continuing Education or at www.mcgill.ca/conted-students/forms. This form must be completed and signed by both you and the proxy-holder. The Centre will not accept proxy forms sent by fax. The proxy holder must bring the signed form along with all supporting documents, and be prepared to pay the fees in full (see [section 4.3.3.1, "In-Person Registration"](#)).

4.3.3.4 Registering by Mail, Fax or by Web

If you are registering for courses, workshops or seminars offered by the Department of General Studies, see their website at www.mcgill.ca/conted-general.

MINERVA REGISTRATION SCHEDULE 2009/2010

	Fall	Winter
Returning Students	July 2 to September 1	October 29 to January 4
Newly-Admitted Students	July 7 to September 1	November 3 to January 4
Returning " <i>Special Students</i> "	July 14 to September 1	November 10 to January 4

Late Registration and Add/Drop Period

	Fall	Winter
All Students except General Studies	September 2 to September 15	January 5 to January 19

4.3.5 Effective Date for Refunds

It is solely your responsibility to initiate a course change (i.e., add/drop/withdrawal) by submitting a form to your student affairs office. Neither notification of the course instructor nor discontinuing class attendance is sufficient.

The effective date for refunds will be the date on which the official Course Change Form was completed or the date the change was made on Minerva.

Refunds are not automatically issued as a result of course changes. You must specifically request a refund in writing, otherwise any amount owing to you as a result of a course withdrawal or overpayment will be credited to your fee account.

Note: Special rules for refunds will apply for courses of 10 sessions or less or for courses of a specialized nature. For specific details, contact the department.

If you are a full-time McGill degree student registered in a Continuing Education course, the Continuing Education course change deadlines do not apply to you; see the section "Important Dates 2009-10" of the *Undergraduate Programs Calendar* available at www.mcgill.ca/courses for deadlines that apply to your faculty.

4.3.4 Course Withdrawals and Refunds

Once registered for a course, you are responsible for the fees. If you decide not to follow the course, you must officially withdraw. Simply not attending classes or informing the instructor does not constitute an official withdrawal.

4.3.4.1 How to Withdraw from a Course

You can withdraw from a course in one of two ways:

- Online using Minerva (*Registration menu*)
- In-person by completing a "Course Change Form" available at www.mcgill.ca/conted-students/forms and bringing it to the Student Affairs Office.

4.3.4.2 Add/Drop Period

You can change sections, add and drop courses only during the add/drop period. You will be charged a \$20 administrative fee for each course dropped. Refer to the Calendar Supplement for specific add/drop dates. Courses dropped before and during the Late Registration and add/drop period will not show on your record.

4.3.4.3 Withdrawing from a course - Grade of W

There are two withdrawal periods for the Fall and Winter terms; one with a refund and one without a refund.

It is very important that you take note of the deadlines for obtaining a refund.

If you miss the fee refund deadline, you are responsible for all course fees. During both withdrawal periods, you may withdraw from course(s) using Minerva. You will be given a grade of "W", which does not affect your CGPA. Failure to officially withdraw will result in a grade of "J" (incomplete/failure) which counts as "0" in GPA calculations.

Official registration and withdrawal dates are published before the start of each term. Refer to the Calendar Supplement for specific dates.

REFUND REQUEST

To make a request for a refund, complete a Refund Request form available at www.mcgill.ca/conted-students/forms and return it to the Student Affairs Office.

If you withdraw from your only course, your McGill ID card must also be returned since it is the property of McGill University. The refund, less any applicable transfer or cancellation fees, will be mailed within four weeks.

4.3.6 Classes with Limited Enrolment

The Centre reserves the right to limit the size of classes based on academic grounds or physical space limitations. In all such cases, enrolment is on a "first-come, first-served" basis, with priority given to students admitted to certificate, diploma and degree programs.

4.3.7 Registration in Courses Administered By Other Faculties

You may, under exceptional circumstances, receive permission to register in a course administered by another faculty for credit

toward your program. The number of courses you can take is limited and is subject to approval by the faculty.

You will not be able to register for these courses on Minerva. In order to receive permission to register for a course administered by another faculty, you must be formally admitted to a Continuing Education program and supply proof that you have satisfied all prerequisites.

You must obtain written approval from the Director or Program Adviser. The Centre registration regulations apply to these courses, including withdrawals, refunds and requests for transfers. Registration regulations of the faculty where the course is taking do not apply. However, you must follow the rules and regulations of the faculty where the course is taken with regards to examination conflicts or requests for deferrals.

Note: some faculties do not offer supplemental examinations. Any failed course must be repeated.

4.3.8 Registration for Full-Time McGill Degree Students Taking Continuing Education Courses

If you are a full-time McGill degree student, you can use Minerva to register for a Continuing Education course. If you are currently in a McGill degree program and want to take a Continuing Education course for credit toward your program, you must obtain authorization from your faculty.

If you are currently in a McGill degree program and want to take a Continuing Education course for interest or personal development, you can register using Minerva. With the exception of some General Studies short courses, workshops and seminars, these courses will appear on your official transcript but will not count toward the completion of your degree requirements.

Note: English and French language courses offered by the Centre are not available to full-time McGill degree students.

4.3.9 Late Registration

You can register late provided there are spaces available in the course after the regular registration period. The late registration period is indicated in the Calendar Supplement. You will be charged a late registration fee of \$25, whether you registered on Minerva or in-person.

4.3.10 Class Schedule

Class Schedule for the upcoming Fall and Winter terms normally becomes available in mid-March at www.mcgill.ca/courses. The Summer term schedule is normally published in January. Class Schedule includes the days and times when courses are offered, class locations, names of instructors, and related information. You can also access the Calendar entries of scheduled courses by clicking the CRN (course reference number) that appears with each course section shown in Class Schedule.

You should make a note of any preregistration requirements for a course, such as placement tests or departmental approval/permission required.

Class Schedule information is subject to change and is updated as courses are added, cancelled, rescheduled or relocated. It is your responsibility to consult Class Schedule at the time of registration, and again before classes begin, to ensure that changes have not caused conflicts in your schedule.

You must register for at least one course prior to the end of the regular registration period to avoid paying a late registration fee of \$25. If you are in doubt about what course(s) to register for, you can meet with an adviser.

The Centre publishes a Calendar supplement three times a year that contains specific details on registration dates and information needed for the upcoming term. In case of discrepancy between what is published in the supplement and this Calendar, the supplement takes priority.

4.3.11 Course Information and Regulations

For course information and regulations, see "[Course Information, Regulations and Descriptions](#)".

4.3.12 Quebec Inter-University Transfer Agreement (IUT)

The Quebec Inter-University Transfer (IUT) agreement permits concurrent registration at McGill and another Quebec institution.

4.3.12.1 McGill Students

Regular undergraduate and graduate degree, diploma or certificate students registered at McGill may register, with their faculty's permission, at any university in the province of Quebec for three, or in some cases six, **credits** per term in addition to their registration at McGill. These courses, subject to faculty regulations, will be recognized by McGill for the degree that you are registered for, up to the limit imposed by the residency requirements of the program. Normally, you must complete a minimum residency requirement of 60 credits at McGill in order to qualify for a McGill degree (you should check with your faculty). This privilege will be granted if there are valid academic reasons.

If you want to take advantage of this agreement, consult your student affairs office for details. Note that this agreement is subject to the following conditions:

- The other universities concerned may, at their discretion, refuse the registration of a student for any of their courses.
- You must complete your faculty and program requirements.
- You are responsible for ensuring that the McGill Class Schedule permits you to take these courses without conflict.
- The universities concerned are not responsible for special arrangements in cases of examination or class schedule conflicts.
- Marks earned at the host university will not appear on McGill transcripts or be included in McGill grade point averages.
- If you are attending McGill as an exchange student from outside Quebec, you are not eligible to take courses at another Quebec institution through the IUT agreement.
- You should be aware that late results received from host universities may delay your graduation.

If you are a scholarship holder, you should consult with your student affairs office and the scholarships coordinator concerning eligibility for continuation or renewal of your award(s).

You must initiate an online Quebec Inter-University Transfer (IUT) application to request the required authorizations at www.mcgill.ca/student-records/iut. You may find additional information posted at your faculty website.

Note: Once the Quebec Inter-University Transfer (IUT) application is approved by both the home and host universities, you must register in the same course for which you obtained electronic approval. The method of registration of the host university will vary (e.g., web, in-person, phone, etc.). **You must allow sufficient time to complete and submit your electronic application, because you are responsible for adhering to all the host university's registration deadlines.** If you decide later to drop or withdraw from the course(s) for which approval was granted, you will need to drop or withdraw from the course using the host university's registration method AND submit this change on the online Quebec Inter-University Transfer (IUT) application.

The host institution automatically submits grades for completed courses to McGill.

4.3.12.2 Visiting IUT Students

If you are a student at another Quebec university and you want to take courses at McGill using the Quebec Inter-University Transfer (IUT) agreement, you must initiate an online application to request the required authorizations at www.mcgill.ca/student-records/iut. You should also refer to your home university website for regulations on the number of credits allowed, as well as the policies for transferring the credits.

Note: Once the Quebec Inter-University Transfer (IUT) application is approved by both the home and host universities, you remain responsible for registering in the same course for which you have obtained electronic approval. At McGill, you have to register on Minerva (www.mcgill.ca/minerva). You will be informed via email of the necessary registration steps once your application has been approved. **You must allow sufficient time to complete and submit your electronic application, because you are responsible for adhering to all McGill's registration deadlines.** If you decide later to drop or withdraw from the course(s) for which approval was granted, you will need to drop or withdraw from the course on Minerva AND submit this change on the online Quebec Inter-University Transfer (IUT) application.

McGill automatically submits grades for completed courses to your home university.

Note for Continuing Education students: If you are a Visiting IUT Student and your application has been approved, you must register in-person, by appointment only (see section 4.3.3.1 "In-Person Registration").

4.3.13 Auditing of Courses

McGill does not permit auditing of courses.

4.4 Fees

The University reserves the right to make changes without notice in the published scale of fees. Please consult the Student Accounts website at www.mcgill.ca/student-accounts/fees. The University will publish this schedule as soon as the fees for the 2009-2010 academic year are announced.

The Centre for Continuing Education is not responsible for any fees payable to an external association or institute.

4.4.1 Access to Fee Information

You can view your *Account Summary by Term* on Minerva. The Fall 2009 term fees will be accessible as of August 1.

4.4.2 Tuition Fees

Tuition rates are subject to change each academic year. Please access the "Schedule of Fees" on www.mcgill.ca/student-accounts/fees, which will be updated as soon as the fees are announced.

4.4.2.1 Quebec Students and Non-Quebec Students (Canadian or Permanent Resident)

In accordance with provincial government requirements, students must provide proof that they qualify for assessment of fees at the Quebec or non-Quebec Canadian rates; see www.mcgill.ca/student-records/documents for details.

Note: Students who do not submit appropriate documentation by the stipulated deadlines (December 1st - Fall; April 1st - Winter) are billed at the non-Quebec Canadian or the international rate, depending on the documentation submitted. Should your tuition status be changed during the evaluation period, any late payment and/or interest charges accumulated on the difference between the Quebec and Canadian tuition rates will also be waived.

4.4.2.2 International Students

Exemption from International Tuition Fees may be claimed by students in certain categories. Such students, if eligible, are then assessed at the Quebec student rate. A list of these categories and the required application forms can be obtained from Enrolment Services. Information is also available at www.mcgill.ca/student-records/fees/exemption.

For more information concerning Fee Exemptions, please email the Fee Administrator at feecoordinator.es@mcgill.ca.

4.4.2.3 Fees for Non-Credit Courses

Fees for non-credit courses and for short courses or seminars not recorded on the official McGill transcript are noted in section 15, "Course Information, Regulations and Descriptions" or on the Continuing Education website at www.mcgill.ca/conted. The MACES fee is included where applicable (see section 1.7, "Student Governance").

4.4.2.4 Senior Citizens

Senior citizens aged 65 years and over, registered in credit or non-credit courses, will be credited an amount equal to 50% of the Quebec tuition fee rate. This policy applies to students who have turned 65 as of September 30 for the Fall term and January 31 for the Winter term. Seniors fee reductions do not apply to fees for: intensive English and intensive French, special programs in General Studies or membership in the McGill Institute for Learning in Retirement. Senior students who pay the International or non-Quebec rate will be credited 50% of the Quebec tuition fee for their program.

4.4.2.5 Tuition Assistance for McGill Staff

McGill staff may be entitled to partial reimbursement of their fees. For complete details please refer to the *University Administrative Handbook* (www.mcgill.ca/adminhandbook) and the MUNACA Collective Agreement.

4.4.2.6 Staff Dependent Waivers

Students who feel they qualify for this waiver should download the application form from: www.mcgill.ca/benefits/forms and forward the completed form to either Enrolment Services or the Student Affairs Office of the Centre for Continuing Education as appropriate.

Waivers are credited to your account once all the appropriate signatures have been obtained.

For more information please refer to the MUNACA Collective Agreement, or Staff Dependent Policy in the *University Administrative Handbook* (www.mcgill.ca/adminhandbook).

4.4.3 Loans and Bursaries

Full-time students (registered for a minimum of 12 credits per term) may apply for provincial student loans and bursaries. Refer to www.mcgill.ca/studentaid for information on entrance scholarships, federal and provincial student assistance, McGill loans and bursaries, and loans available to U.S. citizens.

4.4.4 Compulsory Fees

McGill Association of Continuing Education Students (MACES)

A fee of \$12.99 per course is collected from each student by the University on behalf of the McGill Association of Continuing Education Students (MACES).

Exceptions

- 1) Students in short courses, seminars and workshops that are not recorded on the official McGill transcript are not members of MACES and are not assessed the MACES fee.
- 2) The MACES fee does not apply to students who are already members of the McGill Student's Society, except in certain cases where the student is in more than one program. For further information about MACES, see section 1.7, "Student Governance".

4.4.4.1 Administrative Charges

The University charges a number of administrative fees to students that include:

Registration Charge - All students in courses and programs are assessed a registration fee.

Information Technology Charge - The purpose of the information technology fee is to enhance certain technology services

provided to students as well as to provide training and support to students in the use of new technology.

Transcripts and Diploma Charge - The University charges a transcripts and diploma fee to all students, which entitles you to order transcripts free of charge and covers the costs of your graduation.

Copyright Fee - All students in courses and programs are charged the copyright fee, which covers the cost of the annual fee that all Quebec universities are required to pay to Copibec (a consortium that protects the interests of authors and editors) for the right to photocopy materials protected by copyright.

You may access the schedule of fees on www.mcgill.ca/student-accounts/fees/compfees/it, which will be updated as soon as the fees for the 2009-2010 academic year are announced.

4.4.5 Other Fees

International Student Health and Accident Plan (compulsory) (based on 2008-09 rates)

Single	\$639
Dependant	\$1,794
Family (one student with two or more dependants)	\$3,408
Application for Admission (credit programs)	\$65
Late Registration (non-refundable)	\$25
Language Placement Test	\$25
Course Transfer	\$20
Course dropped prior to refund deadline	\$20
Re-reading an Examination Paper (refundable if the letter grade is increased)	\$35
Supplemental Examinations	\$35
Duplicate ID card	\$20
Returned or void cheques	\$20
Rescheduled Examinations	\$30
Exemption by Examination	\$50
Comprehensive Challenge Examination (English and French Language Programs)	\$100
McGill Centre for Continuing Education Test of English Language Proficiency (TELP)	\$100
Intensive Language Programs	
Application Fee	\$80
Course cancellation prior to refund deadline	\$200

4.4.6 Billings and Due Dates

Invoicing of Fees

Fees are assessed on a term-by-term basis.

Electronic billing is the official means of delivering fee statements to all McGill students. Your e-bill includes all charges to your account, including tuition, fees, health insurance and other charges. The University generally produces e-bills at the beginning of the month and sends an email notification to your official McGill email address stating that your e-bill is available for viewing on Minerva. Charges or payments that occur after the statement date appear on the next month's statement, but you can view them immediately on the *Account Summary by Term* under the *Student Accounts Menu* on Minerva (this is the online dynamic account balance view).

Failure to check email on a regular basis *in no way warrants* the cancellation of interest charges and/or late payment fees. Refer to the Student Accounts website at www.mcgill.ca/student-accounts for information on payment due dates.

Late Payment Fees

If you have an outstanding balance greater than \$100 on your account on October 30 (February 26 for the Winter term), you are charged a late payment fee of \$25 over and above interest.

4.4.7 Other Policies Related to Fees

4.4.7.1 Overdue Accounts

All tuition and fees assessed by the University must be paid in full or arrangements must be made to settle the debt.

Students' accounts are considered **delinquent** if they are not paid in full within 60 days after the bill is issued. McGill places a financial hold on these accounts, preventing students from obtaining official academic transcripts and from accessing Minerva for any registration functions.

Interest: Interest is charged on overdue balances at the monthly rate of 1.24%, multiplied by the balance outstanding at the end of the month (14.9% annually). The rate is evaluated each Spring, and then is set for the following academic year.

Note: You should regularly verify your account balance on Minerva.

The University has no obligation to issue any transcript of record, award any diploma, or re-register a student if you do not pay your tuition fees, library fees, residence fees or loans by their due date.

Information for Registered Students

If you register for a term but still owe amounts from previous terms, you must either pay your account or make payment arrangements with the Student Accounts Office before the end of the course add/drop period. If you have financial difficulty, first contact the Student Aid Office (Brown Student Services Building, Room 3200; 514-398-6013) to discuss the possibility of obtaining financial aid.

If you fail to pay the previous term's fees or to make arrangements to settle your debt prior to the add/drop deadline, the University will cancel your registration in the current and subsequent terms.

Information for Students who are no Longer Registered

When students fail to settle their debt or reach a suitable payment arrangement, or fail to provide the Student Accounts Office with up-to-date contact information, the University refers these delinquent accounts to a collection agency. **If neither the University nor the collection agency is able to collect on the account, the University reserves the right to have the student reported to a credit bureau.** You should be aware that the University is entitled to use all legal means to obtain payment and that students are responsible for all costs associated with such actions.

Cancelling Registration for Non-Payment

In accordance with the fee policy stated in [section 4.4.7.1, "Overdue Accounts"](#):

The Student Accounts Office will make all reasonable efforts to notify you if your account is delinquent, or if you owe more than \$100 from the previous term, before the University cancels your registration for non-payment. The cancellation is effective the last day of the add/drop period unless you settle the account or make payment arrangements with the University by then. If you pay or make payment arrangements with the Student Accounts Office after the add/drop deadline and you want the University to reinstate your registration for the current or subsequent term(s), you must complete the *Request for Reinstatement* form (www.mcgill.ca/files/student-accounts/RequestforReinstatementForm.pdf) and submit it to the StudentAccounts Office, which will forward it to Enrollment Services for approval and processing.

4.4.7.2 Acceptance of Fees vs. Academic Standing

Acceptance of fees by the University in no way guarantees that students will receive academic permission to pursue their studies. If it is subsequently determined that your academic standing does not permit you to continue, all fees paid in advance will be refunded by applying to the Student Accounts Office.

4.4.7.3 Fees for Students in Two Programs

Students in two programs normally are billed additional fees for their second program. Depending on the level of the two programs (e.g., one at the undergraduate versus one at the graduate level), you may incur both society and faculty fees and/or additional tuition fees. Consult the Student Accounts website for further details.

You should consult the Fee Coordinator in Enrolment Services for information on tuition fees if you are a student in two programs. Adjustments to bills are made throughout the term in cases where fees cannot be automatically calculated.

4.4.8 Deferred Fee Payment

Students with Sponsors

If your fees will be paid by an outside agency such as the Department of Veterans Affairs, CIDA, a foreign government, or your University department (i.e., teaching assistants or demonstrators), you must have written proof of this sponsorship. Your sponsor must confirm the conditions of their sponsorship in writing on company letterhead to the University. This allows the University to initiate a contract with your sponsor and effect the payment to your fee account. You need to notify the University at least one month before the beginning of the term in which the contract takes effect. For more information and the required forms, see www.mcgill.ca/student-accounts/third.

When a third party agrees to pay fees on your behalf, payment is recorded on your fee account, which reduces the balance you must pay. The University reserves the right to insist upon payment. **If the third party does not pay the promised fees within 90 days of invoicing, you are responsible for paying the fees plus the late payment fee and accrued interest.**

4.4.9 Corporate Tax Benefits

McGill University is recognized by the *Ministère de l'Emploi et de la Solidarité-Sociale Québec* as a training establishment for the purpose of corporate tax benefits (registration number: 06C0084-00). Companies who are paying fees on behalf of their employees may be eligible for a tax deduction in accordance with Bill 90, or for the refundable training tax credit. Please refer to the following website for further information: www.emploiquebec.net/anglais.

4.4.10 Tax Receipts

T4A (RL-1), T2202A and Relevé 8 slips are issued on Minerva under the *Student Accounts Menu* by the end of February each year. More information on these slips is available on www.mcgill.ca/student-accounts/tax.

4.4.11 Payment Procedures

Please see the Student Accounts website at www.mcgill.ca/student-accounts/procedure for the various methods of payment available to students.

4.5 Student Records

4.5.1 Academic Standing

You enter the University in satisfactory standing and your academic standing is determined soon after the end of a term based on your faculty's regulations. Standing codes are generated in January for the Fall term, in May for the Winter term, and in September for the Summer term and display on your McGill unofficial and official transcripts. If you receive unsatisfactory standing, you must apply to your faculty for readmission. Consult the appropriate section of this Calendar for the Regulations on Academic Standing for your program.

Note for Continuing Education students: If you are in unsatisfactory standing, you must apply to the Appeals Committee of your department.

4.5.2 Credit System

The departments in this Calendar that offer courses for credit use the credit system, where each course is assigned a credit rating reflecting the number of weekly contact hours. In general, a three-credit course indicates three hours of lectures per week for one term but this does not apply to all faculties. Laboratory contact hours usually count for fewer credits. Credits also reflect the amount of effort required of students and generally assume two hours of personal study for each contact hour.

The credit weight of each course is indicated in parentheses beside the course title.

Note: Credit for multi-term courses (courses with the suffix sets: D1, D2; N1, N2; J1, J2, J3) is granted only after successful completion of all components in the specified time frame. For example, a student would have to take D1 and D2 components in consecutive terms and successfully complete them both in order to obtain credit.

4.5.3 Continuing Education Units (CE units)

Some courses at the Centre may carry a Continuing Education Unit rating. These courses do not normally count toward the fulfillment of a credit program.

A Continuing Education Unit is a measure of the number of hours of participation - contact and/or study - in an organized Continuing Education activity. One CE unit represents ten hours of participation.

4.5.4 Grading and Grade Point Averages (GPA)

Courses can be graded either by letter grades or in percentages, but the official grade in each course is the letter grade. Where appropriate, a class average appears on transcripts expressed as the letter grade most representative of the class performance.

Since Fall 2002, the University has only used letter grades on transcripts and verification forms.

For undergraduate courses, Grades A through C represent satisfactory passes, D a conditional (non-continuation) pass, and F a failure. Certain courses have been approved for Pass/Fail (P/F) grading.

For graduate level courses, Grades A through B- represent satisfactory passes. Students must obtain a B- or better in courses to fulfil program requirements.

You cannot register in a course for which you have not passed all the prerequisite courses with a grade of C or better at the undergraduate level and B- or better at the graduate level, except by written permission of the Director. Certain programs have further requirements. Students should refer to the program regulations in the appropriate department of this Calendar.

Undergraduate Level

Grades	Grade Points	Numerical Scale of Marks
A	4.0	85 - 100%
A-	3.7	80 - 84%
B+	3.3	75 - 79%
B	3.0	70 - 74%
B-	2.7	65 - 69%
C+	2.3	60 - 64%
C	2.0	55 - 59%
D*	1.0	50 - 54%
F (Fail)	0	0 - 49%
P		Pass

* A grade of D is a conditional (non-continuation) pass:

- If you obtain a grade of D in a course that is a prerequisite, you cannot register for any course that requires this prerequisite.

- If you obtain a grade of D in a required course, the course will not count toward your program.

Graduate Level

Grades	Grade Points	Numerical Scale of Marks
A	4.0	85 - 100%
A-	3.7	80 - 84%
B+	3.3	75 - 79%
B	3.0	70 - 74%
B-	2.7	65 - 69%
F (Fail)	0	0 - 64%
P Pass		

The University assigns grade points to letter grades according to the table above. Your academic standing is determined by a grade point average (GPA), which is calculated by dividing the sum of the course credit, times the grade points by the total course GPA credits. The result is not rounded up to the nearest decimal point.

GPA credits are the credits of courses with grades that are assigned grade points.

$$\text{GPA} = \frac{\sum (\text{course credit} \times \text{grade points})}{\sum (\text{GPA course credits})}$$

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. 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.

This policy took effect in January 2003. Prior to January 2003, if your degree program had changed, e.g., from B.Sc. to B.A., the CGPA started again. For students with academic information prior to Fall 2002, who are registered in a different program or in a different level post-Fall 2002, the transcript displays a special message regarding the CGPA restarting.

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.

4.5.4.1 Other Grades

- J** — unexcused absence (failed); the student is registered for a course but does not write the final examination or do other required work; calculated as a failure in the TGPA and CGPA.
- K** — incomplete; deadline extended for submission of work in a course (see section 4.5.6 “Incomplete Courses”).
- KE or K*** — further extension granted (see section 4.5.6 “Incomplete Courses”).
- KF** — failed to meet the extended deadline for submission of work in a course; calculated as a failure in TGPA and CGPA.
- KK** — completion requirement waived. Not calculated in TGPA or CGPA.
- L** — deferred examination.
- LE or L*** — permitted to defer examination for more than the normal period.
- NE** — no evaluation; indicates work for which no evaluation has been carried out and which may not count as credit towards any program.
- NR** — no grade reported by the instructor (recorded by the Registrar).

- P** — pass; not calculated in TGPA or CGPA.
- Q** — course continued in next term (applicable only to courses taken pre-Fall 2002).
- W** — withdrew; a course dropped, with permission, after the Course Change deadline; not calculated in TGPA or CGPA.
- WF** — withdrew failing; a course dropped, with special permission in an exceptional case, after faculty deadline for withdrawal from course, the student's performance in the course at that stage being on the level of an F; not calculated in TGPA or CGPA. (Not used by Music.)
- WL** — faculty permission to withdraw from a deferred examination; not calculated in TGPA or CGPA.
- NA or &&** — grade not yet available.
- W-- or --** — no grade; student withdrew from the University, not calculated in TGPA or CGPA.

4.5.5 Unexcused Absences

All students who miss a final exam are given a J grade.

4.5.6 Incomplete Courses

If the instructor decides there is sufficient reason to permit a delay in the submission of required term work, an extension of the deadline after the end of the course may be granted to the student. In this case, the instructor will submit a grade of K (incomplete).

Notes:

1. If the instructor submits a grade of K, he or she will also indicate the date by which the student must complete the work. Consult the faculty sections for maximum extensions.
2. If the instructor submits a new grade within the deadline, both the new grade and the grade of K will appear on your verification forms and unofficial and advising transcript. However, the new grade will replace the K on your official transcript.
3. If you do not complete the required work before the deadline, a grade of KF will be updated on your record. A KF denotes a failed course and is calculated in the TGPA and CGPA as an F.
4. In exceptional circumstances, and with the approval of the Associate Dean or Director, the deadline may be extended further, in which case the grade of KE (further extension granted) appears. If you do not meet the extended deadline, a grade of KF will replace the KE.
5. **Note for Music students:** A Music student who has a mark of K not cleared in mid-May is ineligible for scholarships.
6. If, without a valid excuse, you do not participate in or write a final examination or submit required term work for any courses you were registered in, you will receive a final grade of J (unexcused absence). For more information regarding the J grade, see section 4.5.5, “Unexcused Absences”.

4.5.7 Non-Evaluated Work

Students attending courses which would normally involve an evaluation process, whether based on an examination or other criteria may themselves elect not to be evaluated. This request must be made in writing by completing the required form (available at www.mcgill.ca/conted-students/forms) prior to the commencement of the third lecture. This will result in a mark of “NE” being placed on the academic record. In no circumstances will a course attended on this basis be accepted toward a certificate, diploma or degree program. (Note that the grade of NE is permitted only for courses administered by Continuing Education.)

Most non-program courses have an evaluation process. However, in those few courses that do not, students may request evaluation. Such a request must be made in writing to the appropriate department prior to the third lecture. (This does not apply to short courses, workshops and seminars not included on the McGill transcript.)

4.5.8 Verification of Student Record

4.5.8.1 Unofficial Transcripts

Subject to [section 4.5.9, "Changes to Student Records after Normal Deadlines"](#), you are responsible for verifying your academic record on Minerva using the unofficial transcript to ensure that you are registered in the proper courses, and that the correct program information and expected term of graduation appear on your record.

If you are graduating, verify your record on Minerva before the end of your final term to ensure that the correct expected graduation term appears on your unofficial transcript; if not, you may be overlooked for graduation. You should direct any questions or problems with your record to your student affairs office.

4.5.9 Changes to Student Records after Normal Deadlines

4.5.9.1 Student Record Changes

Student record changes include the following: course add or course drop, course withdrawal, university withdrawal, program change (including changing minors or concentrations).

4.5.9.2 Registrar Deadlines

Fall term - January 31
Winter term - June 1
Summer term - October 1

4.5.9.3 Before Registrar Deadlines

For record changes after the normal deadlines published in the Calendar, but before the Registrar deadlines above, you must make a request in writing to your Associate Dean or Director, clearly explaining why you could not request the change before these dates. The Associate Dean or Director will review your request and make a decision. If your request is approved, the change is processed according to existing faculty and Enrolment Services student record procedures.

4.5.9.4 After Registrar Deadlines

The University does not normally consider a change requested after the Registrar deadlines listed above. In situations where there are "extraordinary personal" or "extraordinary academic" circumstances that could not have been foreseen prior to these deadlines, you may formally request a student record change from your Associate Dean or Director. If your Associate Dean or Director approves the request, the change will be processed according to faculty and Enrolment Services student-record procedures. For all changes other than grade changes, the faculty will file full documentation that supports the extraordinary circumstances with Enrolment Services.

4.5.9.5 Fee Assessment Consequences

When a change to your student record is made, the revised fee assessment appears on your next fee statement.

If you want to contest the fee assessment, you must make a written request to Enrolment Services. Enrolment Services reviews the extraordinary circumstances described in the supporting documentation provided by your faculty, and consults with the Student Accounts Office if necessary, to decide whether or not to consider the request. Enrolment Services then sends you a letter explaining the decision.

4.5.9.6 Student's Citizenship and/or Immigration or Fee Exemption Status

Note that your faculty does not handle changes related to your citizenship and/or immigration or fee exemption status; please see [section 4.2.2, "Legal Documents"](#).

4.5.10 Transcript of Academic Record

4.5.10.1 Unofficial Transcripts

If you require a copy of your student record, access Minerva to view and print an unofficial transcript. This applies to records from 1976 to the present. For pre-1976 records, you must order an official transcript.

4.5.10.2 Official Transcripts

Use Minerva to order an official transcript at *Student Menu > Student Records Menu > Request Printed/Official Transcript*. If you cannot access Minerva, fill out the *Request for Release of Official Document* form available online at www.mcgill.ca/student-records/transcripts or in person at Enrolment Services (address below), and submit it by mail, by fax, or in person. Note that the form must be signed by the student. To protect privacy, we do not accept telephone or email requests.

Enrolment Services
James Administration Building
845 Sherbrooke Street West, Room 205
Montreal, Quebec H3A 2T5
Fax: 514-398-8939

4.5.10.3 General Information

Transcripts are free of charge.

The University sends official transcripts directly to the addresses provided by the student. If you intend to deliver the transcript to another institution yourself, you can request to receive it in a sealed envelope.

Requests are normally processed in 3 to 5 working days; transcripts requested at peak times and for pre-1976 records take longer.

Enrolment Services is not responsible for transcripts that are lost or delayed in the mail.

The University issues only complete transcripts that record all attempted work and final results obtained in any and all programs. Under no circumstances does the University issue partial transcripts.

Official transcripts are NOT issued for students registered on or after September 2001 who have failed to provide the information and/or documents necessary to obtain or verify their Permanent Code.

Transcripts are not issued if you owe fees or fines over \$30.

The University prints official transcripts on secure paper that cannot be copied.

4.5.10.4 Course Numbering on the Transcript

Prior to September 2002, course numbers had a seven-character designation beginning with the three-number code for the teaching unit/department. The next three digits specified the course, with the first of these indicating its level. The final character was a letter indicating the term, or terms, during which the course was offered. For example:

280-211X = Intro. to Financial Accounting in Fall term (X);
629-202Y = Micro Economics in Winter term (Y);
660-221Z = Project Management extending for two terms, Fall and Winter (Z).

A list of the former Teaching Unit Codes and their Subject Code equivalents is available at www.mcgill.ca/student-records/transcripts.

4.5.11 Letters of Attestation

Letters of Attestation may be requested by the student from the Student Affairs Office. These letters will confirm that the student is

registered for the current term with the Centre for Continuing Education, and will also include the following information:

- registration load (full/part-time);
- courses (course numbers and titles);
- credit or CE units for each course;
- beginning and end dates for each course;
- Certificate or Diploma program in which the student is registered.

Letters will show information from the current term only. Students who require information from previous terms should order a transcript. (Please allow 48 hours for these letters to be prepared.)

4.6 Examinations

4.6.1 Examinations – General Information

In addition to the general examination policies listed here, you should consult the faculty sections of this Calendar for particular regulations. You will be informed by the end of the CourseChange period of the evaluation method used in each course.

Every student has a right to write term papers, examinations and theses in English or in French except in courses where knowledge of a language is one of the objectives of the course.

You are not permitted to write an examination in any course unless you have fulfilled the requirements of the course to the satisfaction of the instructor and your Associate Dean or Director. Once you have presented yourself for an examination or test, you must submit all written work to the invigilator before leaving.

You must have your valid McGill student ID card with you to write an examination. Forgetfulness is not an acceptable excuse.

You are reminded that cheating in any examination is considered a serious offence that could lead to expulsion from the University. Students are not permitted to have in their possession, or to use, any unauthorized materials during an examination. This includes electronic devices such as cell-phones, iPods, MP3 players, PDAs and other web-access devices. Unauthorized items found on the student or desk area during an exam will be confiscated and turned over to the Disciplinary Officer.

Responses on multiple-choice examinations are normally checked by the Exam Security Computer Monitoring Program. The program detects pairs of students with unusually similar answer patterns on multiple-choice examinations. Data generated by the program can be used as admissible evidence either to initiate or corroborate an investigation or a charge of cheating under Section 16 of the *Code of Student Conduct and Disciplinary Procedures*.

All students are responsible for knowing the University Examination Regulations and the *Code of Student Conduct and Disciplinary Procedures*. The regulations are normally posted during the examination period and are available at the following website: www.mcgill.ca/student-records/exam/regulations. Both may be obtained from your student affairs office.

You can find information about issues related to academic integrity at www.mcgill.ca/integrity.

Note for Continuing Education students: Students should consult the departmental sections of this Calendar for particular regulations.

Class Tests

Members of the teaching staff may give interim class tests from time to time.

Special Examination Facilities for the Disabled

If you have a visual or other disability, consult the Coordinator, Office for Students with Disabilities, about the possibility of arranging special examination facilities.

Credit by Examination

In certain exceptional cases and in certain faculties, you can apply to the Associate Dean or Director to write a final examination in order to obtain credit in a course that you were not registered in. This

is possible only in those courses where there is no other assessment except the final examination.

4.6.2 Final Examinations

Formal final examinations are held during an examination period at the end of the course term. The dates of the examination periods are listed in [section 2, "Important Dates 2009-10"](#).

IMPORTANT NOTE: You are advised not to make travel plans prior to the release of the Final Exam Schedule. Vacation plans do not constitute grounds for the deferral or rescheduling of final exams.

In some courses there is no final examination; your standing in these courses is determined by term work and class tests.

4.6.2.1 University Regulations Concerning Final Examinations

Preamble

The objectives of these regulations are as follows:

- 1) to protect students from excessive workloads;
- 2) to use the full 15-week term to maximum advantage.

Regulations

1. These regulations shall apply to undergraduate and Continuing Education graduate courses up to and including the 500 level that are evaluated by the use of written examinations. They shall not apply to clinical, field, laboratory, performance, and seminar courses, or to other courses that are evaluated solely by means of a design, paper, program, or project.
2. Written examinations (including take-home examinations) shall not be held during the last two weeks of scheduled classes during the Fall and Winter terms, except where a pattern of continuous evaluation has been established, in which case the total value of examinations given in this period shall comprise no more than 10% of the final mark.
3. If the written examinations in a course constitute 50% or more of the final mark, one of these shall be given as a final written examination; and it shall take place during the examination period after the last day of scheduled lectures in December or April.
4. A final examination given during the examination period shall be worth at least 25% of the final mark.
5. Students shall be informed of all course requirements by the end of the course change period. All term work shall be assigned early enough in the term for students to complete the assignment(s) by the last day of class.
6. The due date for term work in courses to which these regulations apply shall be no later than the last day of classes.
7. In courses that span the Fall and Winter terms (course pairs with numbers ending D1 and D2), instructors who wish to give a mid-year examination in December must schedule it in the formal examination period.
8. The principles enunciated in these regulations shall be applied, appropriately modified, to courses given during the summer, to other courses of less than a 13-week duration, and to courses in the Faculties of Law, Medicine, Dentistry, and Education that do not follow the normal University Timetable.

Instructors are not permitted to grant any special treatment regarding examinations to any student. Students who believe there are circumstances which might justify making special examination arrangements for them or which might legitimately be taken into account in evaluating their performance should apply to the Associate Dean or Director of their department.

It is the responsibility of the student to confirm the date, time and place of the examination by checking examination schedules posted on notice boards on campus and at www.mcgill.ca/conted-cms/exams. This information is not available by telephone. No student will be allowed to enter an examination later than one hour after it has started.

4.6.2.2 Deferred Examinations

If, for serious reasons such as illness or family affliction, you have not written one or more examinations, you may receive the permission of your faculty student affairs office to defer the examination to the next supplemental examination period, except in the Faculty of Engineering (where students write the examination the next time the course is given).

Note for Continuing Education students: There is no supplemental examination schedule.

You should be aware that the University will only defer examinations for compelling reasons, verified and accepted by the student affairs office. You must provide supporting evidence such as an appropriate medical report, and you must inform the student affairs office as soon as possible to explain why you missed the examination.

If you are in one of the following faculties, you must apply for deferred examinations on Minerva: Agricultural and Environmental Sciences, Arts, Education, Engineering, Religious Studies, Science, School of Physical and Occupational Therapy, School of Social Work, and the Centre for Continuing Education. If you do not belong to one of the above faculties, consult your faculty for application procedures.

The final application deadline in Agricultural and Environmental Sciences, Arts, Science, Education, Engineering, Management and the Centre for Continuing Education for deferred examinations is January 15 (for Fall term courses), and May 15 (for Winter term courses and courses that span the Fall and Winter terms).

If your request is approved, an L will appear in place of a grade in those courses. The grade you obtain on the deferred examination will replace the grade of L on your official transcript.

If you receive a grade of D, F, J, or U in a course after a deferred examination, no supplemental examinations will be available. You must either re-register in the same course the following term or in an approved course substitute.

Note for Music students: A Music student who has a mark of L not cleared by mid-May is ineligible for scholarships.

If you are not granted deferred status, you will receive a grade of J in the course, which will count as a failure in the TGPA and CGPA. You may, however, be allowed to write a supplemental examination. **Please note there are no supplemental exams in Agricultural and Environmental Sciences or Management courses. For the Faculty of Engineering, supplemental exams are exceptionally offered for some Science, Humanities and Social Sciences courses. For a list of these courses, see the Faculty of Engineering website (www.mcgill.ca/engineering).**

For Summer term courses, check with your student affairs office on the availability and restrictions on deferred and supplemental examinations.

In the case of illness, you are urged to consult the McGill Student Health Service. You will need a medical note in support of a request to your Associate Dean or Director for deferred examinations.

If you have already written an examination, you cannot later request for the exam to be deferred. You should consult your student affairs office regarding the availability of supplemental examinations.

4.6.2.3 Examination Conflicts

If you have an examination conflict, you must complete an "Examination Conflict Form" and return it to the Student Affairs Office for approval at least 20 days before the start of the examination schedule. The form must be accompanied by supporting documentation. Only under exceptional circumstances are examinations rescheduled. There is a \$30 fee (non-refundable) for rescheduling an examination.

4.6.2.4 Supplemental Examinations

Availability of supplemental exams and the conditions under which you will be permitted to take them are different in each department.

4.6.2.5 Reassessments and Rereads

In accordance with the *Charter of Student Rights*, and subject to its stated conditions, you have the right to consult any written submission for which you have received a mark. You also have the right to discuss this submission with the examiner. If you want to have a formal final examination reread, you must apply in writing to your Student Affairs Office by the following deadlines:

Fall Term:	February 15
Winter Term:	June 15
Summer Term:	October 15

A reread is a formal review by a third party of the final examination paper, for which there is a \$35 fee payable to McGill University by certified cheque or money order.

You are eligible to receive a refund if, as a result of a reread, the mark is upgraded to the next letter grade or if the mark is upgraded from a fail to a pass. Grades may be lowered or raised, or they may remain the same.

The grade obtained on the reread takes precedence over the original grade.

You may also request a verification of your final mark. This involves a detailed review of the final examination to ensure that all questions have been marked, that marks have been added correctly and that any term work has been included in the final grade as per the course outline. Please see forms at www.mcgill.ca/conted-students/forms.

4.6.3 Invigilation (Exams from Other Universities)

Upon request, McGill will act as proctor for exams from other universities or professional accreditation associations. Exams are scheduled on week days at 9:30 a.m., and cannot be scheduled on evenings, weekends, statutory holidays or McGill holidays. This service is limited to written exams.

The Cost

The cost for invigilation and administration is \$60 per student per exam to be returned in Canada; and \$70 per student per exam returned in the U.S. and \$80 for each International exam. Unless otherwise specified by the home institution, you are expected to pay in cash on the day of the exam.

Setting Up

Please confirm the exam date at least 2 weeks in advance of the scheduled exam and provide a telephone number and email address. The meeting point with the invigilator is at Enrolment Services - see address below.

Mailing address for exams

Exams and examination booklets, along with full instructions, should be sent to the address below well in advance of the scheduled exam. Once we receive them, we will confirm this via email with the student.

Enrolment Services
James Administration Building
McGill University
845 Sherbrooke Street West, Room 205
Montreal, Quebec, H3A 2T5
Telephone: 514-398-2207
Email: proctor.es@mcgill.ca

4.7 Graduation

In order to graduate, you must complete faculty and program requirements. **It is your responsibility to meet all faculty and program requirements before graduation.**

You should contact your adviser early in the graduating year to make sure you will meet your program requirements by graduation time.

4.7.1 Graduation Honours

4.7.1.1 Dean's Honour List

If you are graduating with an undergraduate degree, you may be awarded the designation Dean's Honour List under the following conditions:

- 1) you have completed a minimum of 60 McGill credits towards your degree; and
- 2) you are in the top 10% of the faculty's graduating class of students; this calculation is based on the CGPA.

Note for transfer students: this designation may be withdrawn if your CGPA at another university or in another faculty at McGill is not comparable to the CGPA earned in your graduating faculty.

Note for Continuing Education students: If you are graduating from a certificate program, you may be awarded the designation of Dean's Honour List if you have completed a minimum of 21 McGill credits towards your certificate (residency requirement) and are in the top 10% of your graduating class (calculation based on the CGPA).

4.7.1.2 Distinction

If you are graduating with an undergraduate degree, you may be awarded the designation Distinction under the following conditions:

- 1) you have completed a minimum of 60 McGill credits towards your degree; and
- 2) you are in the top 25%, but below the top 10%, of your faculty's graduating class of students; this calculation is based on the CGPA.

Note for transfer students: This designation may be withdrawn if your CGPA at another university or in another faculty at McGill is not comparable to the CGPA earned in your graduating faculty.

Note: The Faculties of Education, Dentistry, Law, Medicine, and the Schools of Architecture, Nursing, as well as the **Centre for Continuing Education do not assign the designation of Distinction to graduating students.**

Note: The designation of Great Distinction is no longer awarded at graduation. Prior to September 2009, Distinction and Great Distinction were awarded at graduation according to faculty-specific regulations. You can find these rules in the faculty chapters of the 2008-2009 Undergraduate Programs Calendar or any earlier version at www.mcgill.ca/courses.

4.7.2 Apply to Graduate

Most undergraduate students and non-thesis graduate students (master's, certificates, diplomas) must use Minerva to apply to graduate. It is your responsibility to inform McGill of your intention to graduate.

Deadlines:

- Fall term graduation (courses completed in December for June convocation): You must apply on Minerva by the end of November.
- Winter term graduation (courses completed in April for June convocation): You must apply on Minerva by the end of February.
- Summer term graduation (courses completed by August for October convocation): You must apply on Minerva by the end of March.

If you miss one of these deadlines, contact your faculty student affairs office immediately.

The Application for Graduation is available on Minerva. For more information on how to apply on Minerva, go to www.mcgill.ca/minerva-students/records/graduation.

4.7.3 Graduation Approval Query

As a graduating student you can view the status of your graduation record on Minerva during the Faculty review and approval process (go to *Student Records > Graduation Approval Query*). The *Graduation Approval Query* form becomes available to graduating students approximately three to four weeks before the *Degree Granted* notation is updated on their records.

If you have met all requirements for graduation, your student record on Minerva will display the Degree Granted notation at the appropriate time:

- Late February, for Fall term graduation (Convocation in Spring).
- Late May, for Winter term graduation (Convocation in Spring).
- Late October, for Summer term graduation (Convocation in Fall).

See www.mcgill.ca/convocations for information regarding convocation ceremonies.

4.7.4 Replacement Diploma

If your diploma was lost, damaged, or the name on the diploma should be changed, you can request a replacement diploma. You must send a written request plus a certified cheque or money order for \$60 CDN, payable to McGill University. You should refer to the sections below to determine which situation applies to you. Send your request to:

Enrolment Services
Duplicate Diploma Request
McGill University
James Administration Building
845 Sherbrooke Street West, Room 205
Montreal QC H3A 2T5
Email: registration@mcgill.ca

Please note that requests made on behalf of a student must be accompanied by a signed letter of authorization from the student.

To replace a lost diploma: You must provide a sworn affidavit from a notary, a lawyer or a commissioner of oaths certifying that the diploma is lost. The affidavit must include: your full name; student number; address; phone number; date of birth; degree granted/year granted; and reason for a replacement diploma.

To replace a damaged diploma or change the name on the diploma: You must send or deliver the original diploma, and your letter must include the following information: full name; student number; address; phone number; date of birth; reason for a replacement diploma; and any corrections, additions or deletions.

For name changes: You must include clear and complete photocopies of legal documents supporting your name change request. Please see [section 4.2.4 "Name"](#) for the list of acceptable documents. Note that the name change must be processed in the University system before a duplicate diploma can be issued.

To request certified copies of a diploma: McGill provides only one original diploma per student. However, you may obtain certified copies of your diploma. A cover letter bearing your signature and including your full name, student number, address and phone number is required for mail or fax requests. Note that certified copies of your diploma are not sent by fax or email.

To request a translation of a diploma: McGill can provide you certified English or French translations of your diploma as required, free of charge. Please send us a written request specifying the degree to be translated and how many copies you need. You should ensure to include your complete name, address, date of birth and signature. You must allow at least a week for processing and mailing. Note that translated diplomas are not sent by fax or email.

4.8 Language Requirements for Professions

Quebec law requires that candidates seeking admission to provincially recognized professional corporations* must be able to communicate verbally and in writing in French. To demonstrate a working knowledge of French, the professional corporation requires one of the following:

- Evidence that you have completed three years of full-time instruction in a French post-primary school.
- A certificate that shows you completed your secondary education in Quebec in 1986 or later.
- Successful completion of a written examination set by Quebec's *Office de la langue française* (OLF). See below for more information.

If you are a registered student and are within two years of graduating with a degree that will give you access to a professional corporation, you can write the OLF examination. You should contact Enrolment Services for an application form. Examinations take place every three months and may be attempted an unlimited number of times. Priority is given to students closest to graduation.

More information may be obtained from the Office de la langue française, 125 Sherbrooke Street West, Montreal, Quebec, H2X 1X4. Telephone: 514-873-6565. Website: www.olf.gouv.qc.ca.

If you need to acquire a functional level of proficiency in French, you can take courses from either the English and French Language Centre (Faculty of Arts) or the Centre for Continuing Education, 688 Sherbrooke Street West. Telephone: 514-398-6200.

If you are already strong in French and want to maintain or improve your proficiency, you may consider taking courses in the Department of French Language and Literature, Faculty of Arts or the Centre for Continuing Education.

Note: You cannot apply non-credit language courses, and certain credit language courses, completed at the Centre for Continuing Education to program/degree requirements. Consult your faculty for clarification.

* McGill degrees and diplomas currently give access to corporations regulating the activities of the following professional groups:

Agrologists	Lawyers
Architects	Licensed General Accountants
Chartered Accountants	Nurses
Chartered Appraisers	Occupational Therapists
Chemists	Physicians
Dentists	Physiotherapists
Dietitians	Psychologists
Engineers	Social Workers
Geologists	Speech Therapists and Audiologists
Industrial Administration Accountants	Urbanists
Industrial Relations Counsellors	Vocational Guidance Counsellors

4.9 Honours and Awards

THE ABITIBI-BOWATER PRIZES

Established in 1980 to be awarded to a student obtaining the highest academic standing in the Diploma in Management. One prize will be available for each of the Spring and Fall convocations. Value: \$350 each.

THE AMERICAN EXPRESS PRIZES IN MANAGEMENT-TREASURY/FINANCE.

Awarded on the basis of overall academic performance to the top student graduating with the Diploma in Management (Treasury/Finance). One award will be available for each of the Spring and Fall convocations and awarded by the Executive Committee of the Centre for Continuing Education. Value: \$350 each.

BERNARD J. FINESTONE PRIZES IN GENERAL INSURANCE

Established in 1989 in recognition of Mr. Finestone's contribution to insurance studies at McGill. Awarded to the top student who has successfully completed the General Insurance I course and to the top student who has successfully completed the General

Insurance II course at the McGill Centre for Continuing Education. Awarded by the Executive Committee of the Centre. Value: \$400 each.

CARSWELL PRIZE

Established in 1992, to be awarded on the basis of overall academic performance to the top student completing the Diploma in Management (Taxation concentration) program. One prize will be available each Spring convocation. Value: \$500.

THE EDWARD C. WEBSTER PRIZE IN ENGLISH AS A SECOND LANGUAGE

Established in 1989 in memory of E.C. Webster in recognition of his contribution to the Centre for Continuing Education as its Director from 1968-1972. This prize is awarded annually to the student obtaining the highest standing in the Certificate of Proficiency in English. Value: \$300.

HONDA STE-ROSE AWARDS

Established in 1990 to be awarded on the basis of overall academic performance to the top student graduating with the Certificate in Human Resources Management. One award will be available for each of the Spring and Fall convocations. Value: \$250 each.

JACOB JONKER MEMORIAL PRIZE

Established in 2003 by Jonker Navigation Corp., in memory of Jacob Jonker, to recognize the academic performance of the top students graduating with the Diploma in Management (General). Awarded by the Executive Committee of the Centre for Continuing Education on the recommendation of the Diploma in Management program committee. One prize will be available for each of the Spring and Fall convocations. Value: minimum \$500 each.

MCGILL ASSOCIATES PRIZE IN MANAGEMENT

Awarded annually by the Executive Committee of the Centre for Continuing Education to the top student in the Certificate in Management Program in recognition of high academic achievement throughout the program. Value: \$300.

MCGILL ASSOCIATES PRIZES IN TRANSLATION

Awarded annually to the student with the best academic record, over the entire program, in the Certificate in Translation, French to English, and in the Certificate in Translation, English to French. Two prizes of \$300.

THE TELEGLOBE CANADA PRIZE IN FRENCH AS A SECOND LANGUAGE

Established in 1989, this prize is awarded annually to the student obtaining the highest standing in the Certificate of Proficiency in French. Value: \$300.

NEW AMERA TRANSIT PRIZE

Established in 2002 by New Amera Transit Inc. to recognize the academic performance of the top student graduating with the Diploma in Management - International Business. Awarded by the Executive Committee of the Centre for Continuing Education on the recommendation of the Diploma in Management - International Business program committee. Value: minimum \$500.

Students are eligible for honours and awards only in the year they have completed the program.

5 Advising and Support

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5.1 Advising

5.1.1 Advising and the University Mission

The Mission Statement of the University expresses the commitment to offer students "the best education available." An essential component of this is the advising process.

5.1.2 The Role of the Student in Advising

Your active participation in the advising process is essential for accessing the full range of academic opportunities during your studies. You must be proactive in seeking meetings with various advisers, professors, and counsellors to ensure that you receive the advice you need to formulate a personal plan of study and to meet your academic goals. While advisers are there to provide you with guidance, you are ultimately responsible for meeting your degree or diploma requirements. It is your responsibility to learn the rules and regulations of the University, your faculty, and your program. With your

cooperation, advisers and counsellors will assist you throughout your undergraduate studies.

Career and Management Studies

Undergraduate Programs

TBA: 514-398-1030

Graduate Level Programs

Mary Rubiano: 514-398-1030

English and French Language Programs

Verena Waterstradt: 514-398-2817

Translation Programs

Katherine Peacock: 514-398-1484

5.2 Support for Students

5.2.1 Office of the Dean of Students

William and Mary Brown Student Services Building
3600 McTavish Street, Suite 4100
Montreal, QC H3A 1Y2

For information, contact (Dean/Associate Dean):

Telephone: 514-398-4990

Email: deanofstudents@mcgill.ca

Website: www.mcgill.ca/deanofstudents

The Dean and the Associate Dean of Students coordinate and promote initiatives concerned with important aspects of the student experience, such as advising, academic integrity, student discipline, student recognition programs, and outreach to families, the McGill community and the broader local community.

5.3 Student Services

5.3.1 Office of the Executive Director, Services for Students

William and Mary Brown Student Services Building
3600 McTavish Street, Suite 4100
Montreal, QC H3A 1Y2

For information, contact:

Telephone: 514-398-3825

Website: www.mcgill.ca/studentsservices

The Executive Director, Services for Students (EDSS), coordinates all student services at McGill to help promote student success and well-being. The EDSS is available to provide assistance and/or information on almost all aspects of non-academic student life. Concerns of an academic nature are directed to the proper individual, office or department.

5.3.2 Office for Students with Disabilities

This office coordinates services to meet the needs of students with disabilities.

Brown Student Services Building, Suite 3100

Telephone: 514-398-6009

TDD: 514-398-8198

Email: disabilities.students@mcgill.ca

Website: www.mcgill.ca/osd

5.3.3 Ombudsperson for Students

The position of Ombudsperson for Students is filled on a half-time basis by an academic staff member. The Ombudsperson receives complaints from students and assists in the resolution of those complaints through informal means including

information, advice, intervention, and referrals with a view to avoiding the more formal grievance procedures that already exist in the University.

The Office of the Ombudsperson is a confidential, independent, and neutral dispute-resolution service for all members of the student community. Please call 514-398-7059 for an appointment.

Office of the Ombudsperson, 3610 McTavish, above Dr. Penfield, Suite 14, Main Floor.

Website: www.mcgill.ca/ombudsperson

5.3.4 Bookstore

The McGill University Bookstore stocks new and used textbooks, a full range of books for the academic and professional community, stationery supplies, and McGill insignia clothing and gift items. Visit the Bookstore website or in person to sign up for email reminders so you are the first to know about services such as used textbook buy back and other events.

3420 McTavish Street
Telephone: 514-398-7444
Website: www.mcgill.ca/bookstore

Macdonald Bookstore
Centennial Centre
Telephone: 514-398-8300
Website: www.mcass.mcgill.ca/bookstore.html

5.3.5 Computer Store

The McGill Computer Store, located on the second floor of the University Bookstore, sells a full range of computer hardware, software, peripherals and consumer electronics at educational prices.

3420 McTavish Street
Telephone: 514-398-5025
Email: sales.mcs@mcgill.ca
Website: www.mcgill.ca/mcs

5.3.6 Library Workshops

Workshops and tours designed to teach effective library use and to familiarize students with the McGill Libraries system are offered at various times throughout the academic session, with a concentrated schedule during the first week of classes and then continuing from September to October and January to February. Library guides and brochures are also available. For information and schedules, visit the website at www.mcgill.ca/library-assistance.

5.3.7 Minerva Workstations

The Centre for Continuing Education has two Minerva workstations which you may use to view course offerings, add and drop courses, view your transcript, and access all other services available through Minerva. Workstations are located at 688 Sherbrooke Street West, on the 11th floor.

5.4 Optional Student Services

As a Continuing Education student, you are not obligated to pay Student Services fees, however if you want to use the student services offered at McGill, you must opt-in to one of the following packages.

5.4.1 Optional Student Services Package

This optional package is only available to students registered for a minimum of 9 credits in a given term. The fee gives access to Career Planning Service (CaPS), Chaplaincy Service, Counseling Service, Health Services (appointments with physicians, nurses/health educators, urgent care and a lab service), International Student Services, Mental Health Service, Student Aid Office,

Tutorial Services, First People's House, Office for Students with Disabilities, and Off-Campus Housing.

Optional Student Services Fees for one term (2008-2009): \$141.65 (includes taxes). A McGill ID card is mandatory for access to services.

You may obtain further information or apply for this package at:

Office of the Executive Director
Services for Students
William and Mary Brown Student Services Building
3600 McTavish Street, Room 4100
Telephone: 514-398-3825
Website: www.mcgill.ca/studentsservices

5.4.2 Career Planning Service (CaPS) Package

Registration for CaPS (without the other Students Services) is available to students who are admitted to a credit or non-credit Certificate, Diploma or Special Intensive Language program. CaPS provides career education and individual advising and guidance to students, job/career fairs, research libraries, mentor programs, CV drop-in-clinic and workshops.

They offer over 5,000 jobs and internship opportunities to students each year. Fees for CaPS per term is \$52 (September, January or May). You may obtain further information or register for CaPS at:

Career Planning Service (CaPS)
William and Mary Brown Student Services Building
3600 McTavish Street, Suite 2200
Telephone: 514-398-3304
Email: careers.caps@mcgill.ca
Website: www.mcgill.ca/caps

5.4.3 McGill Athletics Package

McGill athletics facilities include: Fitness Centre, aerobics room, two gymnasia; basketball, volleyball, indoor and outdoor tennis, squash and racquetball courts; indoor and outdoor track; outdoor fields, stadium, pool and diving boards; dance, fitness and fencing studios; Sports Medicine clinic; locker rooms and lounges; Pro shop and snack bar.

Note: Some services may not be included in the gym membership rates below. Rates are valid as of April 2009 but may change without prior notice.

Continuing Education Students

All athletics facilities, excluding Fitness centre \$40 + taxes/month
All athletics facilities, including Fitness centre \$54 + taxes/month

Non-credit students or students taking less than 9 credits

Community Membership

All McGill athletics facilities, excluding Fitness Centre \$49 + taxes/month
All McGill athletics facilities, including Fitness Centre \$63 + taxes/month

You may obtain further information or sign up for a membership at:

Sir Arthur Currie Memorial Gymnasium
475 Pine Ave. W.
Telephone: 514-398-7000
Website: www.athletics.mcgill.ca

5.5 Parking

Parking facilities are limited. For information on parking rates, please visit www.mcgill.ca/parking, or call 514-398-4559.

5.6 University Centre

Food and beverage services are available to Continuing Education students in the evenings at the University Centre. The Centre is located at 3480 McTavish Street.

5.7 Tutorial Service

The Tutorial Service sponsors an extensive tutorial program for students.

Brown Student Services Building, Suite 4200

Telephone: 514-398-6011

Email: tutoring.service@mcgill.ca

Website: www.mcgill.ca/tutoring

5.8 For your Information Technology (IT) needs

McGill's IT Services website is your one-stop shop for all central IT services at McGill. Visit www.mcgill.ca/it to:

- Get IT service descriptions and read FAQs.
- Find detailed information such as service cost and service availability as well as instructions on how to access the service and get IT help and support.
- Find system availability, down times and new service announcements posted under *Announcements* and *Events*.
- Search the McGill IT Knowledge Base.

The following are some of the basic IT services, to get you started.

5.8.1 Logging In

You need to use your McGill Username (usually in the form of firstname.lastname@mail.mcgill.ca) and McGill Password to access many central IT services including: *myMcGill*, *myCourses*, email, wireless, Virtual Private Network (VPN), and McGill's dialup access service (DAS).

To find out your McGill Username and set your McGill Password:

- 1) Log in to Mherva (using your 9-digit McGill ID number and your PIN).
- 2) Go to *Personal Menu* > *Password for McGill Username*.
- 3) Follow the onscreen instructions.

5.8.2 myMcGill (the University portal)

myMcGill is the central access point where you:

- Read your email.
- Check *myCourses*.
- Get direct links to Minerva to view and update your student records and account information.
- Search the McGill Library Catalogue.
- Keep abreast of the latest McGill news.
- And more.

Click **myMcGill** at the top-right corner of any McGill website (www.mcgill.ca) and sign in using your McGill Username and McGill Password.

5.8.2.1 Browser compatibility

myMcGill currently supports the latest versions of the following browsers:

- Internet Explorer (IE) (Windows).
- Firefox (Mozilla) (Windows/Macintosh).
- Netscape (Windows).

5.8.3 myCourses

Many of your courses will have online materials or activities such as assignments and readings, the syllabus, project guidelines, discussion forums, calendars, etc.

Access your online course content via *myCourses* at www.mcgill.ca/mycourses or through *myMcGill*.

- Sign in using your McGill Username and McGill Password;
- Click *myCourses* (WebCT Vista) to enter the site;
- Verify your browser settings using the Check Browser utility at the top-right corner of the page.

Find more information on *myCourses* for students at:

www.mcgill.ca/it.

5.8.4 Email

Your McGill Email Address (usually in the form of firstname.lastname@mail.mcgill.ca) is the official way the University communicates with you by email. For information on the policy see [section 4.1.5, "Email Communication"](#). Access your email at <http://exchange.mcgill.ca> or through the *myMcGill* portal using your McGill Username and McGill Password. View your McGill Username, McGill Email Address and set up your McGill Password on the Minerva *Personal Menu*.

5.8.5 Online Student Directory

Opt in to the student directory and make it easier for your fellow classmates to contact you. Find more on this service at

www.mcgill.ca/directory/students.

5.8.6 Getting Connected

Access to the following services is through your McGill Username and McGill Password. You can find more details on the following services at www.mcgill.ca/it.

Wireless

Access the Internet using your laptop or other mobile device from virtually anywhere on campus, through the McGill Wireless network. Log in to the Wireless network using your McGill Username and McGill Password.

Virtual Private Network (VPN)

If you connect to the Internet with an Internet Service Provider (ISP) other than McGill's DAS, you need to establish a VPN connection to access McGill restricted sites and resources (e.g., Library databases). Log in to VPN using your McGill Username and McGill Password.

Dialup Access (DAS)

If you do not have a high speed ISP, use McGill's dialup service and connect to the Internet using your telephone line and a modem. Log in to DAS using your McGill Username and McGill Password.

McGill Residences Telecommunications

For students living in McGill Residences and McGill Off-Campus Residences, there is a Voice and Data (wired and wireless) service.

Computer Labs

Many faculties and departments provide computer labs for students in their programs. For lab locations, computer availability, software/peripheral availability and more, see <http://webforms.mcgill.ca/labs>.

Note for Continuing Education students: Free access to computer labs is available at 688 Sherbrooke St. West on the 12th Floor every weekday between 12:00 and 1:30 p.m. and between 3:00 and 6:00 p.m.

Connectivity@McGill iCare Clinic

Attend this free, hands-on clinic and learn how to configure your computer to connect to the Internet via wireless or modem, and how to set up a VPN connection. Find out how to register for IT Training at www.mcgill.ca/it.

5.8.7 Safe Computing

Computing Safety iCare Clinic: Attend this free clinic and learn how to prevent viruses, spyware, adware and other malicious programs from infecting your computer. Find out how to register for IT Training at www.mcgill.ca/it.

Free software: Download free antivirus and other software from McGill's Software Licensing site at www.mcgill.ca/software. Find out more about software licensing and protecting your computer at www.mcgill.ca/it.

Note: Be sure to uninstall any previous antivirus software from your computer before installing new antivirus software.

Ten tips for keeping information secure: Read the University's information security tip sheet found at www.mcgill.ca/infosec/tips.

5.8.8 Set up your security questions in myMcGill

Setting up your security questions and answers for your McGill Password allows you to use the **Forgot Password?** link found on several McGill applications, should you forget it.

Once you have set up your McGill Password in Minerva, log into myMcGill (<http://my.mcgill.ca>) and click the McGill Password Security portlet. Follow the onscreen instructions to set up your own security questions and responses.

5.8.9 Need Help?

Welcome New Students

Take an interactive guided tour of IT services: at www.mcgill.ca/it, go to *Welcome New Students*.

McGill IT Knowledge Base

Search the Knowledge Base at <http://knowledgebase.mcgill.ca/it> for answers to commonly asked questions about IT.

5.8.9.1 Getting Help

Contact the ICS Service Desk by submitting your request via a web form at <http://webforms.mcgill.ca>, or find ICS Service Desk information at www.mcgill.ca/it.

5.9 Resources for Study and Research

5.9.1 Libraries

The McGill Library consists of 13 branch libraries and special collections located across both campuses. Numbering over six million items, the Library's vast holdings include 2.5 million books, textbooks and course-readers, thousands of journal titles, vast manuscript and pictorial collections and thousands of sound and video recordings. The Library's e-resources are extensive, and include almost 50,000 e-journals, multimedia, and over one-million e-books on subjects ranging from early English literature to nutrition.

A comprehensive website (www.mcgill.ca/library), an online catalogue, and a wide range of library services link the Library's resources to those who need them for learning, research and scholarship. Hundreds of databases on topics from art history to zoology guide users to relevant journal articles and research materials, while subject guides on topics like chemistry and social work provide comprehensive and clear direction for users undertaking research. The Library's website also provides access to items such as past examination papers, McGill theses, and foreign newspapers. All electronic resources are available for use from

home using the VPN (Virtual Private Network) or laboratories anywhere on the campus - access any time, any place.

The staff in each branch library can help you locate information for course work, assignments or research topics. Training is provided at all student levels to ensure you know how to find and use information. Information skills programs are undertaken as part of course curricula. Liaison Librarians specialize in specific disciplines, and are available to assist students and staff in person, on the phone, online, by email and via online chat.

Although opening hours vary, most libraries are open up to 84 hours per week, and several branch libraries extend opening hours during examination periods, including 24-hour access to the Humanities and Social Sciences Library. Hundreds of computers are available for email, word-processing, accessing online courses, reading library materials, preparing assignments and searching the Internet. Designed to enhance the learning experiences of diverse users, the Library's facilities offer a variety of comfortable and attractive spaces, including quiet individual study areas, dynamic e-zones, and group study rooms that can be booked for use. Wireless access is available throughout the library, and all libraries have card-operated printing and copying facilities. Special facilities are available for vision- and hearing-impaired users. Laptops are also available for loan.

You can use special library services such as the Electronic Data Resources Service, which supports empirical and statistical research. Unique scholarly materials from the Rare Books and Special Collections are being digitized and these are being submitted electronically. The Course Reserve collection in each branch library includes copies of textbooks and high-demand items on course reading lists. You can borrow materials from any library and return them anywhere across the system.

If you need material not owned by McGill University Library our Interlibrary Loan & Document Delivery Service will source it for you and pickup is available at any branch.

5.9.2 University Archives

The McGill University Archives (MUA) acquires, preserves and makes available to researchers (including students) more than 5,000 metres of records dating from 1797 to the present. These records document McGill University faculty, research, alumni and student organizations, and certain Montreal-based organizations. Archived media include textual records, photographs, slides, audio-tapes, film, video, plans, University publications, and artifacts.

The MUA acquires private records to support University research goals and manages the University's corporate memory and information assets through its Records Management Program. This program regulates the flow of administrative records and protects vital evidence of University functions and activities according to Quebec archives and records legislation.

The MUA Reading Room is open Monday to Friday, from 9:00 a.m. to 12:30 p.m. and from 1:45 p.m. to 4:45 p.m.; however, appointments are recommended. The MUA website features virtual exhibitions, tools to search the MUA holdings, and digital collections including the largest campus database of digitized images.

McGill University Archives
McLennan Library - Ground Floor
Telephone: 514-398-3772
Fax: 514-398-8456
Website: www.archives.mcgill.ca

5.9.3 Museums

5.9.3.1 Redpath Museum

The Redpath Museum's mandate is to foster the study of the history and diversity of the natural world, including geological, biological and cultural diversity. Its collections have been growing for over a century, and provide resources for research and for graduate and undergraduate education in biology, geology, anthropology and other fields. Its largest collections include fossils from the ancient sea floor of eastern Quebec, the oldest land plants, a vast

range of minerals, molluscs from around the world, Egyptian and classical antiquities, and artifacts from Central Africa. The Museum also houses research laboratories and classrooms.

The Museum welcomes McGill students and staff to visit its permanent exhibit, which presents the history of life through the ages illustrated by material from Quebec and neighbouring regions, as well as displays that feature the mineral and mollusc collections. The Museum also features an ethnology gallery devoted to cultures throughout the world, including ancient Egypt, classical Greece and Rome, Asia, and Africa.

859 Sherbrooke Street West

Telephone: 514-398-4086

Email: redpath.museum@mcgill.ca

Website: www.mcgill.ca/redpath

5.9.3.2 McCord Museum of Canadian History

The McCord Museum houses one of the finest historical collections in North America. It possesses some of Canada's most significant cultural treasures, including the most comprehensive collection of clothing - comprising over 16,000 garments or accessories - made or worn in Canada; an extensive collection of First Nations artifacts - the most important of its kind in Quebec with a corpus of over 13,000 objects from across Canada; and the renowned Notman Photographic Archives, which contain over one-million historical photographs and offer a unique pictorial record of Canada from pre-Confederation to the present. The McCord also houses paintings by renowned artists such as Théophile Hamel, Cornelius Krieghoff, James Pattison Cockburn and George Heriot. The Museum's Textual Archives include some 185 linear metres of documents relating to Canadian history. Finally, the McCord's website (www.mccord-museum.qc.ca) features award-winning virtual exhibitions, innovative learning resources and a vast, searchable database of information on the Museum's collections.

Exhibitions at the McCord provide innovative interpretations of the social and cultural history of Montreal, Quebec and Canada. In addition to guided tours, school programs, cultural activities and lectures, the McCord offers a range of services including the Museum Café and the boutique.

Researchers welcome by appointment.

690 Sherbrooke Street West

Telephone: 514-398-7100

Email: info@mccord.mcgill.ca

Website: www.mccord-museum.qc.ca

5.9.3.3 Lyman Entomological Museum and Research Laboratory

Located on the Macdonald Campus, this institution has the largest insect collection of any Canadian university, and is second in both numbers of species and specimens only to the Canadian National Collection of Insects in Ottawa. It is not generally open to the public since its main functions are research and teaching, not exhibitions. However, tours are available by appointment to interested parties. Telephone: 514-398-7914.

5.9.3.4 Other Historical Collections

In addition to the above, there are other collections and exhibits of a specialized nature, ordinarily open only to students. For access, contact the appropriate department. These include the Anatomical and Pathological Museums.

The Physics Department has two specialized collections that may be viewed by appointment. The Rutherford Museum contains original apparatus and other items used by Professor Ernest Rutherford in his Nobel Prize-winning research at McGill University on radioactivity (1898-1907). The McPherson Collection comprises a wide range of historical apparatus and instruments used for measurements and investigations, with special emphasis on 19th-century physics.

6 Career and Management Studies (Undergraduate Certificate Programs)

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6.1 Career and Management Studies

6.1.1 Location

Career and Management Studies
Undergraduate Certificate Programs
Telephone: 514-398-1030
Fax: 514-398-3108
Website: www.mcgill.ca/conted-cms
Email: info.conted@mcgill.ca

6.1.2 Administrative Officers

Carmen Sicilia; B.A.(C'dia), M.A.(McG.) (effective September 2009)	Director
Dawne Ramsahoye; B.A.(McG.), G.D.I.A., M.A.(C'dia)	Program Manager
Mary Rubiano	Program Adviser
TBA	Program Adviser
Pietro Martucci; B.Com.(C'dia), G.D.P.A.(McG.), C.A.	Associate Director, Accounting Programs
Larry Goldsman; B.Com.(C'dia), G.D.P.A.(McG.), C.A.	Faculty Lecturer
Hang Lau; B.Sc.(Chinese HK), M.Sc., Ph.D.(McG.)	Director Information Technology Programs, Faculty Lecturer
Jean-Claude Provost; B.A.(York (Can.)), M.A.(McG.), C.R.H.A.	Coordinator – Human Resources Management Programs, Faculty Lecturer
Elizabeth J. Hirst; M.A.(Montr.), A.P.R., F.C.P.R.S.	Coordinator – Public Relations Programs, Faculty Lecturer

6.1.3 Introduction

This Department offers programs at the undergraduate level for which a university degree is not required. Graduate level programs are also offered for students who have completed undergraduate degrees (see [section 7.2 "Graduate Programs"](#)). A certificate program comprises a series of courses designed to provide a suitable combination of breadth and depth of knowledge in a specific area of study. The programs offered are normally the equivalent of one year of full-time university study and require the completion of 10 courses.

Students who have complied with the admission procedures may fulfil the requirements for McGill University Certificates and the requirements of various professional associations. Those who wish to continue studies in the Bachelor of Commerce (B.Com.) program of the Desautels Faculty of Management must meet the entrance requirements of that Faculty and apply for admission; see [section 3.3.1 "Bachelor of Commerce \(Part-Time\)"](#). Courses can be taken in the Fall, Winter, Spring

and Summer. Students are urged to keep their academic and professional goals in mind when choosing courses.

Students who do not wish to be admitted to a certificate program may register as Special students in courses that meet their needs provided they have satisfactorily completed the necessary prerequisites and meet the admissions criteria.

The staff of the Department of Career and Management Studies will answer questions on certificate admission procedures, assist you with your choice of courses and provide you with information on professional or undergraduate requirements.

6.1.4 Certificate Programs

Undergraduate programs, university degree not required:

- “Certificate in Accounting (30 credits)”, section 6.2.1
- “Certificate in Entrepreneurship (30 credits)”, section 6.2.2
- “Certificate in Health and Social Services Management (30 credits)”, section 6.2.3
- “Certificate in Human Resources Management (30 credits)”, section 6.2.4
- “Certificate in Logistics Management (30 credits)”, section 6.2.5
- “Certificate in Management (30 credits)”, section 6.2.6
- “Certificate in Marketing (30 credits)”, section 6.2.7
- “Certificate in Public Relations (30 credits)”, section 6.2.8
- “Certificate in Risk Management (30 credits)”, section 6.2.9
- “Certificate in Software Development (30 credits)”, section 6.2.10
- “Certificate in Systems Analysis and Design (30 credits)”, section 6.2.11
- “Certificate in Aboriginal Social Work Practice (30 credits)”, section 6.3.1
- “Certificate in Northern Social Work Practice (30 credits)”, section 6.3.2

6.2 McGill Certificates

6.2.1 Certificate in Accounting (30 credits)

To provide the academic training necessary for performing the accounting function. The Certificate in Accounting, in conjunction with the Certificate in Management, fulfils most of the educational requirements of the *Ordre des comptables généraux licenciés du Québec* (CGA) and the *Ordre des comptables en management accrédités du Québec* (CMA) and with the appropriate options prepares students to write the professional accreditation examinations of the particular Ordres. A detailed list of the specific certificate courses which satisfy the requirements of the particular Ordre can be obtained from the Department of Career and Management Studies.

Note: Prerequisite courses are not included in the total credit requirement for the program.

Prerequisite:

- MGCR 211 (3) Introduction to Financial Accounting
(or the Exemption by Examination Test)

Required courses: (21 credits)

- ACCT 351 (3) Intermediate Financial Accounting 1
- ACCT 352 (3) Intermediate Financial Accounting 2
- ACCT 361 (3) Intermediate Management Accounting 1
- ACCT 362 (3) Intermediate Management Accounting 2
- ACCT 385 (3) Principles of Taxation
- ACCT 453 (3) Advanced Financial Accounting
- ACCT 475 (3) Principles of Auditing

Complementary courses: (9 credits)

The 3 complementary courses may be chosen from any of the courses listed below if you are not pursuing a specific stream.

CGA Requirement

In addition to the required and prerequisite courses listed in the Certificate in Accounting, you must take the following courses if you wish to follow the CGA stream (other courses may be required: contact the CGA office).

- ACCT 354 (3) Financial Statement Analysis

- ACCT 455 (3) Development of Accounting Thought
 - ACCT 476 (3) Internal Auditing*
 - ACCT 477 (3) External Auditing*
 - ACCT 486 (3) Business Taxation 2
 - INSY 332 (3) Accounting Information Systems
- * Only one of these courses may be taken for credit in the Certificate program.

CMA Requirement

In addition to the required and prerequisite courses listed in the Certificate in Accounting, you must take the following courses if you wish to follow the CMA stream (other courses may be required: contact the CMA office).

- ACCT 354 (3) Financial Statement Analysis
- ACCT 455 (3) Development of Accounting Thought
- ACCT 463 (3) Advanced Management Accounting
- ACCT 476 (3) Internal Auditing
- INSY 332 (3) Accounting Information Systems

Other Complementary options:

- BUSA 400 (3) Independent Studies in Management
- CCTX 540 (3) U.S. Taxation

CGA Contact Information

CGA Exams and Exemptions
Telephone: 514-861-1823 ext. 220
Email: examens@cga-quebec.org
Website: www.cga-quebec.org
or
General Information and Course Equivalencies
Telephone: 514-861-1823 ext. 246
Email: formation@cga-quebec.org
Website: www.cga-quebec.org
Toll-Free Number: 1-800-463-0163
Fax: 514-861-7661

CMA Contact Information

Ms. Karine Blais
Telephone: 514-849-1155 ext. 227
Email: k.blais@cma-quebec.org
Website: www.cma-quebec.org

6.2.2 Certificate in Entrepreneurship (30 credits)

To provide an understanding of what is required to launch and maintain a sustainable venture. Participants will develop the tools needed to produce a business plan, communicate with financial advisors, interpret financial statements, prepare a marketing and sales structure and present a product or service to potential investors. Some courses in the program will utilize guest speakers from varied entrepreneurial backgrounds to provide a practical context.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites:

- CMSC 101 (3) College Algebra and Functions
(or the Exemption by Examination test)
- EDEC 205 (3) Communication in Management 1
(or the Exemption by Examination test)

Required courses: (27 credits)

- BUSA 464 (3) Management of Small Enterprises
- CACC 520 (3) Accounting for Management
- CENT 300 (3) Fundamentals of Entrepreneurship
- CENT 305 (3) Product Validation and Sales
- CENT 434 (3) Entrepreneurship Issues Management
- MGCR 222 (3) Introduction to Organizational Behaviour
- MGCR 293 (3) Managerial Economics
- MGCR 352 (3) Marketing Management 1
- MGCR 382 (3) International Business

Complementary course: (3 credits)

- BUSA 364 (3) Business Law 1
- CPRL 223 (3) Basics of Public Relations
- MGCR 331 (3) Information Systems
- MGPO 450 (3) Ethics in Management
- MRKT 355 (3) Services Marketing
- MRKT 452 (3) Consumer Behaviour

6.2.3 Certificate in Health and Social Services Management (30 credits)

The Certificate is designed to provide an integrated base of management knowledge for those who have an interest in the organization, functioning and management of departments in hospitals (general, for long-term care, etc.), reception centers for the youth and elderly, local community centers and other health and social service establishments. It will focus on the development of skills in the day to day management of the provision of services in terms of both efficiency and human criteria.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisite:

EDEC 205 (3) Communication in Management 1 (or the Exemption by Examination Test)

Required courses: (27 credits)

CACC 520 (3) Accounting for Management
 CHLC 351 (3) Social Service Systems
 CHLC 401 (3) Evaluation of Health and Social Services
 CHLC 500 (3) Health Care Systems
 CHLC 552 (3) Legal Aspects: Health and Social Services
 INDR 294 (3) Introduction to Labour-Management Relations
 MGCR 222 (3) Introduction to Organizational Behaviour
 MGCR 331 (3) Information Systems
 ORGB 423 (3) Human Resources Management

Complementary course: (3 credits)

CORG 450 (3) Workplace Health and Safety
 INSY 332 (3) Accounting Information Systems
 ORGB 420 (3) Managing Organizational Teams

6.2.4 Certificate in Human Resources Management (30 credits)

The Certificate program provides an introduction to the disciplines and basic practices of human resources management (HRM). In addition, the Certificate program presents an overview of the HRM functions and some of the current and future issues in organizational effectiveness, staffing, total compensations training and development, employee and labour relations, workplace health and safety, and professional practice in HRM.

Required courses: (18 credits)

CGMG 282 (3) Introduction to Business
 MGCR 222 (3) Introduction to Organizational Behaviour
 ORGB 423 (3) Human Resources Management
 ORGB 424 (3) Employment
 ORGB 426 (3) Human Resource Training and Development
 ORGB 525 (3) Compensation Management

Complementary courses: (12 credits)

Employee Relations

EDPC 501 (3) Helping Relationships
 INDR 294 (3) Introduction to Labour-Management Relations
 INDR 494 (3) Labour Law
 INDR 496 (3) Collective Bargaining
 ORGB 380 (3) Cross Cultural Management
 ORGB 420 (3) Managing Organizational Teams

Training and Development

EDPC 501 (3) Helping Relationships
 EDPC 504 (3) Practicum in Interviewing Skills
 MGCR 331 (3) Information Systems
 ORGB 380 (3) Cross Cultural Management
 ORGB 420 (3) Managing Organizational Teams
 ORGB 421 (3) Managing Organizational Change

Organizational Development

CORG 450 (3) Workplace Health and Safety
 MGCR 423 (3) Organizational Policy
 MGPO 450 (3) Ethics in Management
 ORGB 380 (3) Cross Cultural Management
 ORGB 420 (3) Managing Organizational Teams
 ORGB 421 (3) Managing Organizational Change

The complementary courses may be chosen from one area or from among all 3 areas.

6.2.5 Certificate in Logistics Management (30 credits)

The objective of this program is to offer students and industry practitioners greater management skills and knowledge in the effective and efficient movement of goods within the Canadian context and its relationship to today's complex and challenging international business environment. The program will provide a solid base in the fundamentals of logistics and transportation management.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites:

CMSC 101 (3) College Algebra and Functions
 (or the Exemption by Examination Test)
 EDEC 205 (3) Communication in Management 1
 (or the Exemption by Examination Test)

Required Courses: (24 credits)

CEC1 206 (3) Transportation Economics
 CTPT 205 (3) Principles of Logistics 1
 CTPT 207 (3) Transportation Law and Policy
 CTPT 220 (3) Strategic Logistics
 CTPT 225 (3) Principles of Logistics 2
 CTPT 347 (3) Transportation Management
 CTPT 410 (3) International Trade and Logistics
 CTPT 440 (3) Supply Chain Management

Complementary courses: (6 credits)

BUSA 364 (3) Business Law 1
 CACC 520 (3) Accounting for Management
 CPDV 301 (3) Risk Management
 MGCR 352 (3) Marketing Management 1

Or any other undergraduate course offered by Career and Management Studies and approved by the Department for which the prerequisite course(s) have been taken.

Note: Students wishing to complete the requirements for the C.I.T.T. must complete additional courses. Details are available from the department or the C.I.T.T. office at info@citt.ca.

6.2.6 Certificate in Management (30 credits)

The Certificate prepares students for positions in general management and sets the stage for further management education. It presents a broad survey of underlying disciplines, and an introduction to the functional areas in management. The completion of this Certificate with the appropriate electives satisfies most of the requirements for the Canadian Institute of Management (CIM).

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites:

CMSC 101 (3) College Algebra and Functions
 (or the Exemption by Examination Test)
 EDEC 205 (3) Communication in Management 1
 (or the Exemption by Examination Test)

Required courses: (18 credits)

MGCR 211 (3) Introduction to Financial Accounting
 MGCR 222 (3) Introduction to Organizational Behaviour
 MGCR 273 (3) Introductory Management Statistics
 MGCR 293 (3) Managerial Economics
 MGCR 341 (3) Finance 1
 MGCR 352 (3) Marketing Management 1

Complementary courses: (12 credits)

3 or 6 credits from the following:

BUSA 464 (3) Management of Small Enterprises
 MGCR 423 (3) Organizational Policy

6 or 9 credits from the following:

ACCT 361 (3) Intermediate Management Accounting 1
 BUSA 364 (3) Business Law 1

BUSA 368 (3)	Business Law 2
CGMG 282 (3)	Introduction to Business
ECON 295 (3)	Macroeconomic Policy
FINE 342 (3)	Finance 2*
or FINE 343 (3)	Managerial Finance*
FINE 443 (3)	Applied Corporate Finance
MGCR 331 (3)	Information Systems
MGCR 360 (3)	Social Context of Business
MGCR 382 (3)	International Business
MGCR 472 (3)	Operations Management
MGPO 450 (3)	Ethics in Management
MGSC 272 (3)	Advanced Business Statistics
MGSC 373 (3)	Operations Research 1
ORGB 420 (3)	Managing Organizational Teams
ORGB 423 (3)	Human Resources Management

* Only one of these courses may be taken for credit in the Certificate program.

CGA Requirement

Students who wish to follow the CGA stream must take the following courses. Other courses may be required. Please contact the *Ordre des CGA du Québec* office for details (see "[Professional Associations](#)", section 3.9).

BUSA 364 (3)	Business Law 1
BUSA 368 (3)	Business Law 2
ECON 295 (3)	Macroeconomic Policy
FINE 342 (3)	Finance 2
FINE 343 (3)	Managerial Finance
MGCR 211 (3)	Introduction to Financial Accounting
MGCR 273 (3)	Introductory Management Statistics
MGCR 293 (3)	Managerial Economics
MGCR 331 (3)	Information Systems
MGCR 341 (3)	Finance 1
MGCR 423 (3)	Organizational Policy

CMA Requirement

Students who wish to follow the CMA stream must take the following courses. Other courses may be required. Please contact the *Ordre des Comptables en Management Accrédités du Québec* for details (see "[Professional Associations](#)", section 3.9).

ACCT 361 (3)	Intermediate Management Accounting 1
BUSA 364 (3)	Business Law 1
ECON 295 (3)	Macroeconomic Policy
MGCR 211 (3)	Introduction to Financial Accounting
MGCR 222 (3)	Introduction to Organizational Behaviour
MGCR 273 (3)	Introductory Management Statistics
MGCR 293 (3)	Managerial Economics
MGCR 331 (3)	Information Systems
MGCR 341 (3)	Finance 1
MGCR 382 (3)	International Business
MGCR 423 (3)	Organizational Policy
MGSC 272 (3)	Advanced Business Statistics
MGSC 373 (3)	Operations Research 1

Canadian Institute of Management

Students who wish to follow the CIM stream must take the following courses. Other courses may be required. Please contact the Canadian Institute of Management office for details (see "[Professional Associations](#)", section 3.9).

BUSA 364 (3)	Business Law 1
CGMG 282 (3)	Introduction to Business
EDEC 205 (3)	Communication in Management 1
FINE 343 (3)	Managerial Finance
MGCR 222 (3)	Introduction to Organizational Behaviour
MGCR 352 (3)	Marketing Management 1
MGCR 423 (3)	Organizational Policy
MGCR 472 (3)	Operations Management

6.2.7 Certificate in Marketing (30 credits)

To introduce students to theories and concepts of marketing, and to provide an opportunity to apply these in practical situations. It is

intended that the student who completes the program will be prepared for a career in a major area in marketing and will be able to understand and use modern marketing literature.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisite:

CMSC 101 (3)	College Algebra and Functions (or the Exemption by Examination Test)
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Required courses: (21 credits)

MGCR 211 (3)	Introduction to Financial Accounting
MGCR 273 (3)	Introductory Management Statistics
MGCR 352 (3)	Marketing Management 1
MRKT 354 (3)	Marketing Management 2
MRKT 451 (3)	Marketing Research
MRKT 452 (3)	Consumer Behaviour
MRKT 357* (3)	Marketing Planning 1

* Must be taken as the final course in the Certificate

Complementary courses: (9 credits)

BUSA 464 (3)	Management of Small Enterprises
MRKT 355 (3)	Services Marketing
MRKT 434 (3)	Topics in Marketing
MRKT 453 (3)	Advertising Management
MRKT 455 (3)	Sales Management
MRKT 456 (3)	Business to Business Marketing
MRKT 483 (3)	International Marketing Management
MGCR 382 (3)	International Business

6.2.8 Certificate in Public Relations (30 credits)

The Certificate in Public Relations is designed to meet the growing demand for professional expertise in this field. It is both professionally based and student-oriented. The program is professionally based because its content is kept up to date with best practices in industry, and is frequently augmented by ongoing research in communications studies. Students have opportunities to work directly with industry on real and evolving public relations cases. Content follows the guidelines of the Canadian Public Relations Society and the *Société des relationnistes du Québec* (SRQ). Representatives of these and other professional associations participate on the Program Committee.

Required courses: (24 credits)

CPRL 223 (3)	Basics of Public Relations
CPRL 224 (3)	Applied Public Relations Methods
CPRL 225 (3)	Media Relations
CPRL 226 (3)	Corporate Communications
CPRL 227 (3)	Internal Communication
CPRL 321 (3)	Public Relations Issues Management
CPRL 322 (3)	Cases in Public Relations
EDEC 207 (3)	Communication in Public Relations

Complementary courses: (6 credits)

CPRL 220 (3)	Fundamentals of Fund-Raising
CPRL 228 (3)	Event Management
CPRL 320 (3)	Public Relations Research
MGCR 222 (3)	Introduction to Organizational Behaviour
MGCR 352 (3)	Marketing Management 1

6.2.9 Certificate in Risk Management (30 credits)

This program will increase the basic knowledge and educational excellence of risk managers and others seeking an education in risk management. The key areas addressed are: business organization, statistics, economics, law, risk management and insurance. The completion of this program satisfies most of the educational requirements of the Institute of Risk Management for the RIMS Fellow designation.

Required courses: (21 credits)

BUSA 364 (3)	Business Law 1
CEC2 532 (3)	Business Economics
CPDV 301 (3)	Risk Management

CPDV 302	(3)	Risk Control
CPDV 303	(3)	Risk Financing
EDEC 205	(3)	Communication in Management 1
MGCR 211	(3)	Introduction to Financial Accounting

Complementary courses: (9 credits)

ACCT 385	(3)	Principles of Taxation
BUSA 368	(3)	Business Law 2
CPDV 305	(3)	General Insurance 1
CPDV 306	(3)	General Insurance 2
MGCR 273	(3)	Introductory Management Statistics
MGCR 331	(3)	Information Systems

6.2.10 Certificate in Software Development
(30 credits)

The Certificate in Software Development provides a solid foundation in software application development. It stresses applied computer knowledge in fundamentals of computer programming, networking, and internet technologies. Completing the program enables a pursuit of careers such as software development and maintenance specialist, network administrator, internet and web specialists in a variety of organizations.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisite:

CMSC 101	(3)	College Algebra and Functions (or the Exemption by Examination Test)
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Required courses: (24 credits)

CCCS 300	(3)	Programming Techniques 1
CCCS 301	(3)	Programming Techniques 2
CCCS 310	(3)	Web Development
CCCS 315	(3)	Data Structures & Algorithms
CCCS 321	(3)	Operating Systems Administration
CCCS 330	(3)	Database Systems & Internet Applications
CCCS 431	(3)	Networking Fundamentals
MGCR 331	(3)	Information Systems

Complementary courses: (6 credits)

CCCS 320	(3)	User Interface Design
CCCS 325	(3)	Mobile Application Development
CCCS 425	(3)	Web Services
CMIS 422	(3)	Information System Security
CMIS 431	(3)	Systems Implementation
INSY 331	(3)	Managing Information Technology
INSY 333	(3)	Systems Analysis and Modelling
INSY 450	(3)	Information Systems Project Management

6.2.11 Certificate in Systems Analysis and Design
(30 credits)

The Certificate in Systems Analysis and Design provides a solid foundation in the concepts and techniques required for effective planning and design of software applications and systems. Emphasis is placed on practical application of techniques toward the development of business applications. Completing this program will enable the pursuit of a career as an analyst within software development or IT organizations.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisite:

CMSC 101	(3)	College Algebra and Functions (or the Exemption by Examination Test)
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Required Courses: (24 credits)

CCCS 300	(3)	Programming Techniques 1
CMIS 431	(3)	Systems Implementation
INSY 331	(3)	Managing Information Technology
INSY 333	(3)	Systems Analysis and Modelling
INSY 432	(3)	Information Technology in Business
INSY 437	(3)	Managing Data and Database
INSY 450	(3)	Information Systems Project Management
MGCR 331	(3)	Information Systems

Complementary Courses: (6 credits)

CCCS 301	(3)	Programming Techniques 2
CCCS 310	(3)	Web Development
CCCS 315	(3)	Data Structures and Algorithms
CCCS 320	(3)	User Interface Design
CCCS 321	(3)	Operating Systems Administration
CCCS 325	(3)	Mobile Application Development
CCCS 425	(3)	Web Services
CCCS 431	(3)	Networking Fundamentals
CMIS 422	(3)	Information System Security
INSY 444	(3)	Managing Knowledge with Information Technology

6.3 Restricted Programs**6.3.1 Certificate in Aboriginal Social Work Practice**
(30 credits)

Currently under review. Admissions will not be accepted for the 2009/2010 academic year.

The Certificate Program in Aboriginal Social Work Practice aims to prepare Aboriginals for social work practice in their own communities by providing professional training in assessment and counselling skills for a range of social problems such as addictions, family violence, child abuse and mental and physical health. Courses are planned to reflect the socio-cultural characteristics of Aboriginal society as well as the specific social service needs of their communities.

Required courses: (21 credits)

SWRK 240	(3)	Introduction to Social Work
SWRK 255	(3)	Introduction to Practicum
SWRK 341	(3)	Introduction: Practice with Families
SWRK 355	(3)	Field Practice 1
SWRK 357	(3)	Legal Problems of the Poor
SWRK 374	(3)	Community Development/Social Action
SWRK 438	(3)	Drug Addiction and Society

Complementary courses: (9 credits)

ANTH 306	(3)	Native Peoples' History in Canada
SWRK 354	(3)	Social Work in the Health Field
SWRK 434	(3)	Practice with Involuntary Clients
SWRK 459	(3)	Adult / Children Sexual Relations
SWRK 465	(3)	School Social Services
SWRK 497	(3)	Clinical Practice Seminar 1

One of the complementary courses may be replaced by:

EDEC 204	(3)	Communication in Social Work
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6.3.1.1 Admission Requirements

In addition to the requirements found in [section 6.8.1 "Admission Requirements"](#), applicants must provide two (2) letters of recommendation from their aboriginal community.

6.3.2 Certificate in Northern Social Work Practice
(30 credits)

Currently under review. Admissions will not be accepted for the 2009/2010 academic year.

This 10-course (30-credit) Certificate program offered by the Centre for Continuing Education on behalf of the School of Social Work is available only in the North and is for Inuit community workers employed by Nouveau Québec. The purpose of the program is to prepare Inuit community workers for social work practice within their communities. The courses reflect the sociocultural characteristics of northern society as well as the social service needs of Inuit communities. Particular attention is directed to the complex role of the social worker in various relationships to the community.

Courses will reflect the following themes: identification and analysis of social problems; welfare policy and legislation methods

of social work practice with individuals, groups, and organizations and the process of community organizing.

All the courses are taught in the North by the staff of the School of Social Work.

Required courses: (21 credits)

- SWRK 240 (3) Introduction to Social Work
- SWRK 255 (3) Introduction to Practicum
- SWRK 341 (3) Introduction: Practice with Families
- SWRK 351 (3) Children's Needs and Social Services
- SWRK 354 (3) Social Work in the Health Field
- SWRK 355 (3) Field Practice 1
- SWRK 473 (3) Individuals and Families in Crisis

Complementary courses: (9 credits)

- EDPI 211 (3) Social and Emotional Development
- SWRK 374 (3) Community Development / Social Action
- SWRK 377 (3) Women's Issues in Practice
- SWRK 485 (3) Tutorial: Social Work Practice

Optional course:

- EDEE 249 (3) Inuktitut Orthography and Grammar

6.4 Bachelor of Commerce for Part-Time Students

6.4.1 Admission Requirements

The Bachelor of Commerce (B.Com.) program for part-time students in the Desautels Faculty of Management has been designed to be of assistance to those students who, for various reasons, cannot attend the University during the daytime. The evening courses are offered during the Fall, Winter, Spring and Summer.

The B.Com. program accepts students with a wide variety of academic backgrounds. Admission is competitive with an above-average academic standing expected; decisions are based on the whole academic record. Students who are completing courses in subjects that repeat course material already studied are considered on an individual basis.

Note: Meeting the minimum requirements for admission does not guarantee acceptance into the B.Com. program.

In order to be accepted for the Fall term, students must apply to Enrolment Services by May 1st. For acceptance for the Winter term, students must apply by November 1st. Applications for admission as well as information on admission requirements can be obtained from Enrolment Services, McGill University, James Administration Building, 845 Sherbrooke St. West, Montreal, Quebec, H3A 2T5; telephone: 514-398-3910. Applicants can submit the online application available at the website www.mcgill.ca.

Applicants who hold the **CEGEP Diploma (DCS)** must have completed, within the past five years, Calculus 1, Calculus 2 and Linear Algebra (Mathematics - OOUN, OOU, OOUQ or 201-NYA, 201-NYB, 201-NYC or 201-103, 201-203, 201-105) at CEGEP with a competitive "COTE R". (Students whose mathematics results do not meet this level of achievement or whose overall average is below the usual criteria for admission should consult the Mature Applicants/Re-entry/Re-Qualifying Applicants section below or contact Ron Critchley, Student Adviser, B.Com. Program Office (514-398-8582) or Enrolment Services for advice.)

Survey of Basic Mathematics 1 (CMSC 203) and 2 (CMSC 204), with a minimum of B+ in each course, may be completed at the Centre by applicants who have not taken mathematics at college but otherwise meet the admissions requirements.

Note: These courses are sequential and are offered only in September and January. The courses will not be credited toward the minimum credit requirement. Students accepted to the program will take a minimum of 90 credits.

Note: Applicants should not complete more than 60 credits at the Centre before applying since a minimum of 30 credits must be completed after being admitted to the Bachelor of Commerce program. A minimum B+ average is required of course work taken at

the Centre. Advanced standing credits and exemptions, as appropriate, will be awarded for courses taken at the Centre.

Transfer Applicants (who have studied at another Quebec university) with above-average results must have completed, within the past five years, Calculus 1, Calculus 2 and Linear Algebra (Mathematics - OOUN, OOU, OOUQ, or 201-NYA, 201-NYB, 201-NYC, or 201-103, 201-203, 201-105) at CEGEP with a competitive "COTE R" or with B+ grades if taken at another university. (Students whose mathematics results do not meet this level of achievement or whose overall average is below the usual criteria for admission should consult the Mature Applicants/Re-entry/Re-Qualifying section below or Enrolment Services for advice.)

If mathematics courses were not studied previously in college or university, Survey of Basic Mathematics 1 (CMSC 203) and 2 (CMSC 204) with a minimum of B+ in each course must be completed at the Centre for Continuing Education. The courses will not normally be credited toward the minimum credit requirement.

University courses completed, other than at the Centre, will be considered for transfer credit on an individual basis.

The minimum number of credits required to complete the degree will depend on the student's previous background.

Note: While a minimum of 30 credits must be completed after being admitted to the Bachelor of Commerce program, a total of at least 60 credits must be completed at McGill University to fulfil University residency requirements.

6.4.2 Mature Applicants/ Re-entry/ Re-qualifying Applicants

Canadian citizens and permanent residents who lack the academic background normally required for admission may apply directly to the Desautels Faculty of Management for entrance as Mature or Re-qualifying students if the following conditions are met:

- 1) they are at least 21, unless otherwise specified, by September 1 (for admission to the Fall semester) or January 1 (for admission to the Winter semester);
- 2) they do not have college or university level studies, completed within the five-year period prior to the application, which would constitute a basis for admission. Applicants who have completed college or university studies but have achieved results that are not competitive must complete more advanced studies with a high level of achievement at another college or university before reapplying; and
- 3) they have completed a minimum number of appropriate courses, as specified below, within the three-year period prior to the time of application. (Applicants who have completed 24 or more credits at the university level will be assessed as transfer students and must meet the transfer student requirements.)

Individuals interested in being considered for entrance to management under the Mature Student policy should contact Ron Critchley at 514-398-8582 or by email at ronald.critchley@mcgill.ca for further information.

Entry to the program is highly competitive and having the minimum requirements does not guarantee admission. Notwithstanding the general requirements for Mature students, applicants to the Desautels Faculty of Management with results insufficient for admission must normally:

- 1) have been out of school for three years after such results and
- 2) be at least 21 years of age at the time of admission.

All applicants must have completed the following two courses, CMSC 203 "Survey of Basic Mathematics 1" and CMSC 204 "Survey of Basic Mathematics 2", within five years of the date of admission with a minimum average of B+. (CEGEP mathematics NYA, NYB, NYC with a competitive R score or university equivalents with a minimum B+ average are acceptable in lieu of CMSC 203 and CMSC 204.)

In addition, all students must do a minimum of six of the courses (18 credits) listed below with an average of B+.

The following three courses are required:

- MGCR 211 Introduction to Financial Accounting
- MGCR 271 Statistics 1 **or**
- MGCR 273 Introductory Management Statistics **and**
- MGCR 293 Managerial Economics

Choose a minimum of three of the following five courses:

- ECON 295 Macroeconomic Policy
- MGCR 222 Introduction to Organizational Behaviour
- MGCR 331 Information Systems
- MGCR 341 Finance 1
- MGCR 352 Marketing Management 1

Should a student take more management courses at CCE than those listed above, all results will be used to calculate the admission average. A minimum 3.30 CGPA is required on the above pre-requisites and on the overall average.

Note: While a minimum of 30 credits must be completed after being admitted to the Bachelor of Commerce Program, a total of at least 60 credits must be completed at McGill University to fulfil the University residency requirements. The minimum number of credits required to complete the degree will depend on the student's previous background; however, exemptions will be given for core courses already completed at the Centre. Mature status grants 15 credits of advanced standing toward the 120 credits of the degree program.

Further information on Mature Applicant status may be obtained from Ron Critchley at 514-398-8582 or by email at ronald.critchley@mcgill.ca.

6.4.3 Information and Advising

Information concerning the Faculty regulations and procedures may be obtained from the Desautels Faculty of Management section of the *Undergraduate Programs Calendar*.

All students will be advised and have their programs approved by the Desautels Faculty of Management. The courses will only be part of a degree program if you have been officially accepted.

Correspondence and enquiries should be addressed to: Student Affairs Office, B.Com. Program, Desautels Faculty of Management, Samuel Bronfman Building, 1001 Sherbrooke Street West, Montreal, Quebec, H3A 1G5; telephone: 514-398-4068.

All students accepted into the B.Com. for part-time studies should contact the student adviser, Ron Critchley (email: ronald.critchley@mcgill.ca), in the Desautels Faculty of Management before registering with the Centre for Continuing Education.

6.5 Bachelor of Commerce Part-Time Program Credit Structure

The Bachelor of Commerce (B.Com.) degree program is a 90- or 120-credit program that may be pursued on a part-time evening basis, or full-time day basis.

The availability of program choices is limited in the part-time program. Consult the Desautels Faculty of Management section of the *Undergraduate Programs Calendar* for full details on all programs available and the freshman requirements for the 120-credit program, if applicable.

General Management Program (Concentrations)

2 Concentrations	90 credit	120 credit
Freshman Requirements	0	18
Core	36	36
2 Concentrations	30	30
Non-Mgmt Electives	6	18
Free Electives	18	18
Total	90	120

1 Concentration & 1 Minor (18 credits)	90 credit	120 credit
Freshman Requirements	0	18
Core	36	36
1 Concentration + 1 Minor (18 credits)	33	33
Non-Mgmt Electives	0	12
Free Electives	21	21
Total	90	120

1 Concentration & 1 Minor (24 credits)	90 credit	120 credit
Freshman Requirements	0	18
Core	36	36
1 Concentration + 1 Minor (24 credits)	39	39
Non-Mgmt Electives	0	12
Free Electives	15	15
Total	90	120

Concentrations

In order to complete a concentration, the student must achieve a grade of C or better in all the courses that comprise the concentration. The student who has failed to earn 15 satisfactory credits will be required to embark on a new concentration, repeat the course(s) in question or, where possible, replace the course(s) with a satisfactory option from the concentration courses.

Second Concentration

Students who chose to take a second concentration will be required to complete 15 non-overlapping credits at a satisfactory level with a minimum grade of C in each course.

Concentrations (Part-Time Program)

- Accounting
- Entrepreneurship
- Information Systems
- Marketing
- Organizational Behaviour
- Concentrations in Finance, International Business, Labour-Management Relations, Operations Management, and Strategic Management are also available with some day-time studies required.

Major Programs

Majors in Management	90 credit	120 credit
Freshman Requirements	0	18
Core	36	36
Major	30	30
Non-Mgmt Electives	6	18
Free Electives	18	18
Total	90	120

Majors (Part-Time Program)

Accounting
Information Systems
Marketing

Majors in Economics, Finance, Labour-Management Relations, Mathematics (Major Concentration), Psychology, and Statistics (Major Concentration) are also available. Significant day-time studies are required. Please refer to the *Undergraduate Programs Calendar* for additional information with regard to these majors.

6.5.1 Core Program

Core Courses - 36 credits required by all B.Com. students, with a minimum grade of C in each course.

- ECON 295 (3) Macroeconomic Policy
- MGCR 211 (3) Introduction to Financial Accounting
- MGCR 222 (3) Introduction to Organizational Behaviour
- MGCR 273 (3) Introductory Management Statistics
- MGCR 293 (3) Managerial Economics
- MGCR 331 (3) Information Systems
- MGCR 341 (3) Finance 1
- MGCR 352 (3) Marketing Management 1
- MGCR 360 (3) Social Context of Business
- MGCR 382 (3) International Business
- MGCR 423 (3) Organizational Policy
- MGCR 472 (3) Operations Management

Note: MGCR 273 is equivalent to MGCR 271 for prerequisite purposes.

6.6 Concentrations

6.6.1 Accounting Concentration (15 credits)

Advisers: Professors R. Cecere, L. Goldsman

This concentration is designed to meet the needs of Management students who want to have a good basic understanding of accounting but do not intend to become professional accountants or accounting specialists. It is primarily oriented toward users of financial information and emphasizes breadth of knowledge in a coherent selection of courses.

The Accounting Concentration complements or forms part of the B.Com., General Management Program. The individual courses in the concentration also act as service courses for other areas in the Faculty for their majors or concentrations.

Required courses: (6 credits)

- ACCT 351 (3) Intermediate Financial Accounting 1
- ACCT 361 (3) Intermediate Management Accounting 1

Complementary courses: (9 credits)

- ACCT 352 (3) Intermediate Financial Accounting 2
- ACCT 354 (3) Financial Statement Analysis
- ACCT 362 (3) Intermediate Management Accounting 2
- ACCT 385 (3) Principles of Taxation
- ACCT 434 (3) Topics in Accounting
- ACCT 452 (3) Financial Reporting Valuation
- ACCT 453 (3) Advanced Financial Accounting
- ACCT 454 (3) Financial Reporting
- ACCT 463 (3) Advanced Management Accounting

- ACCT 475 (3) Principles of Auditing
- ACCT 486 (3) Business Taxation 2

6.6.2 Entrepreneurship Concentration (15 credits)

Advisers: Professors A. Burlton, G. Vit

This Concentration is concerned with the genesis and development of entrepreneurial activities. It deals with the integration of marketing, finance, organization and policy in the development and expansion of business enterprise. Included are the evaluation of new business ventures, the role of acquisitions, and the strategic issues and operating problems at various stages of a firm's existence from its beginnings to maturity.

Complementary Courses: (15 credits)

At least 6 credits from the following:

- BUSA 462 (3) Management of New Enterprises
- BUSA 464 (3) Management of Small Enterprises
- BUSA 465 (3) Technological Entrepreneurship

Remaining credits to be selected from:

- ACCT 361 (3) Intermediate Management Accounting 1
- ACCT 385 (3) Principles of Taxation
- BUSA 364 (3) Business Law 1
- FINE 442 (3) Capital Markets and Institutions
- INSY 332 (3) Accounting Information Systems
- INSY 432 (3) Information Technology in Business
- INSY 454 (3) Technological Foundation for E-Commerce
- MGPO 445 (3) Industry Analysis & Competitive Strategy
- MGPO 450 (3) Ethics in Management
- MGPO 460 (3) Managing Innovation
- MRKT 438 (3) Brand Management
- MRKT 452 (3) Consumer Behaviour
- MRKT 453 (3) Advertising Management
- MRKT 483 (3) International Marketing Management
- ORGB 380 (3) Cross Cultural Management

Or a 400-level course approved by the adviser.

6.6.3 Information Systems Concentration (15 credits)

Adviser: Professor L. Lapointe

Information Technology is fundamental to corporate strategy, organization structure, building and maintaining relationships with customers and suppliers, as well as developing and offering products and services.

This 15-credit concentration prepares students for a multitude of IT and IT-related career opportunities. The concentration in Information Systems is an ideal complement to the majors and concentrations of several other areas. It employs a blend of theoretical concepts, technical knowledge, hands-on tools, case studies, and real-life projects to train students to identify business challenges that can benefit from information systems support and implement appropriate solutions.

Required courses: (9 credits)

- INSY 331 (3) Managing Information Technology
- INSY 333 (3) Systems Analysis and Modelling
- INSY 437 (3) Managing Data and Databases

Complementary courses: (6 credits)

- INSY 332 (3) Accounting Information Systems
- INSY 341 (3) Developing Business Applications
- INSY 342 (3) Advanced Application Development
- INSY 431 (3) System Design and Implementation
- INSY 432 (3) Information Technology in Business
- INSY 434 (3) Advanced Topics
- INSY 438 (3) Interface Design and Prototyping
- INSY 440 (3) Information Technology Challenges in Electronic Business
- INSY 444 (3) Managing Knowledge with Information Technology
- INSY 450 (3) Information Systems Project Management
- INSY 454 (3) Technological Foundation for E-Commerce

6.6.4 Marketing Concentration (15 credits)

Advisers: Professors M.S. Jo, A. Mukherjee

This concentration prepares the student for a wide variety of career opportunities. Marketing graduates historically have found employment in the field of product management, advertising, sales management, marketing management, pricing, marketing research, distribution and retailing. The marketing concentration provides a balance between courses focusing on fundamental, theoretical and "need to know" material and courses with a strong practical and applied orientation.

Required courses: (12 credits)

- MRKT 354 (3) Marketing Management 2
- MRKT 357 (3) Marketing Planning 1
- MRKT 451 (3) Marketing Research (to be taken in U2)
- MRKT 452 (3) Consumer Behaviour

Complementary course: (3 credits)

- MRKT 351 (3) Marketing in Society
- MRKT 355 (3) Services Marketing
- MRKT 365 (3) New Products
- MRKT 434 (3) Topics in Marketing
- MRKT 438 (3) Brand Management
- MRKT 453 (3) Advertising Management
- MRKT 455 (3) Sales Management
- MRKT 456 (3) Business to Business Marketing
- MRKT 459 (3) Retail Management
- MRKT 461 (3) Advertising Practicum
- MRKT 483 (3) International Marketing Management
- MRKT 557 (3) Marketing Productivity

6.6.5 Organizational Behaviour Concentration (15 credits)

Adviser: Professor A. Jaeger

The Concentration in Organizational Behaviour provides an opportunity for students to increase their awareness of behavioural issues encountered in job and organizational settings, and prepare themselves for graduate study in the behavioural sciences or for careers in general management or human resource management.

Complementary courses: (15 credits)

Five of:

- ORGB 321 (3) Leadership
- ORGB 325 (3) Negotiations and Conflict Resolutions
- ORGB 380 (3) Cross Cultural Management
- ORGB 409 (3) Organizational Research Methods
- ORGB 420 (3) Managing Organizational Teams
- ORGB 421 (3) Managing Organizational Change
- ORGB 423 (3) Human Resources Management
- ORGB 429* (6) Organizational Behaviour for Course Counsellors
- ORGB 434 (3) Advanced Topics in Organizational Behaviour
- ORGB 435 (3) Women as Global Leaders and Managers
- ORGB 525 (3) Compensation Management

* If the course ORGB 429 is taken, only three credits will count toward the Concentration in Organizational Behaviour. The remaining three credits will be counted as free electives. Students who are able to take courses during the day should consult the Desautels Faculty of Management section of the *Undergraduate Programs Calendar* for further possibilities with the concentrations listed above.

6.7 Majors

Major programs are available in Accounting, Information Systems and Marketing in the Part-time Program.

Because of the heavier demands of Major programs, students desiring to pursue a program of this type are advised to declare their intention at the beginning of the program. Only satisfactory grades (C or better) may count toward the Majors requirements.

6.7.1 Major in Accounting (30 credits)

Advisers: Professors R. Cecere, L. Goldsman

This Major is designed to provide students with a background in financial reporting, performance measurement, assurance engagements and other related Accounting concepts.

Required courses: (18 credits)

- ACCT 351 (3) Intermediate Financial Accounting 1
- ACCT 352 (3) Intermediate Financial Accounting 2
- ACCT 361 (3) Intermediate Management Accounting 1
- ACCT 362 (3) Intermediate Management Accounting 2
- ACCT 385 (3) Principles of Taxation
- ACCT 455 (3) Development of Accounting Thought

Complementary courses: (12 credits)

- ACCT 354 (3) Financial Statement Analysis
- ACCT 356 (3) International Accounting
- ACCT 434 (3) Topics in Accounting
- ACCT 452 (3) Financial Reporting Valuation
- ACCT 453 (3) Advanced Financial Accounting
- ACCT 454 (3) Financial Reporting
- ACCT 463 (3) Advanced Management Accounting
- ACCT 471 (3) Non-Profit Accounting
- ACCT 475 (3) Principles of Auditing
- ACCT 476 (3) Internal Auditing
- ACCT 477 (3) External Auditing
- ACCT 486 (3) Business Taxation 2

6.7.2 Major in Information Systems (30 credits)

Adviser: Professor L. Lapointe

Information Technology is fundamental to corporate strategy, organization structure, building and maintaining relationships with customers and suppliers, as well as developing and offering products and services.

This 30-credit major prepares students for the multitude of IT related career opportunities available in industry. It employs a blend of theoretical concepts, hands-on tools, and actual case studies to train students to identify business problems and opportunities, analyze business processes, and develop and implement information systems to support them. The IS major covers a variety of topics, including strategic planning and investment in information technologies, analysis, design, and deployment of information systems, understanding the opportunities and challenges of web-based businesses, and managing resistance of IT-initiated changes in organizations.

Required courses: (21 credits)

- INSY 331 (3) Managing Information Technology
- INSY 333 (3) Systems Analysis and Modelling
- INSY 341 (3) Developing Business Applications
- INSY 431 (3) System Design and Implementation
- INSY 432 (3) Information Technology in Business
- INSY 437 (3) Managing Data and Databases
- INSY 450 (3) Information Systems Project Management

Complementary courses: (9 credits)

- INSY 332 (3) Accounting Information Systems
- INSY 342 (3) Advanced Application Development
- INSY 434 (3) Advanced Topics
- INSY 438 (3) Interface Design and Prototyping
- INSY 440 (3) Information Technology Challenges in Electronic Business
- INSY 444 (3) Managing Knowledge with Information Technology
- INSY 454 (3) Technological Foundation for E-Commerce
- BUSA 499* (3) Case Analysis and Presentation

* Students wishing to take BUSA 499 as a complementary course must seek prior approval from the adviser.

6.7.3 Major in Marketing (30 credits)

Advisers: Professors M.S. Jo, A. Mukherjee

The 30-credit Marketing Major is designed to provide students with a strong background in marketing in order to prepare them for the wide variety of marketing careers available. The major is most appropriate for those students seeking a career in brand management, small business marketing, selling and sales management and business-to-business marketing.

In addition to the 15 required credits, students must select an additional 15 credits from the list of complementary courses.

Required courses: (15 credits)

- MRKT 354 (3) Marketing Management 2
- MRKT 357 (3) Marketing Planning 1
- MRKT 451 (3) Marketing Research
- MRKT 452 (3) Consumer Behaviour
- MRKT 453 (3) Advertising Management

Complementary courses: (15 credits)

- BUSA 464 (3) Management of Small Enterprises
- MRKT 351 (3) Marketing in Society
- MRKT 355 (3) Services Marketing
- MRKT 365 (3) New Products
- MRKT 438 (3) Brand Management
- MRKT 455 (3) Sales Management
- MRKT 456 (3) Business to Business Marketing
- MRKT 459 (3) Retail Management
- MRKT 461 (3) Advertising Practicum
- MRKT 483 (3) International Marketing Management
- MRKT 557 (3) Marketing Productivity

B.Com. elective courses - for completion of minimum credit requirement.

Any courses listed but not used to fulfil the Concentration or Major requirements may be used as electives, as well as those listed below:

- BUSA 368 (3) Business Law 2
- BUSA 400 (3) Independent Studies in Management
- ACCT 356 (3) International Accounting
- ORGB 424 (3) Employment
- ORGB 426 (3) Human Resource Training and Development
- INSY 533 (3) Information Systems Auditing and Security
- FINE 343 (3) Managerial Finance
- FINE 441 (3) Investments and Portfolio Management
- INDR 294 (3) Introduction to Labour-Management Relations
- INDR 494 (3) Labour Law
- INDR 496 (3) Collective Bargaining
- EDPC 501 (3) Helping Relationships
- CHLC 500 (3) Health Care Systems
- CHLC 522 (3) Health and Social Services Management
- CTPT 207 (3) Transportation Law and Policy
- CEC1 206 (3) Transportation Economics
- EDEC 205 (3) Communication in Management 1
- CHEM 150 (3) World of Chemistry: Food
- CHEM 170 (3) World of Chemistry: Drugs
- HSEL 308 (3) Issues in Women's Health
- HSEL 309 (3) Women's Reproductive Health
- RELG 254 (3) Introduction to Sikhism

Language courses: A maximum of 6 credits may be taken. For a listing of the courses, please see section 15 "Course Information, Regulations and Descriptions".

6.8 Admission Regulations for Certificate Programs

6.8.1 Admission Requirements

To be admitted to a certificate program:

- 1) Students must hold a CEGEP diploma (Diploma of Collegial Studies in Quebec (D.E.C.) or equivalent);
or
- 2) Students 21 years of age and over who do not have the normal academic background for admission may be admitted as mature students.
- 3) Students between 18 and 21 who do not have a CEGEP diploma but have at least a high school leaving certificate may be accepted into a qualifying program to be determined by the Department. Formal admission to the certificate program will normally follow upon satisfactory completion of the qualifying program.

Students below 18 years of age without a CEGEP diploma (D.E.C.) will **not** be admitted to a certificate program, nor will they be permitted to take courses.

6.8.2 Proof of Proficiency in English

The language of instruction for most courses at McGill University is English; however, you may make arrangements to write term papers, examinations and theses in English or in French, except in courses where knowledge of the language is one of the objectives of the course.

You must demonstrate an adequate level of English proficiency prior to admission to McGill, regardless of citizenship status or country of origin.

If you answer "yes" to any of the following six statements, you do **NOT** need to provide proof of English proficiency.

- Have you lived and attended school, for at least five years, in a country where English is the acknowledged primary language?
- Have you completed both Secondary V and a DEC at a French CEGEP in Quebec?
- Have you completed a DEC at an English CEGEP in Quebec, during or later than 2003?
- Have you or will you complete a French Baccalaureate - Option Internationale (British or American section)?
- Have you or will you complete International Baccalaureate English A with a final result of 5 or better?
- Have you or will you complete the British Curriculum A-Level English (other than English as a Second Language) with a final grade of "C" or better?

If you answered "no" to all of the above, but answer "yes" to either of the following two questions, you **may** be asked to provide proof of English language proficiency.

- Do you consider English to be your first language?
- Have you been attending school at an accredited institution (in a non-English country) where English is the main language of instruction?

All other applicants to Career Management Studies must demonstrate proficiency in English, using one of the following five options:

- 1) Test of English as a Foreign Language (TOEFL) with a minimum score of 233 (or a minimum score of 577 for the paper-based version of this test). A minimum overall or composite score of 90 in conjunction with a minimum individual component score (reading, writing, listening and speaking) of 21 is required for applicants who took the internet-based TOEFL (iBT). For further information contact: TOEFL (Test of English as a Foreign Language) Box 6151, Princeton, New Jersey, 08541-6151, USA; website: www.toefl.org.
- 2) University of Michigan English Language Test (MELAB) with a minimum mark of 85%. For further information contact: English Language Institute, MELAB Office, University of Michigan, 500 East Washington Street, Ann Arbor, Michigan 48104-2028,

USA; telephone: 1-866-696-3522; fax: 734-615-6586; email: melabelium@umich.edu; website: www.isa.umich.edu/eli/testing/melab.

- 3) McGill Certificate of Proficiency in English. For further information please visit McGill's Continuing Education English and French Language Programs website at: www.mcgill.ca/eflp. English and French Language Programs, McGill University, Centre for Continuing Education, 688 Sherbrooke Street West, Suite 1181, Montreal, Quebec, H3A 3R1, Canada; telephone: 514-398-1212; fax: 514-398-1769; email: infoesl.conted@mcgill.ca.
- 4) International English Language Testing System (IELTS) with a band score of 6.5 or better. For further information about IELTS contact: The British Council, Medlock Street, Manchester, M15 4AA, United Kingdom; website: www.ielts.org.
- 5) APIEL (Advanced Placement International English Language) with a minimum score of 4. For further information about APIEL contact: The College Board Headquarters, 45 Columbus Avenue, New York, NY 10023-6917, USA; telephone: 212-713-8091; website: www.collegeboard.com/ap/students/apiel.
- 6) McGill CCE Test of English Language Proficiency (McGill CCE TELP) with a Category A result. For further information please visit McGill University's Continuing Education English and French Language Programs website at: www.mcgill.ca/eflp. English and French Language Programs, McGill University, Centre for Continuing Education, 688 Sherbrooke Street West, Suite 1181, Montreal, Quebec, H3A 3R1; telephone: 514-398-1212; fax: 514-398-1769; email: infoesl.conted@mcgill.ca.

Note: An institutional version of these tests is not acceptable. It is the student's responsibility to ensure that the official test results are forwarded directly to the Student Affairs Office (Admissions) of the Centre for Continuing Education. For TOEFL and APIEL, the institutional code at McGill is 0935-00.

6.8.3 Admission Procedures

See [section 3 "Application Procedures"](#) for more information.

6.8.4 Integrated English Language and Professional Studies (IELPS)

Integrated English Language and Professional Studies (IELPS) serves to facilitate the joint application to existing programs leading to the Certificate of Proficiency in English (Department of English and French Language Programs) and to one or more of the Certificates or Diplomas offered by the Department of Career and Management Studies. Students applying to their programs of choice through the IELPS, will be required to submit only one application for both areas of study. IELPS is available to both local and international students. For further information, please visit our website at: www.mcgill.ca/conted-ielps.

6.8.5 Independent Studies

For information see ["Special Student Status"](#), [section 3.8](#).

6.8.6 Exemption By Examination

In general, Certificates offered by Career and Management Studies are comprised of 10 courses. Some programs, however, have corequisite and prerequisite courses that must be completed by the student in order for them to obtain their certificate or diploma.

Students who believe that they have taken the equivalent of one or more of the corequisite(s) to the program or one or more of the prerequisite courses that are not part of the program to which they have applied may take an Exemption by Examination test.

The Exemption by Examination test is intended for students who do not have the requisite academic background required, but who believe that they have the requisite level of knowledge needed. Students who successfully pass the Exemption by Examination test(s) will not have to take the course(s) for which the test(s) was taken. Those who fail the Exemption by Examination

test(s) will not be permitted to repeat the test(s). Instead, they must enrol in the course(s) for which the particular test was taken. Students will be notified in writing of their test results.

Students may obtain an application form from the Student Affairs Office or may download one from the following website: www.mcgill.ca/conted-students/forms. An applicant may submit an Exemption by Examination application form to the Student Affairs Office by mail or in person (no emails or faxes accepted). A \$50 CDN (non-refundable) application fee (payable by credit card, debit card, certified cheque or money order) must accompany the request. Students interested in a list of courses for which the Exemption by Examination test applies should refer to the application form.

For further details on the Exemption by Examination test, students should contact the department. Exemption by Examination tests will be held on the following dates:

Wednesday	August 5, 2009
Thursday	August 6, 2009
Wednesday	November 25, 2009
Thursday	November 26, 2009
Wednesday	March 31, 2010
Thursday	April 1, 2010

Note: The Centre reserves the right to reschedule test dates and to revise the application fee without prior notice.

6.8.7 Academic Regulations

6.8.7.1 Academic Advisers

Students who would like to take the opportunity to meet with an academic adviser may call 514-398-1030 to schedule an appointment during regular business hours. Please note this service is by appointment only.

6.8.7.2 Academic Standing for Certificate Programs

A minimum grade of C is required in all courses in a program, with the exception that a grade of D will be allowed in one elective course that is not a prerequisite to other courses to be taken in the program.

A maximum of three unsatisfactory grades, excluding supplementals, is permitted on the record. In this context, an unsatisfactory grade is a grade of F, J, or D in compulsory courses, and a grade of F, J, or more than one D in elective courses. Even if an unsatisfactory grade is improved by means of a supplemental examination, where available, the original grade remains on the record and counts toward the total number of unsatisfactory grades.

Students who have more than three unsatisfactory grades on their record will be required to withdraw from the program and will not be permitted to register in other courses or programs in the Department.

In order to be eligible for graduation, students must complete all program requirements with a Cumulative Grade Point Average (CGPA) of at least 2.0, which will be computed over all courses (including supplementals and unsatisfactory grades but excluding corequisite courses) taken in the program. If a student's CGPA falls below 2.0, he/she may be asked to withdraw.

6.8.7.3 Advanced Standing

Advanced standing may be granted to students who provide evidence of equivalent credit course(s) completed in other programs at McGill University or at another university. Students should note that courses taken more than five years ago will not be recognized for advanced standing.

Students wishing to apply for advanced standing must complete an Advanced Standing Form at the time of admission. Evaluation requests received after this time will not be considered before registration and will be delayed until the following session. Requests will not be considered unless accompanied by all required documentation.

Note: The evaluation process takes at least 6 weeks to complete.

6.8.7.4 Advanced Standing and Residency Requirement

A) Students transferring to McGill:

Advanced standing of up to 30% of the courses in any one certificate program may be awarded for successfully completed equivalent study done at another university within the last five years.

B) Students transferring within McGill:

- 1) Students who withdraw from a certificate program may transfer credit to another certificate with no limit to the number of credits granted provided the courses are identical, were completed within the last five years and all other requirements of the new certificate are met.
- 2) Students who withdraw from a degree or diploma program and those who have completed a degree program and who have successfully completed courses appropriate to the content, standards, and other requirements of a particular certificate may apply and be awarded credit toward that certificate program up to and including five (5) courses provided they were completed within the last five years. They must complete a minimum of 5 courses (15 credits) in the certificate program at the Centre after admission to that program.
- 3) Students who have completed a diploma or certificate program may apply for admission to a second certificate program and be given advanced standing (if applicable) up to a maximum of 9 credits (3 courses) provided the courses were completed within the last five years.

Students wishing to transfer from a diploma program to a certificate program will receive advanced standing only for those courses in which they obtained the minimum passing grade required in the diploma program.

C) Students taking two programs concurrently:

- 1) Students may apply for admission to and register in more than one certificate program at a time. Where program course requirements overlap, credit may be granted up to a maximum of 3 courses (9 credits). Students may be granted exemption for overlapping courses in excess of 9 credits but must choose substitute courses with the approval of the Department. Courses cannot be counted more than twice.
- 2) Students may be concurrently registered in a certificate and degree program. Courses taken at the Centre and approved for the degree program by the Associate Dean, which also meet the requirements of the certificate, may also be counted by the Centre toward completion of the certificate. This form of double counting between certificate and degree programs is limited to five (5) courses. Courses cannot be counted more than twice.

D) Students admitted to degree or diploma programs after completing a certificate program:

Students who apply for admission to a degree or diploma program after having completed a certificate program may be granted advanced standing at the discretion of the Associate Dean of the Faculty in which the degree or diploma is offered.

E) Special students:

Special students may apply for admission to a certificate program provided they have not completed more than 12 credits (4 courses) at the Centre for Continuing Education toward the certificate requirements. A minimum of 15 credits (5 courses) must be completed at the Centre after admission to that program.

6.8.7.5 Corequisite

This refers to academic course requirements that may be completed before or concurrently.

6.8.7.6 Corequisites for Programs

Certain programs require specific corequisites. These may be completed after admission to the program.

6.8.7.7 Course Load

All our programs are structured to be taken on a part-time basis. Therefore, students are advised to register for no more than two courses per term. If, however, a student with special reason wishes to take a full-time load, the following conditions are applicable:

- A student would be permitted, if the schedule allows it, to register for a full load in the first term.
- If a student then has one failure, the course load will be reduced to three courses in the subsequent term.
- If a student has two failures, the course load would be reduced to two in the subsequent term.
- If a student has three failures, the course load would be reduced to one in the subsequent term and the student would not be permitted any further failures.
- If a student has accumulated four failures, he/she will be asked to withdraw.

Note: The number of failures will be cumulative over the complete record. A failure is defined as being a grade less than C (55%) for any student pursuing an undergraduate certificate program.

6.8.7.8 Information Sessions

Information sessions are held throughout the year. This is an opportunity for you to learn more about specific programs and courses and to talk to academic advisers. Members of the Department's staff will be available to explain and discuss the requirements of the various programs and courses offered. Academic advisers will be available at these sessions to answer your questions and you will be given the opportunity to meet with industry representatives and instructors. Please call the department at 514-398-1030 for further information.

6.8.7.9 Prerequisites for Courses

Admission to certain courses is restricted to students who have reached a certain level of knowledge by having completed other required work.

The prerequisite course(s) or conditions are specified in the course description, see [section 15 "Course Information, Regulations and Descriptions"](#). Students must observe these prerequisites. If you fail to meet the prerequisite requirement, you will be denied permission to register in the course. Students unsure of their status with regard to a prerequisite must enquire at the Centre.

6.8.7.10 Independent Studies (Special Student Status)

For more information, see also ["Special Student Status", section 3.8](#).

A student who does not wish to be admitted to a program may register as a "Special Student" in individual courses on a selected basis provided they have the necessary prerequisites and meet the admission criteria.

A Special student takes regular credit courses but is not recognized as working toward a certificate. The number of courses a Special student may take may be limited. The Centre for Continuing Education is under no obligation to recognize credits earned by Special students toward the completion of a certificate program. Students must apply to a program before completing four (4) courses.

Academic Standing Requirements for Special Students

Special students, although not formally registered in a program, are expected to demonstrate seriousness of academic purpose. Special students are permitted to repeat the same course only once. Special students who fail more than three courses in the Department and/or whose CGPA falls below 2.0 will not be permitted to register for further courses in the Department.

6.8.7.11 Time Limits

For a single certificate requiring ten courses (30 credits) the program must be completed within four years of initial registration. For corequisite certificates, the two certificate programs (20 courses, 60 credits) must be completed within eight years of initial registration. Where a certificate program requires more than 10 courses, the time limit will be adjusted accordingly. Time limits will be adjusted accordingly for those students who are granted advanced standing or who transfer from one program to another. Students exceeding the time limits may request an extension in writing to the undergraduate adviser. A recommended revision of the program of study must be approved by the Director.

Students who do not register for any course in their program for one year will be required to re-apply and meet any new program requirements.

6.8.7.12 Transfer of Program

For more information, see [section 3.5 "Program Transfers"](#).

6.9 Language Requirements for Professions

For more information, see [section 4.8 "Language Requirements for Professions"](#).

6.10 Course Descriptions - Undergraduate Programs

For a listing of the courses, please see [section 15 "Course Information, Regulations and Descriptions"](#).

7 Career and Management Studies (Graduate Programs, Diplomas and Graduate Certificates)

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7.1 Career and Management Studies

7.1.1 Location

Career and Management Studies
 Graduate Programs, Diplomas and Graduate Certificates
 Telephone: 514-398-1030; Fax: 514-398-3108
 Website: www.mcgill.ca/conted-cms
 Email: info.conted@mcgill.ca

7.1.2 Administrative Officers

Carmen Sicilia; B.A.(C'dia), M.A.(McG.) (effective September 2009)	Director
Dawne Ramsahoye; B.A.(McG.), G.D.I.A., M.A.(C'dia)	Program Manager
Mary Rubiano	Program Adviser
TBA	Program Adviser
Pietro Martucci; B.Com.(C'dia), G.D.P.A.(McG.), C.A.	Associate Director, Accounting Programs
Larry Goldsman; B.Com.(C'dia), G.D.P.A.(McG.), C.A.	Faculty Lecturer
Hang Lau; B.Sc.(Chinese HK), M.Sc., Ph.D.(McG.)	Director Information Technology Programs, Faculty Lecturer
Jean-Claude Provost; B.A.(York (Can.)), M.A.(McG.), C.R.H.A.	Coordinator – Human Resources Management Programs, Faculty Lecturer
Elizabeth J. Hirst; M.A.(Montr.), A.P.R., F.C.P.R.S.	Coordinator – Public Relations Programs, Faculty Lecturer

7.1.3 Introduction

The diploma and graduate certificate programs are offered at the graduate level for which a university degree is required for admission. Each of these programs is comprised of a series of courses designed to provide a suitable combination of breadth and depth of knowledge in a specific area of study.

The programs offered are normally the equivalent of one year of full-time university study and require the completion of 30 credits. The graduate certificate programs require the completion of 15 credits. Those who do not wish to be admitted to a graduate certificate or diploma program may register as Special students in courses that meet their needs provided they have a university degree, satisfactorily completed the prerequisites and fulfil the admission criteria.

7.2 Graduate Programs

Diploma and Graduate Certificate Programs

(University Degree Required)

“Diploma in Accounting (30 credits)”, section 7.2.2
 “Diploma in E-Business (30 credits)”, section 7.2.3
 “Diploma in Human Resources Management (30 credits)”, section 7.2.4
 “Diploma in Internet Business Technology (30 credits)”, section 7.2.5
 “Diploma in Management – General (30 credits)”, section 7.2.7
 “Diploma in Public Relations Management (30 credits)”, section 7.2.8
 “Graduate Diploma in Taxation (30 credits)”, section 7.2.22

“Diploma in Management (30 credits)”, section 7.2.6

Offered in eleven concentrations:

Diploma in Management: “ENTREPRENEURSHIP CONCENTRATION”
 Diploma in Management: “HEALTH CARE CONCENTRATION”
 Diploma in Management: “HUMAN RESOURCES CONCENTRATION”
 Diploma in Management: “INTERNATIONAL BUSINESS CONCENTRATION”
 Diploma in Management: “INTERNET BUSINESS CONCENTRATION”
 Diploma in Management: “LEADERSHIP CONCENTRATION”
 Diploma in Management: “MARKETING CONCENTRATION”
 Diploma in Management: “OPERATIONS MANAGEMENT CONCENTRATION”
 Diploma in Management: “PUBLIC RELATIONS CONCENTRATION”
 Diploma in Management: “TAXATION CONCENTRATION”
 Diploma in Management: “TREASURY– FINANCE CONCENTRATION”

“Graduate Certificates”, section 7.2.9

“Graduate Certificate in Accounting Practice (15 credits)”, section 7.2.10
 “Graduate Certificate in Entrepreneurship (15 credits)”, section 7.2.11
 “Graduate Certificate in Health Care Management (15 credits)”, section 7.2.12
 “Graduate Certificate in Human Resources Management (15 credits)”, section 7.2.13
 “Graduate Certificate in International Business (15 credits)”, section 7.2.14
 “Graduate Certificate in Internet Business (15 credits)”, section 7.2.15
 “Graduate Certificate in Leadership (15 credits)”, section 7.2.16
 “Graduate Certificate in Marketing (15 credits)”, section 7.2.17
 “Graduate Certificate in Operations Management (15 credits)”, section 7.2.18
 “Graduate Certificate in Public Relations Management (15 credits)”, section 7.2.19
 “Graduate Certificate in Taxation (15 credits)”, section 7.2.20
 “Graduate Certificate in Treasury – Finance (15 credits)”, section 7.2.21

7.2.1 Admission Requirements – Diploma Programs

To be admitted to a 30-credit Diploma Program, applicants must have an undergraduate degree from an approved university and meet the language requirements (see section 7.3.2 “Proof of Proficiency in English”). Some programs have additional requirements that are noted within the description of the specific program. Applicants who have studied outside Canada are advised to request an evaluation of their degree called an “Evaluation comparative des études effectuées hors du Québec”, from Quebec’s *Ministère de l’Immigration et de Communautés culturelles*. Further details can be found on the web at www.immigration-quebec.gouv.qc.ca/en/education/comparative-evaluation/index.html, or by calling 514-864-9191. This equivalency evaluation will be required along with an official transcript when applying for admission. Applicants should be aware that educational credentials obtained at non-Canadian institutions will also be assessed for equivalency with a McGill University degree. Consequently, a grade point conversion system is applied to programs that use different grading systems other than that utilized by McGill University. Therefore any cumulative undergraduate average or standing that is not reported on a CGPA scale of 4.0 will have to be converted to a CGPA scale of 4.0.

7.2.1.1 Admission Procedures

Please see section 7.3.1 “Admission Procedures for all Programs”.

7.2.2 Diploma in Accounting (30 credits)

This is a 30-credit program which consists of 2 corequisite courses, 6 required courses and 4 complementary courses. The program provides a broad-based accounting education for university graduates that will help prepare them for admission to the CA, CGA and CMA professions as well as for positions as an accountant in industry.

Note: There are 2 external courses that are prerequisites for courses in the program that must either be completed prior to commencing the program or taken concurrently with the corequisite courses. Students who wish to apply for Advanced Standing for the prerequisite or corequisite courses to the program must complete an Advanced Standing Form at the time of admission or they may take an Exemption by Examination Test.

Note: Prerequisite and corequisite courses are not included in the total credit requirement for the program.

Prerequisites:

MGCR 211 (3) Introduction to Financial Accounting (or the Exemption by Examination Test)

and

MGCR 331 Information Systems (or the Exemption by Examination Test)

Corequisites:

CEC2 532 (3) Business Economics (or the Exemption by Examination Test)

CMS2 521 (3) Applied Management Statistics (or the Exemption by Examination Test)

Required courses: (18 credits)

CCFC 511 (3) Financial Accounting 1

CCFC 512 (3) Financial Accounting 2

CCFC 513 (3) Financial Accounting 3

CCMA 511 (3) Managerial Accounting 1

CCTX 511 (3) Taxation 1

CFIN 512 (3) Corporate Finance

Complementary courses: (12 credits)

The 4 complementary courses may be chosen from any of the courses listed below if you are not pursuing a specific stream.

CA Stream

In addition to the required and corequisite courses listed in the Diploma in Accounting, you must take the following courses if you wish to follow the CA stream (other courses may be required; contact the CA Program).

CCAU 511 (3) Auditing I

CCFC 514 (3) Accounting Theory and Practice

CCMA 522 (3) Managerial Accounting 2

CCTX 532 (3) Taxation 2

CGA Stream

In addition to the required and corequisite courses listed in the Diploma in Accounting, you must take the following courses if you wish to follow the CGA stream (other courses may be required; contact the CGA office).

CCAU 511 (3) Auditing I

CCAU 520 (3) External Auditing*

CCAU 525 (3) Operational Auditing*

CCFC 514 (3) Accounting Theory and Practice

CCMA 522 (3) Managerial Accounting 2

CCTX 532 (3) Taxation 2

CFIN 522 (3) Applied Topics: Corporate Finance

CMIS 520 (3) Accounting Information Support Systems

* Only one of these courses can be taken for credit toward the Diploma in Accounting.

CMA Stream

In addition to the required and corequisite courses listed in the Diploma in Accounting, you must take the following courses if you wish to follow the CMA stream (other courses may be required; contact the CMA office).

Complementary courses: (12 credits)

CCAU 511 (3) Auditing I

CCFC 514 (3) Accounting Theory and Practice

CCMA 522 (3) Managerial Accounting 2

CCMA 523 (3) Managerial Accounting 3

CFIN 522 (3) Applied Topics: Corporate Finance

CMIS 520 (3) Accounting Information Support Systems

Other Complementary courses:

CCFC 516 (3) Forensic Accounting

CCFC 521 (3) Corporate Governance

CCFC 522 (3) Strategic Financial Management

CCFC 590 (3) Topics in Accounting and Auditing

CCTX 540 (3) U.S. Taxation

CA Contact Information

Patricia Strutz

Graduate Diploma in Public Accountancy Program (CA Program)

Desautels Faculty of Management:

1001 Sherbrooke St. W., Room 302

Montreal, QC H3A 1G5

Telephone: 514-398-4648

Email: patricia.strutz@mcgill.ca

Website: www.mcgill.ca/ca

CGA Contact Information

CGA Exams and Exemptions

Telephone: 514-861-1823 ext. 220

Email: examens@cga-quebec.org

Website: www.cga-quebec.org

or

General Information and Course Equivalencies

Telephone: 514-861-1823 ext. 246

Email: formation@cga-quebec.org

Website: www.cga-quebec.org

Toll-Free Number: 1-800-463-0163

Fax: 514-861-7661

CMA Contact Information

Ms. Karine Blais

Telephone: 514-849-1155 ext. 227

Email: k.blais@cma-quebec.org

Website: www.cma-quebec.org

7.2.2.1 Admission Requirements – Diploma in Accounting

In addition to the admission requirements stipulated in section 7.2.1 "Admission Requirements – Diploma Programs", students must have a CGPA of 2.8 out of 4.0 in their undergraduate degree.

7.2.3 Diploma in E-Business (30 credits)

Currently under review. Admissions will not be accepted for the 2009/2010 academic year.

To provide the necessary knowledge and insight required to design, implement, and run an electronic business, on its own or integrated with a more conventional business. Students completing this diploma will have a well-rounded and complete understanding of electronic commerce, making them a valuable asset to any organization.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites:

CMIS 541 (3) Information Systems for Managers (or the Exemption by Examination Test)

CMR2 542 (3) Marketing Principles and Applications (or the Exemption by Examination Test)

Required courses: (21 credits)

CGM2 510 (3) Project Management: Tools & Techniques

CMIS 542 (3) Electronic Marketplaces

CMIS 543 (3) E-Business Analysis and Design

- CMIS 544 (3) E-Business Technologies
- CMIS 560 (3) E-Business Seminar and Project
- CMR2 548 (3) Processes of Marketing Research
- CMR2 550 (3) E-Business Marketing Strategies

Complementary courses: (9 credits)

- CACC 540 (3) E-Business Security
 - CCLW 540 (3) E-Business Law
 - CMIS 535 (3) Topics in E-Business
 - CMIS 546 (3) E-Business Operations
- Or any other 500 or 600 graduate-level course offered through Career and Management Studies and approved by the department.

7.2.3.1 Admission Requirements – Diploma in E-Business

In addition to the admission requirements stipulated in [section 7.2.1 “Admission Requirements – Diploma Programs”](#), students must have a CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in their last two years of full-time academic studies in their undergraduate degree.

7.2.4 Diploma in Human Resources Management (30 credits)

To provide the knowledge and skills required to become successful practitioners in human resources management. Includes a broad range of courses covering concepts, practices, current issues and areas of specialization in the field of human resources management (HRM).

Upon successful completion of the program, graduates will have met the academic requirements of the Quebec Human Resources Professional Association (ORHRI) and will normally be eligible to write the certification exam toward the Certified Human Resources Professional (CHRP) designation (subject to experience requirements).

Required courses: (24 credits)

- CORG 551 (3) Behaviour in Organizations
- CORG 552 (3) Finance and Accounting Principles for HR Management
- CORG 553 (3) Employee and Labour Relations
- CORG 554 (3) Managing Occupational Health and Safety
- CORG 555 (3) Strategic Human Resources Management
- CORG 560 (3) Staffing Organizations
- CORG 561 (3) Developing Human Resources
- CORG 562 (3) Total Compensation and Rewards

Complementary courses: (6 credits)

- CGM2 510 (3) Project Management: Tools & Techniques
- CORG 565 (3) Managing Human Resources Management Information
- CORG 570 (3) International Human Resources Management
- CORG 590 (3) Topics in Human Resources Management
- CPL2 532 (3) Leading Change
- CPL2 533 (3) Developing Leadership Skills
- CPL2 534 (3) Transcultural Leadership

Or any other 500 or 600 graduate-level course offered through Career and Management Studies and approved by the department.

7.2.4.1 Admission Requirements – Diploma in Human Resources Management

In addition to the admission requirements stipulated in [section 7.2.1 “Admission Requirements – Diploma Programs”](#), students must have a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies in their undergraduate degree.

7.2.5 Diploma in Internet Business Technology (30 credits)

The Centre for Continuing Education offers the Diploma in Internet Business Technology to those who have completed a university undergraduate degree and wish to obtain a qualification in the field

of Internet Business Technology. The program is designed to provide a base in the fundamentals of computer science and exposure to Internet technology, web-based social media and web analytics. Students completing the diploma will be in an excellent position to understand and manage information technology-related issues in their workplace.

Required courses: (21 credits)

- CCS2 500 (3) Design of Efficient Algorithms
- CCS2 505 (3) Applications Programming
- CCS2 530 (3) Database and Information Systems
- CGM2 510 (3) Project Management: Tools and Techniques
- CMIS 530 (3) Web Analytics for Internet Business
- CMIS 542 (3) Electronic Marketplaces and Social Media
- CMIS 543 (3) Internet Business Analysis and Design

Complementary courses from: (9 credits)

- CCLW 540 (3) E-Business Law
- CCS2 510 (3) Computer Network and Internet Security
- CCS2 535 (3) Project 2
- CCS2 550 (3) Graphics, Visualization and Animation
- CCS2 590 (3) Topics in Information Technology
- CMIS 535 (3) Topics in E-Business
- CMIS 544 (3) Internet Business and Social Technology

7.2.5.1 Admission Requirements – Diploma in Internet Business Technology

In addition to the admission requirements stipulated in [section 7.2.1 “Admission Requirements – Diploma Programs”](#), students must have a CGPA of 3.0 out of 4.0. Students must have knowledge of basic college level mathematics, equivalent to McGill course CMSC 101 and have previous experience with some programming language equivalent to McGill course CCCS 300.

7.2.6 Diploma in Management (30 credits)

The Centre for Continuing Education in cooperation with the Desautels Faculty of Management, offers courses leading to the Diploma in Management with a choice of 11 concentrations: Entrepreneurship, Health Care, Human Resources, International Business, Internet Business, Leadership, Marketing, Operations Management, Public Relations, Taxation and Treasury/Finance. It also offers a Diploma in Management (General). The Diploma in Management Program covers broad-based management knowledge and integration skills with a concentration in a selected specialty. This program offers students the opportunity to choose from one of 11 specialties.

Students in McGill University’s Diploma in Management programs build on the foundation of their undergraduate studies and practical experience. This program equips experienced managers and professionals with the ability to understand and keep pace with new developments in management practice. The courses emphasize the application of management theory to real managerial and administrative settings. Many lecturers in the program are highly qualified, practicing professionals who provide quality teaching and recognized business expertise. Others are full-time professors at the University who have established reputations in their respective fields. A team approach to learning offers students the opportunity to exchange ideas and expertise with a network of people from organizations, large and small, both public and private.

7.2.6.1 Admission Requirements – Diploma in Management

Please see [section 7.2.1 “Admission Requirements – Diploma Programs”](#).

ENTREPRENEURSHIP CONCENTRATION

The Centre for Continuing Education in cooperation with the Dobson Centre for Entrepreneurial Studies offers the Diploma in Management with an Entrepreneurship Concentration. The program is open to those who have completed an undergraduate degree

other than a Bachelor of Commerce (or equivalent) and wish to obtain a solid understanding of the entrepreneurial skills required to launch a sustainable venture. The course selections are designed to provide a broad range of theory along with fundamentals, soft skills and practical issues presented by experienced entrepreneurs. Participants who complete the program will acquire the tools necessary to considerably increase their odds of successfully launching and maintaining a new business venture.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites:

CEC2 532	(3)	Business Economics (or the Exemption by Examination Test)
CMS2 500	(3)	Mathematics for Management (or the Exemption by Examination Test)

Required courses: (27 credits)

CACC 520	(3)	Accounting for Management
CEN2 500	(3)	Principles of Entrepreneurship
CEN2 505	(3)	Product Commercialization
CEN2 510	(3)	Practical Entrepreneurship Management
CFIN 512	(3)	Corporate Finance
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations
CPL2 553	(3)	Small Business Management

Complementary course: (3 credits)

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMR2 543	(3)	Service Marketing
CMR2 556	(3)	Buyer Behaviour
CMR2 566	(3)	International Marketing
CPL2 524	(3)	Introduction: International Business
CPL2 533	(3)	Developing Leadership Skills

Or any other 500 or 600 graduate-level course offered through Career and Management Studies and approved by the department.

7.2.6.2 Admission Requirements – Diploma in Management – Entrepreneurship Concentration

In addition to the admission requirements stipulated in [section 7.2.1 “Admission Requirements – Diploma Programs”](#), students must have an undergraduate degree in an area other than Commerce or equivalent.

HEALTH CARE CONCENTRATION

One glance at today's newspapers tells you the need for and applicability of effective management in the health care sector. You can strengthen your skills in the areas of departmental management in health and social services, health care systems and the financial aspects of health care.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites:

CEC2 532	(3)	Business Economics (or the Exemption by Examination Test)
CMS2 500	(3)	Mathematics for Management (or the Exemption by Examination Test)

Required courses: (27 credits)

CACC 520	(3)	Accounting for Management
CACC 523	(3)	Financial Aspects of Health Care
CFIN 512	(3)	Corporate Finance
CHLC 500	(3)	Health Care Systems
CHLC 552	(3)	Legal Aspects: Health and Social Services
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations
CORG 553	(3)	Employee and Labour Relations

Complementary course: (3 credits)

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CHLC 590	(3)	Topics in Health Care
CMIS 541	(3)	Information Systems for Managers
CORG 554	(3)	Managing Occupational Health and Safety
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management

Or any other 500 or 600 graduate-level course offered through Career and Management Studies and approved by the department.

7.2.6.3 Admission Requirements – Diploma in Management – Health Care Concentration

Please see [section 7.2.1 “Admission Requirements – Diploma Programs”](#).

HUMAN RESOURCES CONCENTRATION

This program provides skills to integrate human resources functions with the overall business strategy of an organization. This program covers key areas of management, and specialized Human Resources Management (HRM) courses for managers who want to play a greater role in HRM. HR professionals are also under pressure to know more about other aspects of management, and to manage their own professional development. This program offers both a general knowledge of management, and the possibility of an in-depth study of some of the HR functional areas. Thus, the HR professional learns business fundamentals and strategic linkages impacting HR professional practice.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites:

CEC2 532	(3)	Business Economics (or the Exemption by Examination Test)
CMS2 500	(3)	Mathematics for Management (or the Exemption by Examination Test)

Required courses: (27 credits)

CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations
CORG 555	(3)	Strategic Human Resources Management
CORG 560	(3)	Staffing Organizations
CORG 561	(3)	Developing Human Resources
CORG 562	(3)	Total Compensation and Rewards

Complementary course: (3 credits)

CGM2 510	(3)	Project Management: Tools & Techniques
CORG 553	(3)	Employee and Labour Relations
CORG 554	(3)	Managing Occupational Health and Safety
CORG 565	(3)	Managing Human Resources Management Information

CORG 570	(3)	International Human Resources Management
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CORG 590	(3)	Topics in Human Resources Management
CPL2 532	(3)	Leading Change
CPL2 534	(3)	Transcultural Leadership

Or any other 500 or 600 graduate-level course offered through Career and Management Studies and approved by the department.

7.2.6.4 Admission Requirements – Diploma in Management – Human Resources Concentration

In addition to the admission requirements stipulated in [section 7.2.1 “Admission Requirements – Diploma Programs”](#), students must have an undergraduate degree in an area other than Commerce or equivalent.

INTERNATIONAL BUSINESS CONCENTRATION

In today's marketplace, borders are no longer a barrier to trade and the successful corporation operates on a global playing field. If you need an understanding of issues such as international finance and international business relations, how international marketing works and Canada-U.S. business relations, this specialization will enhance your career.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites:

- CEC2 532 (3) Business Economics (or the Exemption by Examination Test)
- CMS2 500 (3) Mathematics for Management (or the Exemption by Examination Test)

Required courses: (21 credits)

- CACC 520 (3) Accounting for Management
- CFIN 512 (3) Corporate Finance
- CMR2 542 (3) Marketing Principles and Applications
- CMS2 521 (3) Applied Management Statistics
- CORG 551 (3) Behaviour in Organizations
- CFIN 540 (3) Introduction to International Finance
- CPL2 524 (3) Introduction: International Business

Complementary courses: (9 credits)

6 credits from:

- CMR2 566 (3) International Marketing
- CPL2 554 (3) International Business Policy
- CPL2 561 (3) North America and Global Economy

3 credits from:

- CCLW 511 (3) Law 1
- CGM2 510 (3) Project Management: Tools & Techniques
- CMIS 541 (3) Information Systems for Managers
- CORG 570 (3) International Human Resources Management

- CPL2 552 (3) Strategic Management
- CPL2 553 (3) Small Business Management
- CPL2 590 (3) Topics in International Business

Or any other 500 or 600 graduate-level course offered through Career and Management Studies and approved by the department.

7.2.6.5 Admission Requirements – Diploma in Management – International Business Concentration

Please see [section 7.2.1 "Admission Requirements – Diploma Programs"](#).

INTERNET BUSINESS CONCENTRATION

This program will provide students with the opportunity to develop internet business knowledge and skills. It will equip students with tools to deal with the revolution in business that is being generated by the Internet and to adapt to a new and rapidly changing market.

Note 1: There is one external course, Information Systems for Managers (CMIS 541), which is a prerequisite to Internet Business and Social Technologies (CMIS 544) and must be taken prior to taking this course. Students who wish to apply for advanced standing for prerequisite or corequisite courses must complete an Advanced Standing form at the time of admission or they may take an Exemption by Examination test.

Note 2: Prerequisite and corequisite courses are not included in the total credit requirement for the program.

Corequisites:

- CEC2 532 (3) Business Economics (or the Exemption by Examination Test)
- CMS2 500 (3) Mathematics for Management (or the Exemption by Examination Test)

Required courses: (27 credits)

- CACC 520 (3) Accounting for Management
- CFIN 512 (3) Corporate Finance
- CMIS 530 (3) Web Analytics for Internet Business
- CMIS 542 (3) Electronic Marketplaces and Social Media
- CMIS 543 (3) Internet Business Analysis and Design
- CMIS 544 (3) Internet Business and Social Technologies
- CMR2 542 (3) Marketing Principles and Applications
- CMS2 521 (3) Applied Management Statistics
- CORG 551 (3) Behaviour in Organizations

Complementary course: (3 credits)

- CCLW 540 (3) E-Business Law
- CCS2 500 (3) Design of Efficient Algorithms
- CCS2 505 (3) Applications Programming
- CCS2 510 (3) Computer Network and Internet Security
- CCS2 530 (3) Database and Information Systems
- CCS2 535 (3) Project 2
- CCS2 550 (3) Graphics, Visualization and Animation
- CCS2 590 (3) Topics in Information Technology
- CGM2 510 (3) Project Management: Tools and Techniques
- CMIS 535 (3) Topics in E-Business

Or any other 500 or 600 graduate-level course offered through Career and Management Studies and approved by the department.

7.2.6.6 Admission Requirements – Diploma in Management – Internet Business Concentration

Please see [section 7.2.1 "Admission Requirements – Diploma Programs"](#).

LEADERSHIP CONCENTRATION

You may have many skills, but to be an effective manager today you need to provide your team with strong leadership. If you need leadership skills that take you far beyond weekend seminars and on-the-job training, consider this specialization. The five unique courses show you how to develop and use power and influence, how you can become a change agent and how to develop leadership skills in your staff.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites:

- CEC2 532 (3) Business Economics (or the Exemption by Examination Test)
- CMS2 500 (3) Mathematics for Management (or the Exemption by Examination Test)

Required courses: (27 credits)

- CACC 520 (3) Accounting for Management
- CFIN 512 (3) Corporate Finance
- CMR2 542 (3) Marketing Principles and Applications
- CMS2 521 (3) Applied Management Statistics
- CORG 551 (3) Behaviour in Organizations
- CPL2 531 (3) Leadership Theory and Practice
- CPL2 532 (3) Leading Change
- CPL2 533 (3) Developing Leadership Skills
- CPL2 534 (3) Transcultural Leadership

Complementary course: (3 credits)

- CCLW 511 (3) Law 1
- CGM2 510 (3) Project Management: Tools & Techniques
- CMIS 541 (3) Information Systems for Managers
- CPL2 552 (3) Strategic Management
- CPL2 553 (3) Small Business Management
- CPL2 595 (3) Topics in Leadership

Or any other 500 or 600 graduate-level course offered through Career and Management Studies and approved by the department.

7.2.6.7 Admission Requirements – Diploma in Management – Leadership Concentration

Please see [section 7.2.1 “Admission Requirements – Diploma Programs”](#).

MARKETING CONCENTRATION

The tried and true often doesn't work any more. Corporations must respond effectively to today's more sophisticated customer. With this specialization, you will acquire solid graduate-level expertise in areas such as marketing research and communications, consumer behaviour and service marketing.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites:

CEC2 532	(3)	Business Economics (or the Exemption by Examination Test)
CMS2 500	(3)	Mathematics for Management (or the Exemption by Examination Test)

Required courses: (27 credits)

CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CMR2 542	(3)	Marketing Principles and Applications
CMR2 548	(3)	Processes of Marketing Research
CMR2 556	(3)	Buyer Behaviour
CMR2 564	(3)	Marketing Communications - Strategic Approach
CMR2 566	(3)	International Marketing
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations

Complementary course: (3 credits)

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CMR2 543	(3)	Service Marketing
CMR2 590	(3)	Topics in Marketing
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management

Or any other 500 or 600 graduate-level course offered through Career and Management Studies and approved by the department.

7.2.6.8 Admission Requirements – Diploma in Management – Marketing Concentration

Please see [section 7.2.1 “Admission Requirements – Diploma Programs”](#).

OPERATIONS MANAGEMENT CONCENTRATION

As a person who is involved in the day-to-day production aspects of a business, your skills have a direct impact on the bottom line. With a specialization in operations management, you develop in-depth knowledge of manufacturing systems and operations management plus technology management and total quality management.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites:

CEC2 532	(3)	Business Economics (or the Exemption by Examination Test)
CMS2 500	(3)	Mathematics for Management (or the Exemption by Examination Test)

Required courses: (27 credits)

CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance

CMR2 542	(3)	Marketing Principles and Applications
CMS2 514	(3)	Analysis: Manufacturing Systems
CMS2 515	(3)	Operations Management
CMS2 516	(3)	Total Quality Management
CMS2 518	(3)	Current Manufacturing Strategies
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations

Complementary course: (3 credits)

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CMS2 590	(3)	Topics in Operations Management
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management

Or any other 500 or 600 graduate-level course offered through Career and Management Studies and approved by the department.

7.2.6.9 Admission Requirements – Diploma in Management – Operations Management Concentration

Please see [section 7.2.1 “Admission Requirements – Diploma Programs”](#).

PUBLIC RELATIONS CONCENTRATION

The Public Relations concentration offers students an opportunity to gain knowledge in the fundamental and most frequently applied areas of specialization in public relations either to enhance their communication effectiveness or because they need to supervise or work closely with communicators in their workplace. While some skills are taught, major emphasis is placed on the strategic aspects of public relations. Students intending to follow a public relations career are advised to take the Diploma in Public Relations Management in order to equip themselves more fully for professional practice. Courses in the Diploma in Management (Public Relations concentration) program are the same as those offered to career-track PR students, giving management students the opportunity to share their learning experience with future public relations professionals. In addition, instructors are all experienced, active practitioners in the field who will introduce students to guest speakers and real projects in industry.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites:

CEC2 532	(3)	Business Economics (or the Exemption by Examination Test)
CMS2 500	(3)	Mathematics for Management (or the Exemption by Examination Test)

Required courses: (27 credits)

CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations
CPRL 510	(3)	Fundamentals of Public Relations
CPRL 520	(3)	Applied Public Relations Communication
CPRL 530	(3)	Internal Stakeholder Communication
CPRL 531	(3)	Media Context and Applications

Complementary course: (3 credits)

CGM2 510	(3)	Project Management: Tools & Techniques
CPRL 515	(3)	Fund-raising and Philanthropy
CPRL 532	(3)	Public Relations Event Management
CPRL 535	(3)	Government Relations and Public Opinion
CPRL 542	(3)	Financial Communications
CPRL 543	(3)	Diversity and Community Relations

Or any other 500 or 600 graduate-level course offered through Career and Management Studies and approved by the department.

7.2.6.10 Admission Requirements – Diploma in Management – Public Relations Concentration

In addition to the admission requirements stipulated in [section 7.2.1 “Admission Requirements – Diploma Programs”](#), students must have an undergraduate degree in an area other than Commerce or equivalent.

TAXATION CONCENTRATION

Students who have not previously had significant exposure to taxation will have the opportunity to view tax in the context of general business and view taxation (and tax planning) as only one aspect of the business decision-making process. The student will be taught about taxation as an important factor affecting business and to properly integrate tax factors with business decisions without becoming a tax specialist.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites:

- CEC2 532 (3) Business Economics (or the Exemption by Examination Test)
- CMS2 500 (3) Mathematics for Management (or the Exemption by Examination Test)

Required courses: (24 credits)

- CACC 520 (3) Accounting for Management
- CCLW 511 (3) Law 1
- CCTX 511 (3) Taxation 1
- CCTX 532 (3) Taxation 2
- CFIN 512 (3) Corporate Finance
- CMR2 542 (3) Marketing Principles and Applications
- CMS2 521 (3) Applied Management Statistics
- CORG 551 (3) Behaviour in Organizations

Complementary courses: (6 credits)

- CCFC 516 (3) Forensic Accounting
- CCFC 521 (3) Corporate Governance
- CCFC 522 (3) Strategic Financial Management
- CCLW 643 (3) U.S. Taxation
- CCLW 644 (3) Corporate Reorganizations
- CCTX 640 (3) Taxation of Real Estate
- CCTX 641 (3) Federal and Provincial Taxes
- CCTX 643 (3) Taxation of International Operations
- CGM2 510 (3) Project Management: Tools & Techniques

7.2.6.11 Admission Requirements – Diploma in Management – Taxation Concentration

Please see [section 7.2.1 “Admission Requirements – Diploma Programs”](#).

TREASURY– FINANCE CONCENTRATION

If you are now working in this challenging area or plan to move in this direction, this specialization will provide you with an in-depth understanding of corporate finance and treasury management as well as such areas as investment analysis and international finance.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites:

- CEC2 532 (3) Business Economics (or the Exemption by Examination Test)
- CMS2 500 (3) Mathematics for Management (or the Exemption by Examination Test)

Required courses: (27 credits)

- CACC 520 (3) Accounting for Management
- CFIN 512 (3) Corporate Finance
- CFIN 522 (3) Applied Topics: Corporate Finance
- CFIN 525 (3) Treasury Management
- CFIN 530 (3) Investment Analysis
- CFIN 540 (3) Introduction to International Finance

- CMR2 542 (3) Marketing Principles and Applications
- CMS2 521 (3) Applied Management Statistics
- CORG 551 (3) Behaviour in Organizations

Complementary course: (3 credits)

- CCLW 511 (3) Law 1
- CFIN 590 (3) Topics in Treasury-Finance
- CGM2 510 (3) Project Management: Tools & Techniques
- CMIS 541 (3) Information Systems for Managers
- CPL2 552 (3) Strategic Management
- CPL2 553 (3) Small Business Management

Or any other 500 or 600 graduate-level course offered through Career and Management Studies and approved by the department.

7.2.6.12 Admission Requirements – Diploma in Management – Treasury-Finance Concentration

Please see [section 7.2.1 “Admission Requirements – Diploma Programs”](#).

7.2.7 Diploma in Management – General (30 credits)

This program provides students with a broad-based fundamental knowledge of business and sets the stage for further management education. It represents a survey of disciplines and an introduction to functional areas in management. It appeals to those starting their own business or to those moving or aspiring to move into general management positions.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites:

- CEC2 532 (3) Business Economics (or the Exemption by Examination Test)
- CMS2 500 (3) Mathematics for Management (or the Exemption by Examination Test)

Required courses: (21 credits)

- CACC 520 (3) Accounting for Management
- CFIN 512 (3) Corporate Finance
- CMIS 541 (3) Information Systems for Managers
- CMR2 542 (3) Marketing Principles and Applications
- CMS2 521 (3) Applied Management Statistics
- CORG 551 (3) Behaviour in Organizations
- CPL2 552 (3) Strategic Management

Complementary courses: (9 credits)

taken from the following:

- CGM2 510 (3) Project Management: Tools & Techniques
- CGM2 590 (3) Topics in Management

And any other 500 or 600 graduate-level courses offered through Career and Management Studies and approved by the department.

7.2.7.1 Admission Requirements for the Diploma in Management – General

Please see [section 7.2.1 “Admission Requirements – Diploma Programs”](#).

7.2.8 Diploma in Public Relations Management (30 credits)

This diploma program is intended for those wishing to pursue a career in public relations and communications, those whose management responsibilities include PR/communications, or those already working in the field who would like further academic background. It offers students an opportunity to gain knowledge in a range of specializations that will help them build their careers in the consulting, corporate or not-for-profit sectors. While skills are taught, major emphasis is placed on the strategic aspects of public relations. Instructors are experienced practitioners active in the field who will introduce students to guest speakers and real projects in the industry. The Canadian Public Relations Society, through its member organization, the *Société des professionnels*

en relations publiques du Québec, and the International Association of Business Communicators have representation on the Program Committee. Student membership in these professional associations is strongly encouraged.

Required courses: (21 credits)

CPRL 510	(3)	Fundamentals of Public Relations
CPRL 520	(3)	Applied Public Relations Communication
CPRL 530	(3)	Internal Stakeholder Communication
CPRL 531	(3)	Media Context and Applications
CPRL 535	(3)	Government Relations and Public Opinion
CPRL 540	(3)	Communication Planning
CPRL 541	(3)	Ethics in Public Relations

Complementary courses: (9 credits)

3 - 9 credits from:

CPRL 515	(3)	Fund-raising and Philanthropy
CPRL 532	(3)	Public Relations Event Management
CPRL 542	(3)	Financial Communications
CPRL 543	(3)	Diversity and Community Relations
CPRL 590	(3)	Topics in Public Relations

0 - 6 credits from:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMR2 542	(3)	Marketing Principles and Applications
CORG 551	(3)	Behaviour in Organizations
CPL2 534	(3)	Transcultural Leadership
CPL2 553	(3)	Small Business Management

Or any other 500 or 600 graduate-level course offered through Career and Management Studies and approved by the department.

7.2.8.1 Admission Requirements for the Diploma in Public Relations Management

In addition to the admission requirements stipulated in [section 7.2.1 "Admission Requirements – Diploma Programs"](#), students must have a CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in their last two years of full-time academic studies in their undergraduate degree.

7.2.9 Graduate Certificates

The Graduate Certificates are offered in 12 specializations that include: Accounting Practice, Entrepreneurship, Health Care, Human Resources Management, International Business, Internet Business, Leadership, Marketing, Operations Management, Public Relations Management, Taxation and Treasury/Finance.

The Programs are offered by the Centre for Continuing Education under the academic supervision of Graduate and Post-doctoral Studies (GPS) and the Desautels Faculty of Management. The Graduate Certificates consist of four required 3-credit courses and one 3-credit elective course.

For a person with a Bachelor of Commerce degree and a solid academic background in business, these 15-credit programs are designed to provide you with the specialized knowledge you need for today's changing business world in the shortest possible time.

7.2.9.1 Admission Requirements for Graduate Certificates

To be admitted to the 15-credit Graduate Certificate Program, applicants must have a Bachelor of Commerce degree or equivalent (unless otherwise stipulated), as approved by Graduate and Postdoctoral Studies (GPS). Students holding other degrees may follow a Qualifying Program to gain access to the Graduate Certificate Program. Applicants should be aware that educational credentials obtained at non-Canadian institutions will also be assessed for equivalency with a McGill University degree. Consequently, a grade point conversion system is applied to programs that use different grading systems other than that utilized by McGill University. Therefore any cumulative undergraduate average or standing that is not reported on a CGPA scale of 4.0 will have to be converted to a CGPA scale of 4.0.

7.2.10 Graduate Certificate in Accounting Practice (15 credits)

Required courses: (12 credits)

CCFC 515	(3)	Issues in Professional Practice 1
CCFC 520	(3)	Issues in Professional Practice 2
CCFC 521	(3)	Corporate Governance
CCFC 522	(3)	Strategic Financial Management

Complementary courses: (3 credits)

CCFC 516	(3)	Forensic Accounting
CMIS 541	(3)	Information Systems for Managers

7.2.10.1 Admission Requirements for the Graduate Certificate in Accounting Practice

In addition to the admission requirements stipulated in [section 7.2.9.1 "Admission Requirements for Graduate Certificates"](#), students must have a Bachelor of Commerce (Accounting) with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies, or a Bachelor's Degree in any discipline with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies and a Certificate in Accounting, or a Bachelor's degree in any discipline and a Certificate in Accounting with a minimum CGPA of 3.0 out of 4.0, or a Diploma in Accounting.

7.2.11 Graduate Certificate in Entrepreneurship (15 credits)

Required courses: (12 credits)

CEN2 500	(3)	Principles of Entrepreneurship
CEN2 505	(3)	Product Commercialization
CEN2 510	(3)	Practical Entrepreneurship Management
CPL2 553	(3)	Small Business Management

Complementary course: (3 credits)

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMR2 543	(3)	Service Marketing
CMR2 556	(3)	Buyer Behaviour
CMR2 566	(3)	International Marketing
CPL2 524	(3)	Introduction: International Business
CPL2 533	(3)	Developing Leadership Skills

Or any other 500 or 600 graduate-level course offered through Career and Management Studies and approved by the department.

7.2.11.1 Admission Requirements for the Graduate Certificate in Entrepreneurship

In addition to the admission requirements stipulated in [section 7.2.9.1 "Admission Requirements for Graduate Certificates"](#), students must have a Bachelor of Commerce degree with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies.

7.2.12 Graduate Certificate in Health Care Management (15 credits)

Required courses: (12 credits)

CACC 523	(3)	Financial Aspects of Health Care
CHLC 500	(3)	Health Care Systems
CHLC 552	(3)	Legal Aspects: Health and Social Services
CORG 553	(3)	Employee and Labour Relations

Complementary course: (3 credits)

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CORG 554	(3)	Managing Occupational Health and Safety
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management
CHLC 590	(3)	Topics in Health Care

Or any other 500 or 600 graduate-level course offered through Career and Management Studies and approved by the department.

7.2.13 Graduate Certificate in Human Resources Management (15 credits)

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisite:

CORG 551 (3) Behaviour in Organizations (or the Exemption by Examination Test)

Required courses: (12 credits)

CORG 555 (3) Strategic Human Resources Management
 CORG 560 (3) Staffing Organizations
 CORG 561 (3) Developing Human Resources
 CORG 562 (3) Total Compensation and Rewards

Complementary course: (3 credits)

CGM2 510 (3) Project Management: Tools & Techniques
 CORG 552 (3) Finance and Accounting Principles for HR Management
 CORG 553 (3) Employee and Labour Relations
 CORG 554 (3) Managing Occupational Health and Safety
 CORG 565 (3) Managing Human Resources Management Information
 CORG 570 (3) International Human Resources Management
 CORG 590 (3) Topics in Human Resources Management
 CPL2 532 (3) Leading Change
 CPL2 534 (3) Transcultural Leadership

Or any other 500 or 600 graduate-level course offered through Career and Management Studies and approved by the department.

7.2.13.1 Admission Requirements for the Graduate Certificate in Human Resources Management

In addition to the admission requirements stipulated in section 7.2.9.1 "Admission Requirements for Graduate Certificates", students must hold a Bachelor of Commerce (or equivalent), a Bachelor of Arts or Bachelor of Science (Industrial Relations, Industrial Psychology, Organizational Psychology or equivalent) or a Bachelor of Law as approved by Graduate and Postdoctoral Studies (GPS) with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies.

7.2.14 Graduate Certificate in International Business (15 credits)

Required courses: (6 credits)

CFIN 540 (3) Introduction to International Finance
 CPL2 524 (3) Introduction: International Business

Complementary courses: (6-9 credits)

In addition to the above courses, two courses from the following:
 CMR2 566 (3) International Marketing
 CPL2 554 (3) International Business Policy
 CPL2 561 (3) North America and Global Economy

Complementary course: (0-3 credits)

CCLW 511 (3) Law 1
 CGM2 510 (3) Project Management: Tools & Techniques
 CMIS 541 (3) Information Systems for Managers
 CORG 570 (3) International Human Resources Management
 CPL2 552 (3) Strategic Management
 CPL2 553 (3) Small Business Management
 CPL2 590 (3) Topics in International Business

Or any other 500 or 600 graduate-level course offered through Career and Management Studies and approved by the department.

7.2.15 Graduate Certificate in Internet Business (15 credits)

Note 1: There is one external course, Information Systems for Managers (CMIS 541), which is a prerequisite to Internet Business

and Social Technologies (CMIS 544) and must be taken prior to taking this course. Students who wish to apply for advanced standing for prerequisite or corequisite courses must complete an Advanced Standing form at the time of admission or they may take an Exemption by Examination test.

Note 2: Prerequisite courses are not included in the total credit requirement for the program.

Required courses: (12 credits)

CMIS 530 (3) Web Analytics for Internet Business
 CMIS 542 (3) Electronic Marketplaces and Social Media
 CMIS 543 (3) Internet Business Analysis and Design
 CMIS 544 (3) Internet Business and Social Technologies

Complementary course: (3 credits)

CCLW 540 (3) E-Business Law
 CCS2 500 (3) Design of Efficient Algorithms
 CCS2 505 (3) Applications Programming
 CCS2 510 (3) Computer Network and Internet Security
 CCS2 530 (3) Database and Information Systems
 CCS2 535 (3) Project 2
 CCS2 550 (3) Graphics, Visualization and Animation
 CCS2 590 (3) Topics in Information Technology
 CGM2 510 (3) Project Management: Tools and Techniques
 CMIS 535 (3) Topics in E-Business

Or any other 500 or 600 graduate-level course offered through Career and Management Studies and approved by the department.

7.2.16 Graduate Certificate in Leadership (15 credits)

Note: Prerequisite courses are not included in the total credit requirement for the program.

Prerequisite:

CORG 551 (3) Behaviour in Organizations (or Exemption by Examination)

Required courses: (12 credits)

CPL2 531 (3) Leadership Theory and Practice
 CPL2 532 (3) Leading Change
 CPL2 533 (3) Developing Leadership Skills
 CPL2 534 (3) Transcultural Leadership

Complementary course: (3 credits)

CCLW 511 (3) Law 1
 CGM2 510 (3) Project Management: Tools & Techniques
 CMIS 541 (3) Information Systems for Managers
 CPL2 552 (3) Strategic Management
 CPL2 553 (3) Small Business Management
 CPL2 595 (3) Topics in Leadership

Or any other 500 or 600 graduate-level course offered through Career and Management Studies and approved by the department.

7.2.16.1 Admission Requirements for the Graduate Certificate in Leadership

To be admitted to a 15-credit Graduate Certificate in Leadership, applicants must have a Bachelor's degree from any discipline as recognized by Graduate and Postdoctoral Studies (GPS) with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies. Students must also meet the language requirements (see section 7.3.2 "Proof of Proficiency in English").

7.2.17 Graduate Certificate in Marketing (15 credits)

Required courses: (12 credits)

CMR2 548 (3) Processes of Marketing Research
 CMR2 564 (3) Marketing Communications - Strategic Approach
 CMR2 556 (3) Buyer Behaviour
 CMR2 566 (3) International Marketing

Complementary course: (3 credits)

CCLW 511 (3) Law 1
 CGM2 510 (3) Project Management: Tools & Techniques
 CMIS 541 (3) Information Systems for Managers
 CMR2 543 (3) Service Marketing
 CMR2 590 (3) Topics in Marketing
 CPL2 552 (3) Strategic Management
 CPL2 553 (3) Small Business Management
 Or any other 500 or 600 graduate-level course offered through Career and Management Studies and approved by the department.

7.2.18 Graduate Certificate in Operations Management (15 credits)**Required courses:** (12 credits)

CMS2 514 (3) Analysis: Manufacturing Systems
 CMS2 515 (3) Operations Management
 CMS2 516 (3) Total Quality Management
 CMS2 518 (3) Current Manufacturing Strategies

Complementary course: (3 credits)

CCLW 511 (3) Law 1
 CGM2 510 (3) Project Management: Tools & Techniques
 CMIS 541 (3) Information Systems for Managers
 CMS2 590 (3) Topics in Operations Management
 CPL2 552 (3) Strategic Management
 CPL2 553 (3) Small Business Management
 Or any other 500 or 600 graduate-level course offered through Career and Management Studies and approved by the department.

7.2.19 Graduate Certificate in Public Relations Management (15 credits)**Required courses:** (12 credits)

CPRL 510 (3) Fundamentals of Public Relations
 CPRL 520 (3) Applied Public Relations Communication
 CPRL 530 (3) Internal Stakeholder Communication
 CPRL 531 (3) Media Context and Applications

Complementary course: (3 credits)

CGM2 510 (3) Project Management: Tools & Techniques
 CPRL 515 (3) Fund-raising and Philanthropy
 CPRL 532 (3) Public Relations Event Management
 CPRL 535 (3) Government Relations and Public Opinion
 CPRL 542 (3) Financial Communications
 CPRL 543 (3) Diversity and Community Relations

7.2.19.1 Admission Requirements for the Graduate Certificate in Public Relations Management

In addition to the admission requirements stipulated in [section 7.2.9.1 "Admission Requirements for Graduate Certificates"](#), students must have a Bachelor of Commerce degree (or equivalent) with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies.

7.2.20 Graduate Certificate in Taxation (15 credits)

This program provides a solid academic background in business, and is designed to provide you with the specialized knowledge of taxation needed for today's changing business world.

Required courses: (9 credits)

CCLW 511 (3) Law 1
 CCTX 511 (3) Taxation 1
 CCTX 532 (3) Taxation 2

Complementary courses: (6 credits)

CCFC 516 (3) Forensic Accounting
 CCFC 521 (3) Corporate Governance
 CCFC 522 (3) Strategic Financial Management
 CCLW 643 (3) U.S. Taxation
 CCLW 644 (3) Corporate Reorganizations
 CCTX 640 (3) Taxation of Real Estate

CCTX 641 (3) Federal and Provincial Taxes
 CCTX 643 (3) Taxation of International Operations
 CGM2 510 (3) Project Management: Tools & Techniques

7.2.20.1 Admission Requirements for the Graduate Certificate in Taxation

In addition to the admissions requirements stipulated in [section 7.2.9.1 "Admission Requirements for Graduate Certificates"](#), students must have a Bachelor's degree in Commerce with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies.

7.2.21 Graduate Certificate in Treasury – Finance (15 credits)**Required courses:** (12 credits)

CFIN 522 (3) Applied Topics: Corporate Finance
 CFIN 525 (3) Treasury Management
 CFIN 530 (3) Investment Analysis
 CFIN 540 (3) Introduction to International Finance

Complementary course: (3 credits)

CCLW 511 (3) Law 1
 CFIN 590 (3) Topics in Treasury Finance
 CGM2 510 (3) Project Management: Tools & Techniques
 CMIS 541 (3) Information Systems for Managers
 CPL2 552 (3) Strategic Management
 CPL2 553 (3) Small Business Management
 Or any other 500 or 600 graduate-level course offered through Career and Management Studies and approved by the department.

7.2.22 Graduate Diploma in Taxation (30 credits)

Currently under review. Admissions will not be accepted for the 2009/2010 academic year. If you are interested in the taxation area, please refer to the Diploma in Management with a concentration in Taxation, see [section 7.2.6.11 "Admission Requirements – Diploma in Management – Taxation Concentration"](#).

The Graduate Diploma in Taxation is offered by the Centre for Continuing Education under the academic supervision of Graduate and Postdoctoral Studies (GPS). This 10-course (30-credit) program offers the widest possible range of graduate-level courses in Canadian, U.S. and International taxation. From the first day, you will be learning practical knowledge you can apply immediately, whether you work in a professional practice, for a corporation or a government agency.

The following Qualifying Program must be completed by degree holders other than CA and Law:

BUSA 368 (3) Business Law 2
 CACC 520 (3) Accounting for Management
 CCLW 511 (3) Law 1
 CCTX 511 (3) Taxation 1
 CCTX 532 (3) Taxation 2
 CEC2 532 (3) Business Economics
 CFIN 512 (3) Corporate Finance
 CMS2 500 (3) Mathematics for Management

The Abbreviated Qualifying Program must be completed by lawyers:

CACC 520 (3) Accounting for Management
 CCTX 511 (3) Taxation 1
 CCTX 532 (3) Taxation 2
 CFIN 512 (3) Corporate Finance

Diploma Program (for CA's and those who have completed the Qualifying Program or the Abbreviated Qualifying Program)

There are ten 3-credit courses required for your Diploma. The curriculum consists of:

CCLW 640 (3) Tax Aspects of Litigation
 CCLW 641 (3) Taxation Research Methodology
 CCLW 643 (3) U.S. Taxation

CCLW 644	(3)	Corporate Reorganizations
CCLW 645	(3)	Taxation: Partnerships and Trusts
CCTX 640	(3)	Taxation of Real Estate
CCTX 641	(3)	Federal and Provincial Taxes
CCTX 642	(3)	Interpretation of Taxation Policy
CCTX 643	(3)	Taxation of International Operations
CCTX 644	(3)	Tax Aspects: Creative Financing

7.2.22.1 Admission Requirements for the Graduate Diploma in Taxation

For holders of degrees other than CA and Law

Students must be graduates of an approved university with a cumulative grade point average (CGPA) of 3.0 out of 4.0, or a CPGA of 3.2 out of 4.0 for the last two full-time academic years. Students will be required to complete the Qualifying Program with a passing grade of B-(65%). Exemptions will normally be given for high academic standing in equivalent courses in the Qualifying Program, provided courses were completed within the past five years.

If you have completed an undergraduate degree in any other discipline, you will probably be required to complete an eight-course (24-credit) qualifying program that provides the foundation for the study of taxation at the graduate level. For further information, make an appointment with one of our academic advisers.

For lawyers and notaries (Abbreviated Qualifying Program)

Students must be graduates of an approved university with a cumulative grade point average (CGPA) of 3.0 out of 4.0, or a CPGA of 3.2 out of 4.0 for the last 2 full-time academic years. Students will be required to complete the Qualifying Program with a passing grade of B- (65%).

If you are a lawyer or notary, or have completed a Bachelor of Commerce program at a Canadian university, you may need to take an abbreviated four or five course qualifying program.

For CA's and those who have completed a Qualifying Program or Abbreviated Qualifying Program.

Students must be graduates of an approved university and hold the Chartered Accountancy designation. Chartered Accountants may have to complete some courses in the Qualifying Program if these were not completed as part of their university studies. Please see section 7.3.1 "Admission Procedures for all Programs".

7.3 Academic Regulations

In general, Diplomas offered by Career and Management Studies are comprised of 10 courses. Some programs, however, have corequisite and prerequisite courses that must be completed by the students in order for them to obtain their certificate or diploma.

Students who believe that they have taken the equivalent of one or more of the corequisite(s) to the program or one or more of the prerequisite courses that are not part of the program to which they have applied may take an Exemption by Examination test.

The Exemption by Examination test is intended for students who do not have the requisite academic background required, but who believe that they have the requisite level of knowledge needed.

Students who successfully pass the Exemption by Examination test(s) will not have to take the course(s) for which the test(s) was taken. Those who fail the Exemption by Examination test(s) will not be permitted to repeat the test(s); instead, they must enrol in the course(s) for which the particular test was taken. Students will be notified in writing of their test results. Students may obtain an application form from the Student Affairs Office or may download one from the website: www.mcgill.ca/conted-students/forms.

An applicant may submit an Exemption by Examination application form to the Student Affairs Office by mail or in person (no emails or faxes accepted). A \$50 CDN (non-refundable) application fee (payable by credit card, debit card, certified cheque or money order) must accompany the request. Students interested in a list of courses for which the Exemption by Examination test

applies should refer to the application form. For further details on the Exemption by Examination test, students should contact the department.

Exemption by Examination tests will be held on the following dates:

Wednesday	August 5, 2009
Thursday	August 6, 2009
Wednesday	November 25, 2009
Thursday	November 26, 2009
Wednesday	March 31, 2010
Thursday	April 1, 2010

Note: The Centre reserves the right to reschedule test dates and to revise the application fee without prior notice.

7.3.1 Admission Procedures for all Programs

For more information, see section 3 "Application Procedures".

7.3.2 Proof of Proficiency in English

The language of instruction for most courses at McGill University is English; however, you may make arrangements to write term papers, examinations and theses in English or in French, except in courses where knowledge of the language is one of the objectives of the course.

You must demonstrate an adequate level of English proficiency prior to admission to McGill, regardless of citizenship status or country of origin.

If you answer "yes" to any of the following six statements, you do **NOT** need to provide proof of English proficiency.

- Have you lived and attended school, for at least five years, in a country where English is the acknowledged primary language?
- Have you completed both Secondary V and a DEC at a French CEGEP in Quebec?
- Have you completed a DEC at an English CEGEP in Quebec, during or later than 2003?
- Have you or will you complete a French Baccalaureate - Option Internationale (British or American section)?
- Have you or will you complete International Baccalaureate English A with a final result of 5 or better?
- Have you or will you complete the British Curriculum A-Level English (other than English as a Second Language) with a final grade of C or better?

If you answered "no" to all of the above, but answer "yes" to either of the following two questions, you **may** be asked to provide proof of English language proficiency.

- Do you consider English to be your first language?
- Have you been attending school at an accredited institution (in a non-English country) where English is the main language of instruction?

All other applicants to Career Management Studies must demonstrate proficiency in English, using one of the following five options:

- 1) Test of English as a Foreign Language (TOEFL) with a minimum score of 233 (or a minimum score of 577 for the paper-based version of this test). A minimum overall or composite score of 90 in conjunction with a minimum individual component score (reading, writing, listening and speaking) of 21 is required for applicants who took the internet-based TOEFL (iBT).
For further information contact: TOEFL (Test of English as a Foreign Language), Box 6151, Princeton, New Jersey 08541-6151, USA; website: www.toefl.org.
- 2) University of Michigan English Language Test (MELAB) with a minimum mark of 85%.
For further information contact: English Language Institute MELAB Office, University of Michigan, 500 East Washington Street, Ann Arbor, Michigan 48104-2028, USA; telephone: 1-866-696-3522; fax: 734-615-6586;

email: melabelium@umich.edu;
website: www.lsa.umich.edu/eli/testing/melab.

- 3) McGill Certificate of Proficiency in English.
For further information please visit McGill's Continuing Education English and French Language Programs website at: www.mcgill.ca/eflp. McGill University, English and French Language Programs, Centre for Continuing Education, 688 Sherbrooke Street West, Suite 1181, Montreal, Quebec, H3A 3R1, Canada; telephone: 514-398-1212; fax: 514-398-1769; email: infoesl.conted@mcgill.ca.
- 4) International English Language Testing System (IELTS) with a band score of 6.5 or better.
For further information about IELTS contact: The British Council, Medlock Street, Manchester, M15 4AA, United Kingdom; website: www.ielts.org.
- 5) APIEL (Advanced Placement International English Language) with a minimum score of 4.
For further information about APIEL contact: The College Board Headquarters, 45 Columbus Avenue, New York, NY 10023-6917, USA; telephone: 212-713-8091; website: www.collegeboard.com/ap/students/apiel.
- 6) McGill CCE Test of English Language Proficiency (McGill CCE TELP) with a Category A result.
For further information please visit McGill University's Continuing Education English and French Language Programs website at: www.mcgill.ca/eflp. McGill University English and French Language Programs, Centre for Continuing Education, 688 Sherbrooke Street West, Suite 1181, Montreal, Quebec, H3A 3R1, Canada; telephone: 514-398-1212; fax: 514-398-1769; email: infoesl.conted@mcgill.ca.

Note: An institutional version of these tests is not acceptable. It is the student's responsibility to ensure that the official test results are forwarded directly to the Student Affairs Office (Admissions) of the Centre for Continuing Education. For TOEFL and APIEL, the institutional code at McGill is 0935-00.

7.3.2.1 Integrated English Language and Professional Studies (IELPS)

Integrated English Language and Professional Studies (IELPS) serves to facilitate the joint application to existing programs leading to the Certificate of Proficiency in English (Department of English and French Language Programs) and to one or more of the Certificates or Diplomas offered by the Department of Career and Management Studies. Students applying to their programs of choice through the IELPS, will be required to submit only one application for both areas of study. IELPS is available to both local and international students. For further information, please visit our website at: www.mcgill.ca/conted-ielps.

7.3.3 Independent Studies

For more information see "[Special Student Status](#)", section 3.8. A student who does not wish to be admitted to one of the management programs may register as a "Special Student" in individual courses on a selected basis provided they have the necessary prerequisites and meet the admission criteria. A Special student takes regular credit courses but is not recognized as working toward a Diploma or Graduate Certificate. The number of courses a Special student may take may be limited. Students must apply to a program before completing four (4) courses.

7.3.4 Academic Advisers

Students who would like to take the opportunity to meet with an academic adviser from Career and Management Studies may call 514-398-1030 during regular business hours to schedule an appointment. Please note that this service is by appointment only.

7.3.5 Advanced Standing for the Diploma Programs

Students transferring to McGill from another university may be awarded Advanced standing of up to 30% of the courses in any

one degree program for successfully completed equivalent study done at another recognized university within the last five years.

Students may apply for admission to and register in more than one program concurrently. Where program course requirements overlap, credits may be granted up to a maximum of 3 courses (9 credits). Students may be granted exemption for overlapping courses in excess of 9 credits but must choose substitute courses with the approval of the Department.

Students who apply for admission to a degree or diploma program after having completed a certificate program may be granted advanced standing at the discretion of the Associate Dean of the Faculty in which the degree or diploma is offered.

Special students may apply for admission to a diploma program provided they have not completed more than 12 credits (4 courses) at the Centre for Continuing Education toward the diploma requirements. A minimum of 15 credits (5 courses) must be completed at the Centre after admission to that program.

Diploma in Management

Students who have completed equivalent post-graduate level courses with a minimum grade of B- at a recognized university may apply for a transfer of credits. A maximum of three courses (9 credits) may be credited for post-graduate courses taken outside the program in which they are registered. These courses must have been completed within the last five years. Students are required to complete the remaining courses at McGill in order to be eligible for the program.

Graduate Certificates

Students who have completed equivalent post-graduate level courses, including corequisite and prerequisite courses, with a minimum grade of B- at a recognized university may be granted a maximum of 3 credits (one course). Students must complete 12 credits (four courses) in the Graduate Certificate at McGill. Students completing two graduate certificates may only double count 3 credits.

7.3.5.1 Supplementals for all Programs

Please note: Supplemental examinations are not available in courses offered by this department. (i.e., if a student fails a course he/she must repeat it).

7.3.6 Academic Standing Regulations

DIPLOMA PROGRAMS

1. Students must complete all courses with a minimum passing grade of B-. This includes all required courses, elective courses, corequisite courses, prerequisite courses and courses outside the program to which the student has been admitted. Students will be allowed to fail no more than two courses. On the third failure, students will be asked to withdraw from the Program immediately. In this context, an unsatisfactory grade is deemed to be any grade below that of a B-. Please note that even if an unsatisfactory grade is improved by means of repetition of the course(s), the original grade remains on the student's record and counts toward the total number of unsatisfactory grades.
2. Students have a maximum of four years to complete the Diploma in Management.

GRADUATE CERTIFICATES

1. Students must complete all courses, including corequisite and prerequisite courses, with a minimum passing grade of B-. Students will be permitted a maximum of one failure. On the second failure, students will be asked to withdraw from the Program immediately. In this context, an unsatisfactory grade is deemed to be any grade below that of a B-. Please note that even if an unsatisfactory grade is improved by means of repetition of the course(s), the original grade remains on the student's record and counts toward the total number of unsatisfactory grades.

