

## Table of Contents

1. Calendar of Dates 2002-2003, page 3
2. General Information, page 8
  - 2.1 Admission
  - 2.2 Language Policy
  - 2.3 Proof of Proficiency in English
  - 2.4 Language Requirements for Professions
  - 2.5 Immigration Information
  - 2.6 Vaccination Requirements
  - 2.7 Health Insurance – Canadian Residents
  - 2.8 Health Insurance – International Students
  - 2.9 Minerva and DAS
3. Facilities, page 9
  - 3.1 Buildings
  - 3.2 Hospitals
  - 3.3 Clinical Facilities for Dentistry
  - 3.4 Clinical Facilities for Human Nutrition
  - 3.5 Research Centres
  - 3.6 Libraries
  - 3.7 University Computing Facilities
4. Academic Policies and Information, page 13
  - 4.1 Legal Name
  - 4.2 Verification of Name
  - 4.3 Permanent Code (*code permanent*)
  - 4.4 Identification (ID) Cards
  - 4.5 Plagiarism and Cheating
  - 4.6 Proper Use of Computing Facilities
  - 4.7 Course Nomenclature
  - 4.8 Policy Concerning Access to Records
  - 4.9 Transcript of Academic Record
  - 4.10 Course Numbering System
    - 4.10.1 Multi-term Courses (D1/D2, N1/N2, J1/J2/J3)
  - 4.11 Regulations Concerning Final Examinations
5. Student Services, page 15
  - 5.1 Office of the Dean of Students
  - 5.2 Student Services – Downtown Campus
  - 5.3 Student Services – Macdonald Campus
  - 5.4 Additional Services for Students
6. Fees, page 17
  - 6.1 Fee Information Booklet
  - 6.2 Tuition Fees
  - 6.3 Proof of Citizenship and Quebec Residency
    - 6.3.1 Proof of Citizenship
    - 6.3.2 Proof of Quebec Residency
    - 6.3.3 Deadlines for Submission of Proof of Citizenship/ Proof of Residency
  - 6.4 Fees and Charges by Faculty
    - 6.4.1 School of Dietetics and Human Nutrition – B.Sc.(Nutr.Sc.)
    - 6.4.2 School of Nursing – B.Sc.(N.) and B.N.
    - 6.4.3 School of Physical and Occupational Therapy – B.Sc.(Phys.Ther.), B.Sc.(Occ.Ther.)
    - 6.4.4 Faculty of Dentistry – D.M.D.
    - 6.4.5 Faculty of Medicine – M.D.,C.M.
  - 6.5 Other Fees
  - 6.6 Fee Payment and Fee Policies
  - 6.7 Access to Fee Information
  - 6.8 Deferred Fee Payment
7. History of the University, page 21
8. University Administrative Officers, page 22

## 1 Calendar of Dates 2002-2003

**Given in this section are key dates for the undergraduate faculties and schools included in the Health Sciences Calendar.**

**For information concerning other units**, consult the 2002-2003 Calendar of Dates, accessible via the McGill website <http://www.mcgill.ca> or refer to the appropriate Calendar.

### WEB REGISTRATION VIA MINERVA

**Minerva is McGill's new web-based information system providing service to students, faculty, and staff.**

Students register and make course changes on the web at <http://www.mcgill.ca/minerva-students>.

**PLEASE NOTE: the dates published in this document were accurate as of April 2002. The transition from MARS (McGill's previous registration system) to Minerva may, however, result in some changes especially with relation to the various registration activities. Users should verify opening dates and times on the web <http://www.mcgill.ca/minerva-students>.**

Registration for the Fall 2002 and Winter 2003 terms will be done via Minerva during the registration dates as published on <http://www.mcgill.ca/minerva-students>.

Students will be charged a late registration fee during the late registration period.

**To avoid the late registration fee students must access the website and register for at least one course for the Fall term.** Courses may be added until the end of the course change period without penalty.

**Students in programs with set curricula should select the Registration Confirmation course specific to their program:**

**Dentistry – REGN RCDE**

**Medicine – REGN RCMD**

**Physical and Occupational Therapy – REGN RCPO**

### PERMANENT CODE (*code permanent*)

Most students who were registered at McGill in the last academic year will already have their Permanent Code on record. It will also be on record for all incoming students who provided a verifiable Permanent Code during the application/admission process. For more information, refer to "Permanent Code (*code permanent*)" on page 14 of this Calendar or the Web <http://www.mcgill.ca/students>.

Students who have not already provided their Permanent Code or submitted Permanent Code documentation to the Admissions, Recruitment and Registrar's Office should take note of the following.

**Returning students** will not be permitted to register if they have not provided the information and/or documents necessary to obtain or verify their Permanent Code. **Late registration fees which may result will not be waived.**

**New students** beginning in September (or January) have until October 15 (or February 15) to submit their Permanent Code Data Form along with the information and/or documents necessary to obtain or verify the Permanent Code.

**Failure to provide necessary documents may result in the student being assessed at a higher fee rate, and/or the student's admission to, or registration in, the University being rescinded.**

### FEES

Once a student has registered and/or added courses, fee statements will be mailed out - beginning in August for the upcoming academic year. Fee payments are due by the date indicated on the statement. Students may view their fee information by accessing <http://www.mcgill.ca/minerva-students> and following the appropriate links.

**ID Card:** Students may only obtain their McGill ID card after they have registered via Minerva. For more information, refer to the Web <http://www.mcgill.ca/students>.

**FACULTY / SCHOOL LEGENDS**

<b>DENT</b>	Dentistry
<b>D&amp;HN</b>	Dietetics
<b>MED</b>	Medicine
<b>NURS</b>	Nursing
<b>P&amp;OT</b>	Physical and Occupational Therapy
<b>ALL</b>	All students
<b>NEW</b>	New students
<b>RET</b>	Returning students
→ Read Activity column for details	

**ACTIVITY CODE LEGENDS**

<b>ADV</b>	Academic Advising	<b>NOTE</b>	Note to students
<b>CONV</b>	Convocation	<b>ORIENT</b>	Orientation
<b>DEF</b>	Deferred - application and examination	<b>REG</b>	Registration
<b>EXAM</b>	Examinations	<b>STAGE</b>	Field practice, etc.
<b>HOLIDAY</b>	Holiday	<b>SUPP</b>	Supplemental - application and examination
<b>IFT</b>	Inter-faculty transfer	<b>VERIF</b>	Verification Period
<b>INFO</b>	Information	<b>W</b>	Course withdrawal
<b>LEC</b>	Lecture	<b>W--</b>	University withdrawal

DATE	ACTIVITY CODE	FACULTY/SCHOOL	ACTIVITY
<b>APRIL 2002</b>			
Apr. 29, Mon. to Aug. 5, Mon.	REG	→	Registration using Minerva for all students entering the graduating (U3/U4) year of their program (registration in Management courses restricted by program), and all students in Graduate degree programs. <b>Note:</b> Minerva Web cannot be accessed for registration or course change between July 12 and July 22
<b>MAY 2002</b>			
May 1, Wed.	LEC	P&OT	Classes reconvene for 1st year Physical and Occupational Therapy students.
May 1, Wed. and May 2, Thurs.	DEF/SUPP	→	Deferred and supplemental examinations in "A" courses in Arts, Education, Nursing, Physical and Occupational Therapy, Religious Studies, Science and Social Work.
May 3, Fri.	ORIENT	D&HN	Orientation: NUTR 311, Level 3, Stage (Dietetics).
May 7, Tues. to Aug. 5, Mon.	REG	→	Registration using Minerva for students in all programs entering their penultimate (U2) year of study (registration in Management courses restricted by program). <b>Note:</b> Minerva Web cannot be accessed for registration or course change between July 12 and July 22.
May 14, Tues. to Aug. 5, Mon.	REG	→	Registration using Minerva for all students (registration in Management courses restricted by program), except for Continuing Education. <b>Note:</b> Minerva Web cannot be accessed for registration or course change between July 12 and July 22
May 15, Wed.	DEF	→	Application deadline for deferred examinations for "B" and "D" courses from the Winter Term 2002 in Arts (including School of Social Work), Education and Science.
May 20, Mon.	HOLIDAY		<b>Victoria Day.</b> Classes cancelled. Administrative offices closed.
May 22, Wed.	REG	MGMT	Registration in courses offered by the Faculty of Management opens for all returning students.
May 23, Thurs.	CONV	→	14:00 Health Science
May 31, Fri	CONV	→	14:00 Agricultural and Environmental Sciences
<b>JUNE 2002</b>			
June 3, Mon.	IFT	→	Agricultural and Environmental Sciences, Arts, Education, Engineering, Management, Nursing and Science application deadline for Fall Term 2002 inter-faculty transfers.
June 21, Fri.	LEC/EXAM	DENT/ MED	Last day for 1st year Dentistry/Medicine students.
	NOTE		Between June 21 and August 16 (inclusive) administrative offices will be closed each Friday.
June 24, Mon.	HOLIDAY		<b>La fête nationale du Québec.</b> Classes cancelled. Libraries and administrative offices closed.
<b>JULY 2002</b>			
July 1, Mon.	HOLIDAY		<b>Canada Day.</b> Classes cancelled. Libraries and administrative offices closed.
July 2, Tues.	STAGE	D&HN	Site Placements begin for NUTR 208, Level 1 , Stage (Dietetics)
July 12, Fri. to July 22, Mon.	NOTE		Minerva Web cannot be accessed for registration or course change.
July 15, Mon.	SUPP	→	Application deadline for supplemental examinations in "B" and "D" courses from the Winter Term 2002 for Arts, Education, Nursing, Religious Studies, Science and Social Work (supplemental exams not available for Agricultural and Environmental Sciences, Engineering or Management courses).
July 23, Tues.	REG	→	Registration and course change reopens using Minerva for returning students for Fall and Winter courses.
July 26, Fri.		MED	Last day for activities for 2nd year Medicine Students.
<b>AUGUST 2002</b>			
Aug. 5, Mon.	REG	RET	Last day for returning students in all faculties to register (except Continuing Education) without a late registration fee.
Aug. 6, Tues. to Aug. 13, Tues.	REG	MED	Registration using Minerva for 1st year Dentistry and Medicine students. Must confirm registration by attending in-faculty confirmation of registration on August 14th.

DATE	ACTIVITY CODE	FACULTY/SCHOOL	ACTIVITY
Aug. 6, Tues. to Sept. 4, Wed.	REG	NEW	Registration using Minerva for all newly admitted students in Dietetics and Human Nutrition, Nursing, Physical and Occupational Therapy.
		RET	Late registration using Minerva for returning students in all faculties (except Continuing Education), with late registration fee.
Aug. 14, Wed.	REG	MED	Mandatory in-faculty confirmation of registration for 1st year Medicine and Dentistry students (all day).
Aug. 19, Mon.	LEC	DENT/MED	Lectures begin in the Faculties of Dentistry and Medicine for 1st year students.
Aug. 22, Thurs. to Sept. 6, Fri	ORIENT	ALL	Orientation Centre opens daily at 10:00 a.m., Brown Students Services Building, 2nd floor, 3600 McTavish Street (closed weekends and Labour Day).
Aug. 26, Mon.	REG/LEC	DENT	In-faculty confirmation of registration and lectures begin for 3rd and 4th year Dentistry students.
	LEC	MED	Lectures begin in the Faculty of Medicine for 3rd year students.
Aug. 26, Mon. to Sept. 3, Tues.	ORIENT	ALL	Orientation Week
Aug. 26, Mon. to Sept. 12, Thurs.	IDCARD	→	IDs at the Redpath Library Building (closed Monday, September 2).
Aug. 27, Tues.	ORIENT	NEW	University and Faculty orientation " <b>Discover McGill</b> " for all new undergraduate students. Refer to "Welcome to McGill" book for details.
Aug. 28, Wed.	ADV	NURS	Academic advising for new undergraduate students in Nursing, including McGill transfer students.
Aug. 28, Wed. and Aug. 29, Thurs.	DEF/SUPP	→	Deferred and supplemental examinations in Winter 2002 "B" and "D" courses for Arts, Education, Nursing, Physical and Occupational Therapy, Religious Studies, Science, and Social Work.
Aug. 30, Fri.	REG	ALL	Deadline for cancellation of registration for the Fall term except Continuing Education. (Deposit is non-refundable for new students.)
<b>SEPTEMBER 2002</b>			
Sept. 2, Mon.	HOLIDAY		<b>Labour Day.</b> Classes cancelled. Libraries and administrative offices closed.
Sept. 3, Tues.	LEC	DENT/ MED	Lectures begin in the Faculties of Dentistry and Medicine for 2nd year students.
	ORIENT	D&HN	Orientation for NUTR 510, Professional Practice (Stage) in Dietetics Level IV (8:30 am - 4:00 p.m.); placements commence September 4.
Sept. 4, Wed.	REG	ALL	Deadline for new students to register without a late registration fee for all faculties and for returning student to register with a \$50 late fee.
	LEC	→	Lectures begin in programs in Agricultural and Environmental Sciences, Arts, Continuing Education (all credit courses), Education, Engineering including Architecture, Graduate Studies, Law, Management, Music, Nursing, Physical and Occupational Therapy, Religious Studies, Science, and Social Work.
	ORIENT	D&HN	Faculty Orientation for all newly admitted students to the Faculty of Agricultural and Environmental Sciences.
	ORIENT	P&OT	Orientation for 1st, 2nd, and 3rd year Physical and Occupational Therapy students.
Sept. 5, Thurs. to Sept. 15, Sun.	REG	ALL	Late registration period with \$100 late registration fee for all faculties (\$25 late registration fee for Continuing Education students).
Sept. 15, Sun.	REG	→	Course Change (drop/add) deadline for Fall Term and first part of spanned courses starting in September 2002 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.)
Sept. 19, Thurs.	MTG	D&HN	Open Students' Society meeting for Agricultural and Environmental Sciences students, 10:00 a.m. to 11:30 a.m.
Sept. 22, Sun.	W/W--	ALL	Deadline to withdraw ("W") with full refund (less \$100 minimum charge for returning students and less deposit for new students, in case of complete withdrawal from the University).
<b>OCTOBER 2002</b>			
Oct. 7, Mon. to Oct. 11, Fri.	VERIF	→	Verification period by printed form for all faculties for students for whom the fall is their last semester before graduation (excluding Continuing Education and Graduate Studies); via Minerva Web for all other students.
Oct. 13, Sun.	W	→	Deadline for withdrawing ("W") from Fall Term courses and Cont Ed Fall Term courses 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. 14, Mon.	HOLIDAY		<b>Thanksgiving Day.</b> Classes cancelled. Libraries and administrative offices closed.

DATE	ACTIVITY CODE	FACULTY/SCHOOL	ACTIVITY
Oct. 24, Thurs. to Oct. 27, Sun.	EVENT	ALL	Homecoming 2002
Oct. 31, Thurs.	CONV	ALL	14:30 Fall Convocation
<b>NOVEMBER 2002</b>			
Nov. 1, Fri.	IFT	→ NOTE	Application deadline for Winter Term 2003 inter-faculty transfers. The faculties of Arts, Engineering (i.e. School of Architecture, Electrical and Computer Engineering and Mechanical Engineering), Management and Science no longer accept Winter Term inter-faculty transfers. Also, please contact the Faculties of Education and Music to determine which of their programs accept Winter Term inter-faculty transfers.)
	LEC	P&OT	Last day of lectures for 3rd year students in Physical and Occupational Therapy.
Nov. 4, Mon. to Nov. 8, Fri.	EXAM	P&OT	Fall examination period for 3rd year Physical and Occupational Therapy students.
Nov. 11, Mon. to Dec. 13, Fri.	STAGE	P&OT	Clinical Affiliation for 3rd year Physical and Occupational Therapy students.
<b>DECEMBER 2002</b>			
Dec. 4, Wed.	LEC	→	Last day of lectures in Agricultural and Environmental Sciences, Arts, Education (non-blocked courses), Engineering including Architecture, Graduate Studies, Law, Management, Music, Nursing, Physical and Occupational Therapy (1st and 2nd year), Religious Studies, Science and Social Work (B.S.W and M.S.W.).
Dec. 4, Wed. to Jan. 6, Mon.	REG	→	Winter Term registration period for new students in Agricultural and Environmental Sciences, Arts, Education, Engineering including Architecture, Graduate Studies, Management, Music, Nursing, Religious Studies, Science, and Social Work. Individual faculties and departments set their own dates within this period.
Dec. 6, Fri. to Dec. 20, Fri.	EXAM	→	Examination period for Fall Term courses, and spanned courses given by Agricultural and Environmental Sciences, Arts, Continuing Education, Education, Engineering including Architecture, Graduate Studies, Law, Management, Music, Nursing, Physical and Occupational Therapy (1st and 2nd year), Religious Studies, Science, and Social Work (B.S.W.).
Dec. 20, Fri.	LEC	DENT/ MED	Last day of Fall Term (exam day) for 1st and 2nd year students in Dentistry and Medicine.
		DENT	Last day of Fall Term for 3rd and 4th year students in Dentistry.
	STAGE	D&HN	Last day for Professional Practice (Dietetics), NUTR 510.
Dec. 25, Wed. to Jan. 2, Thurs.	HOLIDAY		<b>Christmas And New Year's.</b> Administrative offices will be closed between December 25 and January 2 inclusive. Library hours available at Reference Desks.
<b>JANUARY 2003</b>			
Jan. 1, Wed. and Jan. 2, Thurs.	HOLIDAY		<b>New Year's.</b> Administrative offices closed. Library hours available at Reference Desks.
Jan. 6, Mon.	LEC	→	Winter Term lectures begin in Agricultural and Environmental Sciences, Arts, credit courses at Continuing Education, Education, Engineering including Architecture, Graduate Studies, Law, Management, Music, Nursing, Physical and Occupational Therapy (except 3rd year students), Religious Studies, Science, Social Work, Dentistry and Medicine students.
Jan. 6, Mon.	REG	ALL	Deadline for new students to register for Winter Term without a late registration fee for all faculties.
Jan. 6, Mon. to Feb. 7, Fri.	STAGE	P&OT	Clinical Affiliation for 3rd year Physical and Occupational Therapy students.
Jan. 7, Tues.	ORIENT	NEW	University Orientation for new undergraduate and graduate students (5:30 - 6:30 p.m. in Leacock Building, Room 132).
Jan. 7, Tues. to Jan. 19, Sun.	REG	NEW	Late registration for new students with \$100 late registration fee for all faculties (\$25 late registration fee for all Continuing Education students).
Jan. 8, Wed.	ORIENT	D&HN	Faculty Orientation for new undergraduate and graduate students in the Faculty of Agricultural and Environmental Sciences (5:30 - 6:30 p.m.) Centennial Center.
Jan. 15, Wed.	DEF	→	Application deadline for deferred examinations for courses from the Fall Term 2002 in Arts (including School of Social Work), Education and Science. (For details, see the Faculty Regulations in the Arts and Science sections of the Undergraduate Calendar.)
Jan. 19, Sun.	REG	ALL	Course Change (drop/add) deadline for Winter Term courses and Cont Ed 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.)
	W	→	Deadline for withdrawing ("W") from spanned courses that started in September 2002 <b>(with fee refund for Winter Term)</b> 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.

DATE	ACTIVITY CODE	FACULTY/SCHOOL	ACTIVITY
Jan. 25, Sat. to Jan. 31, Fri.	EVENT	D&HN	Carnival Week at Macdonald Campus. Classes as usual.
Jan. 26, Sun.	W/W--	→	Deadline to withdraw ("W") from Winter Term courses with fee refund. <b>Returning students</b> - less \$100 minimum charge in the case of complete withdrawal for students not registered in the fall. <b>New students</b> - less deposit in case of complete withdrawal. (No withdrawals from Ed. intensive courses, or music ensembles and practical lessons.)
Jan. 31, Fri.	INFO	D&HN	Campus orientation for NUTR 409, Professional Practice (Stage) in Dietetics Level 3.
<b>FEBRUARY 2003</b>			
Feb. 3, Mon. to Feb. 7, Fri.	BREAK	D&HN	Study break for Professional Practice (Stage) in Dietetics Level 3.
	VERIF	→	Verification period by printed form for all faculties for students for whom the winter or summer is their last semester before graduation (excluding Continuing Education and Graduate Studies); via Minerva Web for all other students.
Feb. 10, Mon.	LEC STAGE	P&OT D&HN	Winter term lectures begin for 3rd year Physical and Occupational Therapy students. Site orientation for NUTR 409, Professional Practice (Stage) in Dietetics Level 3.
Feb. 13, Thurs.	EVENT	D&HN	Macdonald College Founder's Day. (Sir William C. Macdonald born Feb. 10, 1831; died June 9, 1917). Classes cancelled 10:00 a.m. to 1:00 p.m.
Feb. 16, Sun.	W	→	Deadline for withdrawing ("W") from Winter and Winter term Cont. Ed 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). No Refund.
Feb. 24, Mon. to Feb. 28, Fri.	BREAK	→	<b>Study Break.</b> (Classes cancelled for all faculties except Dentistry, Medicine, Centre for Continuing Education non-credit courses, professional Practice (Stage) in Dietetics Level 3). Study break for 2nd and 3rd year Physical and Occupational Therapy students.
Feb. 26, Wed. to Feb. 28, Fri.	BREAK	P&OT	Study Break for 1st year Physical and Occupational Therapy students.
Feb. 28, Fri.	SUPP	→	Application deadline for supplemental examinations in Fall Term courses and N1/N2 courses from the Fall Term 2002 for Arts, Education, Nursing, Religious Studies, Social Work, and Science (not available for Agricultural and Environmental Sciences, Engineering or Management courses).
<b>MARCH 2003</b>			
TBA	REG ADV	→ P&OT	Registration dates and procedures for the 2003-2004 academic year. Registration counselling in Physical and Occupational Therapy for returning students.
Mar. 7, Fri.	LEC	P&OT	Last day of lectures for 1st year Physical and Occupational Therapy students.
Mar. 10, Mon. to Mar. 21, Fri.	EXAM	P&OT	Winter examination period for 1st year Physical and Occupational Therapy students.
Mar. 24, Mon. to May 2, Fri.	STAGE	P&OT	Clinical Affiliation for 1st year Physical and Occupational Therapy students.
<b>APRIL 2003</b>			
Apr. 4, Fri.	LEC	DENT	Last day of lectures for Winter Term for 4th year Dentistry students.
Apr. 7, Mon. to Apr. 25, Fri.	EXAM	DENT	Examination period for 4th year Dentistry students.
Apr. 11, Fri.	LEC	→	Last day of lectures for Winter Term in Agricultural and Environmental Sciences, Arts, Continuing Education, Education (non-blocked courses), Engineering including Architecture, Graduate Studies, Law, Management, Music, Nursing, Physical and Occupational Therapy (2nd and 3rd year), Religious Studies, Social Work, Science.
Apr. 14, Mon. to Apr. 30, Wed.	EXAM	→	Examination period for Winter Term and spanned courses given by Agricultural and Environmental Sciences, Arts, Continuing Education, Education, Engineering including Architecture, Graduate Studies, Law, Management, Music, Nursing, Physical and Occupational Therapy (2nd and 3rd year), Religious Studies, Science, and Social Work. Exams begin earlier (April 7th) for Dentistry students. (no examinations on April 18th and 21st)
Apr. 17, Thurs.	STAGE	D&HN	Last day for NUTR 409, Professional Practice (Stage) in Dietetics Level 3.
Apr. 18, Fri. and Apr. 21, Mon.	HOLIDAY		<b>Easter.</b> No classes or exams. Administrative offices closed. Library hours to be announced.
Apr. 30, Wed.	INFO	D&HN	Orientation for NUTR 208, Professional Practice (Stage) in Dietetics Level 1 (mid-summer placements).
<b>MAY 2003</b>			
May 1, Thurs. and May 2, Fri.	DEF/SUPP	→	Deferred and supplemental examinations in Fall Term courses in Arts, Education, Nursing, Physical and Occupational Therapy, Religious Studies, Science, and Social Work.
	SUPP	P&OT	Supplemental examinations for Physical and Occupational Therapy students.

DATE	ACTIVITY CODE	FACULTY/SCHOOL	ACTIVITY
May 2, Fri.	STAGE	D&HN	Orientation for NUTR 311, Professional Practice (Stage) in Dietetics Level 2B; placements begin May 5, Monday.
May 5, Mon.	LEC	P&OT	Classes reconvene for 1st year Physical and Occupational Therapy students - Integration Block.
May 14, Wed.	DEF	→	Application deadline for deferred examinations for Winter Term and spanned courses from the Winter Term 2003 in Arts (including School of Social Work), Education and Science.
May 19, Mon.	HOLIDAY		<b>Victoria Day.</b> (Classes cancelled). Administrative offices closed.
May 23, Fri.	LEC	P&OT	End of Integration Block lectures for 1st year Physical and Occupational Therapy students.
May 26, Mon. to May 30, Fri.	EXAM	P&OT	Examination period for 1st year Physical and Occupational Therapy students, Integration Block.
May-June-July-Aug.	STAGE	P&OT	Clinical Affiliations for 2nd year Physical and Occupational Therapy students.
<b>JUNE 2003</b>			
TBA	CONV	→	2003 Convocations
June 2, Mon	IFT	→	Agricultural and Environmental Sciences, Arts, Education, Engineering, Management, Nursing and Science application deadline for Fall Term 2002 inter-faculty transfers.
June 20, Fri.	LEC/EXAM	DENT/ MED	Last day of lectures (including examinations) for 1st and 3rd year Dentistry students and 1st year Medicine students.
	STAGE	D&HN	Last day for NUTR 311, Professional Practice (Stage) in Dietetics Level 2B.
June 24, Tues.	HOLIDAY		<b>La fête nationale du Québec.</b> Classes cancelled. Libraries and administrative offices closed.
<b>JULY 2003</b>			
July 1, Tues.	HOLIDAY		<b>Canada Day.</b> Classes cancelled. Libraries and administrative offices closed.
July 2, Wed.	STAGE	D&HN	Placements begin for NUTR 209, Professional Practice (Stage) in Dietetics Level 1.
July 4, Fri.	LEC/ EXAM	DENT	Last day of lectures (including examinations) for 2nd year Dentistry students.
July 14, Mon.	SUPP	→	Application deadline for supplemental examinations in Winter Term courses and spanned from the Winter Term 2003 for Arts, Education, Nursing, Religious Studies, Science, and Social Work (supplemental exams not available for Agricultural and Environmental Sciences, Engineering or Management courses).
<b>AUGUST 2003</b>			
Aug. 27, Wed. & Aug. 28, Thurs.	DEF/SUPP	→	Deferred and supplemental examinations in Winter Term and Span courses that start in the Winter term in Arts, Education, Nursing, Physical and Occupational Therapy, Religious Studies, Science, and Social Work.

## 2 General Information

### 2.1 Admission

Admission requirements and applications procedures are outlined in the individual faculty and school sections.

### 2.2 Language Policy

The language of instruction at McGill is English. Some courses are offered in French. Every student has a right to write essays, examinations and theses in English or in French except in courses where knowledge of a language is one of the objects of the course.

It is recommended that students who lack proficiency in English avail themselves of the opportunity to take an intensive English as a second language course prior to, or early in, their program of studies. Additional information can be found in the *Summer Studies* and *Continuing Education Calendars*, and in the Faculty of Arts section of the *Undergraduate Programs Calendar*.

### 2.3 Proof of Proficiency in English

Applicants are not required to submit proof of proficiency in English if they meet one of the following conditions: their mother tongue/first language is English; or they have completed both Secondary V and a Diploma of Collegial Studies in Quebec; or they have studied for five or more years in an institution where English is the primary language of instruction.

**All other applicants must demonstrate proficiency in English, using one of the following four options:**

#### Test of English as a Foreign Language (TOEFL)

with a minimum score of 550 on the paper-based test or 213 on the computer-based test. Some programs require higher scores.

#### University of Michigan English Language Test

with a minimum mark of 85%.

#### International English Language Testing Systems (IELTS)

with a minimum band score of 6.5.

#### McGill Certificate of Proficiency in English.

For further information contact the Department of Languages and Translation, Centre for Continuing Education, 688 Sherbrooke Street West, Montreal, Quebec, H3A 3R1. Telephone (514) 398-6160. Email: [info@conted.lan.mcgill.ca](mailto:info@conted.lan.mcgill.ca)

### 2.4 Language Requirements for Professions

Quebec law requires that candidates seeking admission to provincially-recognized professional corporations must possess a working knowledge of the French language, that is, be able to communicate verbally and in writing in that language.

To demonstrate this capability, candidates will be required to pass an examination set by the Office de la langue française, unless they can show that three years of full-time instruction in a French post-primary school have been completed. Candidates who have completed their secondary education in Quebec in 1986 or later and have received their certificate from secondary school are exempt from writing the examination. The professional corpo-

ration will require this certificate, proof of attendance or of successful completion of the Office examination.

The examination may be attempted by registered students during the two years prior to the date they receive a degree giving access to a professional corporation. Application forms for sitting the exam while still a student may be obtained from the Admissions, Recruitment and Registrar's Office. Priority will be given to those closest to graduation. Examinations take place every three months and may be attempted an unlimited number of times.

More information may be obtained from the Office de la langue française, 125 Sherbrooke Street West, Montréal, Québec, H2X 1X4. Telephone (514) 873-4833.

Students who need to acquire a functional level of proficiency in French may 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; email: [info@conted.lan.mcgill.ca](mailto:info@conted.lan.mcgill.ca).

## 2.5 Immigration Information

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.

A pamphlet which describes Canadian immigration regulations in detail, and which contains notes and guidance for students from other countries, is available from all Canadian embassies, consular offices and immigration offices.

In addition, the International Student Adviser prepares a detailed handbook for international students which is sent to all accepted applicants and is available on the Web.

For further information, please contact International Student Services, Brown Student Services Building, 3600 McTavish Street, Suite 3215, Montreal, QC H3A 1Y2  
Telephone: (514) 398-4349

Website: <http://www.mcgill.ca/stuserv>

Email: [international.students@mcgill.ca](mailto:international.students@mcgill.ca)

## 2.6 Vaccination Requirements

A COMPULSORY Immunization program exists at McGill for students in the health professions. The McGill University Teaching Hospitals require the immunizations listed below before students are allowed to enter the first year of the programs. The immunizations should be completed well before commencement of the school year. Proof of immunity must be written and signed by either a nurse or a physician and include the following:

- 1) Proof of primary series vaccinations for Diphtheria, Tetanus and Polio. This must include the dates for each vaccination.
- 2) Proof of Diphtheria, Tetanus, and Polio (Salk) vaccination boosters within the last 10 years.
- 3) Proof of live Measles, Mumps and Rubella vaccination received after 12 months of age and proof of a second measles vaccination.
- 4) Proof of a TWO step PPD skin test for Tuberculosis (within the last 12 months).
- 5) Hepatitis B vaccination is required for Dentistry, Nursing, Medicine, Occupational Therapy, Physical Therapy, and Speech Pathology students.
- 6) Documentation of varicella or of an antibody titre.

THERE ARE NO EXCEPTIONS TO THESE REQUIREMENTS.

Student Health Services operates during the summer. Students are advised to complete their immunizations early, otherwise their entry into the teaching hospitals may be delayed.

## 2.7 Health Insurance – Canadian Residents

Canadian students from outside the province of Quebec should check with their own provincial medicare office to ensure validity of their health coverage while studying at McGill.

## 2.8 Health Insurance – International Students

By Senate regulation, all students, as well as their accompanying dependents, who do not have Canadian citizenship or Permanent Resident status must participate in a compulsory health insurance plan administered by the University. When registering by Minerva, students will be directed to the International Student Services webpage for enrolment procedures and details. Please refer to the Fees Section for information concerning rates.

Students registering for the first time in September (January) should note that Maternity Benefits for pregnancies which commenced prior to July 15th (November 15th) are not covered by the University's health insurance plan.

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](mailto:international.health@mcgill.ca)

## 2.9 Minerva and DAS

**Minerva** is McGill's new web-based information system serving students, staff and faculty. Service, initially available in English only, will be offered in both French and English by fall 2002.

Students register and make course changes using Minerva, <http://www.mcgill.ca/minerva-students>.

Students can also update their own personal information such as addresses, and emergency contacts, and make minor corrections (adding accents, changing upper/lower case letters) to their legal name.

Class schedules, including course descriptions and spaces available in course sections, are accessible on Minerva.

Students can view their marks and fee information on Minerva as of August 2002. Mark information pertaining to the Summer term and previous terms will continue to be displayed on SATURN (<http://www.is.mcgill.ca/students>) throughout the fall.

**DAS** (McGill's Dial-up Access Services). All new McGill students have a DAS username assigned to them when they are accepted. This allows access via modem to many of the University's computer systems, including Minerva-student and McGill's other web pages, email and Internet access. DAS is administered by Network and Communications Services, see [page 13](#). (Note: charges for DAS usage do not apply when accessing McGill's systems and email from Campus. However, lab fees may apply.)

## 3 Facilities

### 3.1 Buildings

#### McIntyre Medical Sciences Building

3655 Promenade Sir-William-Osler, Montreal, QC H3G 1Y6  
This 15-storey building, completed in 1965, contains the administrative offices of the Faculty of Medicine and the Health Sciences Library, the Osler Library of the History of Medicine, the Departments of Biochemistry, Social Studies of Medicine, Pharmacology and Therapeutics, Physiology, the Animal Resources Centre and a number of special research units.

#### Strathcona Anatomy and Dentistry Building

3640 University Street, Montreal, QC H3A 2B2  
This building, opened in 1911, houses the administrative offices of the Faculty of Dentistry and the Department of Anatomy and Cell Biology.

#### Duff Medical Sciences Building

3775 University Street, Montreal, QC H3A 2B4  
Opened for use in 1924, the building is situated on the northeast

corner of University Street and Pine Avenue. It is occupied by the Biomedical Engineering Unit, the Departments of Microbiology and Immunology, and Pathology and the Sheldon Biotechnology Centre.

#### Research and Training Building

1033 Pine Avenue West, Montreal, QC H3A 1A1  
In 1943 a large building and site were donated as a basis for the development of an Institute of Psychiatry. The building was reconstructed to permit the establishment of a 50-bed unit, together with extensive research laboratories, and opened in 1944.

In 1946 the first day-hospital in the world was opened at the Institute and in 1953 a 50-bed wing was added. In 1985, another wing, housing in-patient services, psychology and occupational therapy, was added.

The Research and Training Building of the Department of Psychiatry was built by McGill University in 1963, providing an extensive and modern research facility.

#### Donner Building

740 Doctor Penfield Avenue, Montreal, QC H3A 1A4  
The Donner Building for Medical Research, adjacent to the Strathcona Anatomy and Dentistry Building, was completed in 1948 through the generosity of the late William D. Donner of Philadelphia.

#### Lady Meredith House

1110 Pine Avenue West, Montreal, QC H3A 1A3  
This building currently houses the Respiratory Epidemiology Unit, Experimental Medicine, and Medical Education.

#### Charles Meredith House

1130 Pine Avenue West, Montreal, QC H3A 1A3  
This elegant building, built for Charles Meredith, houses the offices and teaching rooms of Occupational Health and the Biomedical Mass Spectrometry Unit.

#### Purvis Hall

1020 Pine Avenue West, Montreal, QC H3A 1A2  
Purvis Hall is situated at the corner of Peel and Pine. The Department of Epidemiology and Biostatistics occupies the entire building.

#### Beatty Hall

1266 Pine Avenue West, Montreal, QC H3A 1A8  
Built in 1912, this heritage building was designed by Hogle and Davis architectural firm. In 1946 it was acquired by McGill and currently houses the School of Communication Sciences and Disorders.

#### Davis House

3654 Promenade Sir-William-Osler, Montreal, QC H3G 1Y5  
Built in 1909 for contractor James T. Davis, this heritage building, designed by architects Edward and W.S. Maxwell, houses teaching and research facilities of the School of Physical and Occupational Therapy.

#### Hosmer House

3630 Promenade Sir-William-Osler, Montreal, QC H3G 1Y5  
Built in 1901, for Ogilvie Flour Mill founder Charles Hosmer, this heritage building and its coach house, designed by architect Edward Maxwell, houses teaching and research facilities of the School of Physical and Occupational Therapy.

#### Wilson Hall

3506 University Street, Montreal, QC H3A 2A7  
The School of Nursing shares this main campus building with the School of Social Work.

## 3.2 Hospitals

### McGILL UNIVERSITY TEACHING HOSPITALS

The teaching hospital network of McGill University is an integral part of the research, teaching, and clinical activities of the Faculty of Medicine. By agreement and tradition, the administration, medical staff, and scientific personnel of these institutions are closely integrated with McGill University and form the basis for the clinical departments of the Faculty of Medicine:

### McGill University Health Centre (MUHC) / Centre Hospitalier Universitaire

The MUHC is a new institution created by the merger and integration of four of the teaching hospitals of the Faculty of Medicine. The MUHC is one of the five Centres Hospitaliers Universitaires recognized by the Ministry of Health of the Province of Quebec and is the primary site for the teaching programs of the University. The activities of the MUHC are carried out at the following four locations:

**The Royal Victoria Hospital** is situated on 35 acres of land bordered by Pine Avenue and University Street. Its complex of seven pavilions houses a bed complement of 584. The hospital has annual in-patient admissions of over 18,000 and ambulatory services visits (out-patients, emergency day surgery and day care, etc.) of over 350,000. It provides teaching programs for medical students as well as students of the other health professions.

The Royal Victoria Hospital opened in 1894. Over the years it has expanded its physical complex to accommodate its clinical, teaching and research activities. The Allan Memorial Institute became the hospital's Department of Psychiatry in the 1940s. The hospital established a Research Institute in 1981 in order to coordinate what is one of the largest hospital-based research programs in the country.

In 1994, the Montreal Chest Hospital Centre, a 94-bed institution specializing in the treatment of respiratory diseases, integrated with the Royal Victoria, becoming the Montreal Chest Institute of the Royal Victoria Hospital.

**The Montreal General Hospital** has 406 licensed beds. In a typical year, there are approximately 11,000 admissions and 315,000 consultations in the Emergency and Out-patient Departments. The Montreal General was founded in 1821 and its record in clinical teaching is one of the longest in North America. Students were first received in 1823, in what was the first medical school in Canada. This school agreed to form the Faculty of Medicine in 1829.

The present hospital building was opened in 1955. In addition, a research centre was opened on hospital grounds in 1973, and now has 100,000 square feet of space.

**The Montreal Children's Hospital**, located on Tupper Street, near the Atwater Metro Station, has 180 beds and, in a typical year, admits approximately 8,000 patients. The Ambulatory Services have over 180,000 visits, 70,000 of which are through the Emergency Room and over 100,000 in the clinics. The hospital has a provincial mandate for several tertiary care programs including newborn intensive care and surgery, major pediatric trauma, extra-corporeal membrane oxygenation, and organ transplantation, among others. The hospital also provides pediatric and technical services to Baffin Island.

An active teaching program is maintained for the medical students and for residents and fellows. There are also teaching programs for nursing students and other health professionals. The McGill University-Montreal Children's Hospital Research Institute pursues research and postgraduate education in many areas, all related in some way to diseases and problems encountered in the period of life from the fetus through adolescence.

**The Montreal Neurological Institute and Hospital** are housed in an eight-story building, adjacent to the Pathology Building and the Royal Victoria Hospital. The Institute opened in 1934 and as the cornerstone states is "Dedicated to relief of sickness and pain and to the study of Neurology". The McConnell Wing was opened in 1953, doubling both the clinical and laboratory space. A nine-story addition, the Penfield Pavilion, was opened in 1978. The Webster Pavilion, completed in 1984, centralizes brain imaging resources, provides laboratory spaces, and includes a 350-seat amphitheatre.



**Sir Mortimer B. Davis – Jewish General Hospital**

3755 Côte Ste-Catherine, Montreal, QC H3T 1E2

The Sir Mortimer B. Davis – Jewish General Hospital has 637 beds and admits approximately 21,700 patients per year. The hospital has earned a reputation for excellence in many specialties: the Department of Oncology has an active clinical research program which includes Experimental Pharmacology; the Department of Family Medicine is recognized for the quality of its training program; the Geriatrics Division includes a Memory Clinic which studies and cares for Alzheimer's patients; the Obstetrics service oversees approximately 3,500 births per year and is designated as a provincial high risk referral centre; the Neonatology service has set international records for high survival rates, with good quality of life, of low birthweight infants. The hospital has a comprehensive Cardiology service and Cardiac Surgery program. The Emergency Department, one of the busiest in Montreal, has an extensive teaching and research program. The Institute of Community and Family Psychiatry offers a wide range of outpatient services for adults, adolescents and families, as well as a broadly based research program in the psychosocial aspects of illness. Basic research in many fields is carried out in the hospital's Lady Davis Institute for Medical Research. This includes the McGill AIDS Centre, the Bloomfield Centre for Research on Aging, the Molecular Oncology Research Group, and research programs in genetics, perinatology, cardiac and pulmonary disease, and endocrinology. The Jewish General Hospital Centre for Epidemiology and Community Studies is essential to the hospital's clinical research program. Teaching residents and medical students is a priority for the hospital's large geographic full-time staff.

**St. Mary's Hospital Centre**

3830 Lacombe Avenue, Montreal, QC H3T 1M5

St. Mary's is an acute care specialized hospital with 316 adult beds and 65 bassinets. About 3,600 babies are delivered annually at the Hospital. There is a progressive and active Family Medicine Centre recognized for its teaching. The Emergency Department is very busy and supervised by a staff physician 24 hours per day. The Hospital also provides numerous highly specialized services such as renal dialysis, oncology, organized geriatric and psychogeriatric, nuclear medicine and C.T. scanning services. There are approximately 49,000 out-patient clinic visits, 5,000 procedures through the surgical day center, and over 15,000 patient admissions and 119,00 ambulatory care visits annually. The Hospital is noted for its devotion to patients, motivation to the achievement of excellence, and good spirit and relationships among all staff.

**SPECIALTY TEACHING HOSPITAL****Douglas Hospital**

6875 LaSalle Boulevard, Verdun, QC H4H 1R3

The Douglas Hospital is a McGill-affiliated teaching and research centre for the specialized care of mental illness. The only English psychiatric hospital in the province of Quebec, it is part of an integrated network in cooperation with various departments of psychiatry of general hospitals. Short and long term hospitalization in addition to out-patient services are offered in specialized and ultraspecialized settings to children and persons of all ages. There are 288 beds. Patients, who are treated in the least restrictive manner possible, are offered a vast gamut of services. Services are organized in five programs: the Community Psychiatric Centre, the Child and Adolescent Services, the Specialized Treatment and Rehabilitation Program, the Psychogeriatric Program, and the Newman Rehabilitation Centre.

The Hospital offers training to residents in psychiatry, medical and paramedical students in many disciplines. It is a member of the World Federation for Mental Health and the World Association for Psychosocial Rehabilitation, and was designated as the Montreal World Health Organization Collaborating Centre for Training and Research in Mental Health in 1982. The Hospital's Research Centre is a world renowned facility contributing to biopsychosocial as well as clinical research and offering training to researchers from around the world.

**HOSPITALS AFFILIATED WITH MCGILL UNIVERSITY**

The following hospitals have been approved by, and have contracted with, McGill University for participation in teaching and research in one or more departments and services:

**Centre Hospitalier de Vallées de l'Outaouais**  
Gatineau, and Hull, QC

**Jewish Rehabilitation Hospital**  
3205 Place Alton Goldbloom, Laval, QC H7V 1R2

**LaSalle General Hospital**  
8585 Terrasse Champlain, LaSalle, QC H8P 1C1

**Maimonides Hospital Geriatric Centre**  
5795 Ave. Caldwell, Montreal, QC H4W 1W3

**Shriners Hospital For Crippled Children**  
1529 Cedar Avenue, Montreal, QC H3G 1A6

**3.3 Clinical Facilities for Dentistry**

The McGill University McCall Dental Clinic is located in the Montreal General Hospital.

At the Clinic, Third and Fourth year students in the undergraduate program are taught under the guidance of the dental staff to carry out all phases of clinical dentistry and related laboratory procedures. They attend this clinic daily except for such time as may be taken up by lectures or other University work.

The Montreal General Hospital offers the facilities of all departments in the hospital and allows the students to observe a wide variety of interesting and unusual cases under treatment.

**3.4 Clinical Facilities for Human Nutrition**

The Mary Emily Clinical Nutritional Research Unit is located on 7 Maple in Sainte-Anne-de-Bellevue.

The Unit was developed with the objective to create a facility dedicated to inpatient human nutrition experimentation using precisely controlled diets. The Unit is housed in a detached 5,000 sq. ft. building located at the perimeter of the Macdonald Campus with easy access to the community at large. This Unit is capable of supporting 12 research subjects on an inpatient basis. The facility is unique in Canada, in that it allows strict, in-house monitoring and testing of research subjects over prolonged periods while they consume diets prepared in-house. The upper two levels of the facility contain dormitory and living areas, the latter include weight room, studying and leisure areas. On the lower main level are kitchen, dining and clinical testing areas. A community interface office and sensory evaluation laboratory are also under development. The Unit is a self-supporting initiative which is available for use by external researchers. For further information regarding collaborative or independent extramural research interests, contact the Director of the School of Dietetics and Human Nutrition.

**3.5 Research Centres****Artificial Cells and Organs Research Centre**

3655 Promenade Sir-William-Osler, Montreal, QC H3G 1Y6  
Website: <http://www.artcell.mcgill.ca/> Fax: (514) 398-4983

This Centre concentrates on interdisciplinary research on the application of artificial cells in medicine and biotechnology. The present research emphasis is on artificial cells, enzyme replacement therapy, biotechnology, modified hemoglobin and encapsulated hemoglobin as red blood cell substitutes in transfusion and other applications, biomaterials, artificial kidney: tissue engineering, enzyme engineering, artificial liver, control drug delivery systems, bioencapsulation of enzymes, cells, microorganisms, and organelles. The members of this Centre come from different specialties in McGill ranging from the basic science Departments of Physiology, Chemistry, Chemical Engineering and Biomedical Engineering to clinical divisions in the McGill teaching hospitals. The Centre Office is in the McIntyre Medical Sciences Building.

**Biomedical Ethics Unit**

3647 Peel Street, Montreal, QC H3A 1X1  
Telephone: (514) 398-6980. Fax: (514) 398-8349

One of the responsibilities of this Unit, established in the Faculty of Medicine in June 1996, is that of providing and coordinating undergraduate and graduate teaching in bioethics and health law. This includes courses and electives for medical students; in-hospital courses, lectures and rounds for residents and those in allied health disciplines; participation in faculty development workshops and conferences. This Unit also administers the Bioethics Master's Program, and provides the core bioethics courses and supervision of theses, in collaboration with the Faculties of Medicine, Law, and Religious Studies, and the Department of Philosophy. Master's students from all those disciplines are eligible for this Master's Degree with a specialization in bioethics. It is an interdisciplinary academic program that emphasizes both the conceptual and the practical aspects of bioethics and ordinarily takes two years to complete. The Unit provides and coordinates clinical ethics services for the McGill teaching and affiliated hospitals. This service includes the provision of in-hospital clinical ethicists from the Unit who provide ethics consults as well as chair or co-chair the Clinical Ethics Committees and serve on the Research Ethics Committees. Members of the Unit are active in a variety of interdisciplinary research areas from the perspectives of bioethics and health law. Current areas of research include clinical trials, genetics, ethics-law interaction, psychiatric ethics, ethics and culture. The Unit has seminars open to McGill faculty and students and the public on a variety of contemporary bioethics issues. Unit members and research associates actively collaborate with members of various McGill faculties and units as well as nationally and internationally in research, teaching and clinical activities. There are currently five academic members located on a full-time basis in the Unit offices, representing the disciplines of philosophy, religious studies, medicine and law. The current director of the Unit is Edward W. Keyserlingk, LL.M., Ph.D. Email: keyser\_e@falaw.lan.mcgill.ca

**Centre for the Study of Host Resistance**

Montreal General Hospital, 1650 Cedar Avenue, Room A6149,  
Montreal, QC H3G 1A4

The Centre brings together the major disciplines responsible for carrying out research in the field of Host Resistance. The mechanisms underlying both genetically-determined and acquired resistance to environmental stimuli which represent a threat to the host integrity and which can lead to the development of a broad range of abnormalities are studied. Rational approaches towards the identification of susceptible individuals and the prevention and correction of their genetically-determined or acquired defects are explored. Centre faculty specialize in research and in providing graduate and postgraduate training in the following fields: Genetic Epidemiology, Genomics, Molecular Immunology and Cell Biology, and Immunoparasitology. The efforts of the Centre have been recognized in the National Centres of Excellence, in which the Centre is a principal domain in the Network entitled: "Genetic Basis for Human Disease".

**Centre for Translational Research in Cancer**

Sir Mortimer B. Davis – Jewish General Hospital  
3755 Côte Ste-Catherine, Room D127, Montreal, QC H3T 1E2

The aim of the Centre is to facilitate the translation of the exciting novel findings made in fundamental laboratories into testable hypotheses for evaluation in clinical trials in oncology. There are currently extremely high quality clinical research activities at McGill, and the fundamental investigations of cancer biology by McGill scientists are recognized worldwide. The Centre provides the infrastructure to bring these investigators together in order to synergize their efforts at generating novel and promising translational research. This provides a structured focus for these activities and will accelerate the testing of potential benefits derived from scientific discovery.

The Centre provides core functions to enhance translational research, including a Tissue Bank, Clinical Research Unit, and a Molecular Modeling Program. The unique interaction of clinician-

scientists and Ph.D. researchers provides an important strength to novel therapeutic development programs. There is significant interaction with biotechnology and the pharmaceutical industry.

The Centre provides a high quality environment for training clinician-scientists in cancer research. The trainees include both graduate students (Experimental Medicine, Pharmacology and Therapeutics, Pathology) as well as Ph.D. and M.D. scientists interested in postdoctoral experience in working specifically on clinically oriented or relevant models or problems.

**Department of Human Genetics**

1205 Doctor Penfield Avenue, Montreal, QC H3A 1B1

The Department provides a corporate base for human and medical geneticists working at McGill University and in the research laboratories of its teaching hospitals. Its purpose is to coordinate teaching in human/medical genetics, encourage teaching and consultative programs in areas where genetics is underrepresented, foster communication and collaboration between genetics units and promote the progress of research in genetics and its application to health care. Current research interests include: mammalian gene structure/regulation; oncogenetics; biochemical/molecular genetics of various inborn errors of metabolism; genetic screening, counselling and therapy; application of recombinant DNA technologies to human genetic epidemiology. The Department Office is in the Stewart Biological Sciences Building.

**McGill AIDS Centre**

Lady Davis Institute, Jewish General Hospital,  
3755 Cote St. Catherine, Room 318, Montreal, QC H3T 1E2

The McGill AIDS Centre coordinates, facilitates and promotes teaching, research and treatment activities, relating to HIV infection and AIDS, at McGill University and its affiliated teaching hospitals. McGill University has been among the foremost institutions in Canada to study and treat HIV infection and AIDS. McGill scientists, researchers, and clinicians have carried out work in every area of this health problem. The Centre firmly believes that the study and treatment of HIV infection and AIDS must be interdisciplinary, and thus the fields of medical science and social science must complement each other. The Centre enhances this work by helping researchers, scientists and clinicians at McGill to carry out the complex research that is needed to understand, prevent and treat HIV infection. Educational and training activities will be augmented to ensure there is sufficient manpower for the growing HIV epidemic. The care and treatment of persons who are infected with HIV or who have developed AIDS will be enhanced through coordination of these activities at McGill hospitals and clinics. Further the Centre will provide a forum for the input and participation by people with HIV infection or with AIDS in this research, teaching, and care.

**McGill Cancer Centre**

3655 Promenade Sir-William-Osler, Room 701,  
Montreal, QC H3G 1Y6

The purpose of the McGill Cancer Centre is to carry out basic research on the cancer problem which, along with knowledge of the latest developments worldwide in the cancer field, can in some cases be used to develop clinical trials involving rational, novel approaches leading to improved diagnosis and treatment. Research projects include the molecular biology and molecular genetics of cancer-related cell surface alterations, the cell biology and molecular genetics of cellular differentiation and its aberration in malignancy, and the molecular biology of the initiation of DNA replication in normal and malignant cells. Associate members involved in both basic and clinical cancer research interact regularly with a core of investigators housed in the Centre itself. The Centre office is in the McIntyre Medical Sciences Building.

**McGill Centre for Studies in Aging**

Douglas Hospital, 6825 LaSalle Boulevard,  
Verdun, QC H4H 1R3

The specific goals of the Centre are: i) to bring together investigators in the basic sciences, the clinical sciences, the social sciences, and other disciplines, to create a greater knowledge base

for understanding of the aging process; ii) to serve as a focus for education and training of those individuals concerned with the elderly; iii) to transfer the newly created knowledge to those institutions and organizations actually giving service and care to the aged; and iv) to identify those parts of the aging process which are preventable or capable of being modified, to assist the individual aged person in coping with the problems of being elderly and ultimately, through those processes, to benefit mankind.

#### **McGill Nutrition and Food Science Centre**

Royal Victoria Hospital, 687 Pine Avenue West,  
Montreal, QC H3A 1A1

Established in 1982 in recognition of the increasing importance of nutrition in clinical medicine, the Centre has a four-fold function. The first is the development and integration of research at the basic and clinical level, involving investigators at the Crabtree Laboratory of the Centre at the Royal Victoria Hospital, and at other locations in the University, and to encourage existing faculty to interact in nutrition-related investigations. The second function is the provision of opportunities for graduates in medicine, nutrition and other disciplines to do graduate and postdoctoral research in the laboratories of full-time and associate members. The third is to provide contemporary nutrition teaching at the relevant levels of the medical curriculum, during residency training and thereafter. The Centre is committed to providing reliable information to the public on nutrition-related matters. Finally, nutrition consulting activities in the clinical setting are supported and further developed. The Centre is administratively related to the Faculties of Medicine and the School of Dietetics and Human Nutrition.

### **3.6 Libraries**

All of the McGill University libraries are available to health sciences users but three of them are likely to be of particular interest. These are the Health Sciences Library and the Osler Library of the History of Medicine, both situated in the McIntyre Medical Sciences Building and the Macdonald Campus Library – which is a primary resource for Dietetics and Human Nutrition users.

#### **Health Sciences Library**

*David S. Crawford, Director*

The Health Sciences Library was founded in 1823, making it the oldest health sciences library in Canada. The library contains about 250,000 volumes and it receives about 1000 current print journal titles. In addition to print, the library licenses access to a variety of electronic resources, including over 800 journals. Access to licensed electronic resources is available to all McGill faculty, staff and students.

The library is a major resource for teaching, research and clinical care in communication sciences and disorders, dentistry, medicine and physical and occupational therapy. The library is noted for its strong retrospective collection of books and journals. Information on the library collections and services can be found at <http://www.health.library.mcgill.ca>.

The library is open to all who need to use its collections. Borrowing privileges are extended to all McGill faculty, staff and students. The library's hours vary throughout the year and are available on the web site noted above or by telephoning (524) 398-4475. It should be noted that only holders of valid McGill ID cards can access the library during weekend or evening hours.

#### **Osler Library of the History of Medicine**

The Osler Library of the History of Medicine, which opened in 1929, is physically and intellectually connected to the Health Sciences Library. The library has as its nucleus the 8,000 volumes willed to McGill University in 1919 by Sir William Osler (one of its most famous pupils and teachers). The collection now totals over 55,000 volumes as Sir William's original gift has been augmented by transfers from the Health Sciences Library, by other gifts and bequests and by an active purchasing program. The library is supported by a Friends group, publishes a Newsletter, available at the web site noted above and offers an annual research fellowship.

The Osler Library is open to all who wish to consult its collections and current material is available for loan. Borrowing privileges are extended to all McGill faculty, staff and students. The library is open only on weekdays from 9:00 to 5:00 and in July and August is also closed on Fridays.

### **3.7 University Computing Facilities**

Network and Communication Services (NCS) provides access to the Internet, email and McGill's central computer systems via the Campus network and dialup. Related services offered by NCS are: consultation, workshops, documentation, software packages, and site licences.

NCS makes available computer access codes and dial-up access (DAS) usernames that allow students access to email, the Internet, McGill's on-line library catalogue (MUSE), databases on CD-ROM and to the McGill Gateway, <http://www.mcgill.ca>.

All new undergraduate McGill students have a DAS username assigned to them when they are accepted, and enabled upon their registration. This individualized username and information regarding DAS is included with the student's letter of acceptance.

Each fall and winter term begins with a series of free workshops to orient new student to McGill's information technology environment, and to facilities and tools for Internet access. These are repeated frequently during the orientation period. Year-round, NCS offers short computing and non-credit technology workshops. Workshop schedules are available at <http://www.mcgill.ca/ncs/services/workshops>.

Most NCS computer services are located on the second floor of Burnside Hall. For more information concerning NCS services, refer to the NCS Website, <http://www.mcgill.ca/ncs>.

NCS Help Desk: (514) 398-3700 . . . . . [help@mcgill.ca](mailto:help@mcgill.ca)  
Operations (24-hours): (514) 398-3699 . . . . . [opsupv.ncs@mcgill.ca](mailto:opsupv.ncs@mcgill.ca)  
General Information: (514) 398-3700 . . . . . [rcpt.ncs@mcgill.ca](mailto:rcpt.ncs@mcgill.ca)

**Computer Labs** are provided by many departments and faculties for students in their programs. A list of these and the software available in them can be found on the Web, <http://www.mcgill.ca/labs>. Contact the unit directly for information concerning facilities and accessibility.

## **4 Academic Policies and Information**

The information contained in this section applies to the University in general, students are advised to consult the appropriate faculty or school section for academic policies and regulations specific to their programs.

### **4.1 Legal Name**

McGill requires all students to register under their legal name as shown in one of the following documents:

1. Court order approving a legal change;
2. Canadian or International Passport (for Canadians: a Canadian Citizenship card is also acceptable);
3. Canadian Immigration Record of Landing (IMM1000);
4. Birth or Baptismal Certificate;
5. Canadian Immigration Student Authorization document;
6. Certificate of Acceptance of Quebec (CAQ);
7. Letter from Consulate or Attestation by a Commissioner of Oaths.

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. Students should also note that this name will appear on their diploma or certificate on graduation.

### **4.2 Verification of Name**

Students should verify the accuracy of their name on McGill's student records via Minerva. Beginning mid-June 2002 they will be able to use Minerva to make corrections to the formatting of their name, e.g., upper/lower case letters, accents, and spaces.

Students **cannot change the name** on their record via Minerva. Requests for such changes must be made by presenting official documents in person at the Admissions, Recruitment and Registrar's Office.

#### 4.3 Permanent Code (*code permanent*)

The Ministry of Education of Quebec (MEQ) requires all students attending a Quebec University, for whom the University receives funding from the MEQ, to hold a Permanent Code. Any student who has attended high school or CEGEP in Quebec should already have a Permanent Code issued by the MEQ. This identification number can usually be found at the top right-hand corner of a CEGEP or high school transcript.

Students applying to McGill who already hold a Permanent Code should indicate this number on their application forms.

Newly accepted students who *do not* hold a Permanent Code will receive information in their acceptance package on how to obtain one. For more information on this subject, please refer to the website <http://www.mcgill.ca/students> or contact the office by email, [permcode@mcgill.ca](mailto:permcode@mcgill.ca).

**New students** beginning in September (or January) have until October 15 (or February 15) to submit their Permanent Code Data Form along with the information and/or documents necessary to obtain or verify the Permanent Code.

**Returning students** will be blocked from obtaining transcripts and blocked from using the Registration and Student Records functions on Minerva if they have not provided the information and/or documents necessary to obtain or verify their Permanent Code. Late registration fees which may result will not be waived.

**Failure to provide necessary documents may result in the student being assessed at a higher fee rate, and/or the student's admission to, or registration in, the University being rescinded.**

**Official transcripts will NOT be issued for students registered on or after September 2000 who have failed to provide the information and/or documents necessary to obtain or verify their Permanent Code.**

#### 4.4 Identification (ID) Cards

Students registered at McGill are required to present an ID card when writing examinations and when using libraries, Student Services, etc.

An ID card cannot be issued until at least 48 hours after the student has registered. When requesting their card, students must present two pieces of personal identification as well as their student number.

On the Downtown Campus registered students may obtain an ID card between 09:00 and 17:00, Monday to Friday:

from Monday, August 26 to Friday, September 12 (closed September 2) in Redpath Library Study Room (1st floor), or

from Monday, September 16, at the Admissions, Recruitment and Registrar's Office, James Administration Building, Room 205.

International students who obtain their student ID cards by September 12, will receive their health insurance certificate or confirmation of their exemption status at the same time.

Beginning September 13, in order to receive an ID card, international students must produce a Blue Cross certificate, or proof that the International Student Services has processed their exemption status. Call International Student Services (514- 398-6012) or consult their website, <http://www.mcgill.ca/stuserv/iss/intlstud.htm> for further information.

Students in Dietetics and Human Nutrition should go to the Student Affairs Office, Room 106, Laird Hall, Wednesday, September 4 to Friday, September 13, between 09:00 and 11:30.

Students who do not register for consecutive terms should retain their ID card to avoid having to replace it when they reregister. The Student Identification Card is, however, the property of the Univer-

sity and students withdrawing from all of their courses must attach the Card to the withdrawal form.

Further information may be obtained from the Admissions, Recruitment and Registrar's Office, (514) 398-7248 or from the Student Affairs Office, Macdonald Campus, (514) 398-7928.

#### 4.5 Plagiarism and Cheating

In submitting work in their courses, students should remember that plagiarism and cheating are considered to be extremely serious offenses.

Students who have any doubt as to what might be considered "plagiarism" in preparing an essay or term paper should consult the instructor of the course to obtain appropriate guidelines.

The possession or use of unauthorized materials in any test or examination constitutes cheating. Data generated by the Exam Security Monitoring 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.

The Code of Student Conduct and Disciplinary Procedures includes sections on plagiarism and cheating. The Code is included in the "Student Rights and Responsibilities Handbook", distributed to new students at the Dean of Students' Orientation Session and accessible from <http://www.mcgill.ca/stuserv>. The Code may also be obtained from the Office of the Dean of Students.

Information about issues related to academic integrity can be found at <http://www.mcgill.ca/integrity>.

#### 4.6 Proper Use of Computing Facilities

Students are required to comply with the Code of Conduct for Users of McGill Computing Facilities as approved by the University Senate. The Code is published as a part of the "Student Rights and Responsibilities Handbook" distributed by the Dean of Students and accessible from <http://www.mcgill.ca/stuserv>. The Code is also available at <http://www.mcgill.ca/ncs/policies/code>.

#### 4.7 Course Nomenclature

*Required Course:* Courses absolutely required in a program. All students in that program must take this (these) course(s) unless they are granted exemption(s).

*Complementary Course:* Courses selected from a restricted list, a particular subject area, or a discipline. In some programs, students must include a number of these in order to meet program requirements.

*Elective course:* courses chosen freely (sometimes with advice and approval of the departmental adviser).

#### 4.8 Policy Concerning Access to Records

Statements of account and all other correspondence are sent directly to students who retain full control as to who has access to their records or accounts. (Officers and members of the University staff may also have access to relevant parts of such records for recognized and legitimate use.) No progress report or any other information is sent to parents and/or sponsors unless specifically requested by the student in writing.

In accordance with the Act Respecting Access to Documents held by Public Bodies and the Protection of Personal Information, personal information, including transcripts of academic records, may be released only with the signed authorization of the student. Notwithstanding the above, the University will, upon request, release certain personal information to the bodies listed below, unless students complete and submit an opposition form which can be obtained from the Admissions, Recruitment and Registrar's Office:

- the Student Associations recognized by McGill University;
- the McGill Alumni Association;
- the school(s) or college(s) which the student attended;

- the appropriate authorities involved with the external or internal funding of fees;
- professional bodies or corporations (e.g., engineers, dentists)
- the Association of Universities and Colleges of Canada;
- the Conférence des recteurs et des principaux des universités du Québec.

#### 4.9 Transcript of Academic Record

Certified transcript(s) of a student's academic record may be obtained by applying to the Admissions, Recruitment and Registrar's Office, James Administration Building (or the Student Affairs Office, Macdonald Campus for students registered in the Faculty of Agricultural and Environmental Sciences). Transcripts are NOT available from faculty offices.

The University will issue only complete transcripts recording all work attempted and results obtained in any and all programs. In no circumstances will partial transcripts be issued.

**Official transcripts will NOT be issued for students registered on or after September 2000 who have failed to provide the information and/or documents necessary to obtain or verify their Permanent Code.**

#### 4.10 Course Numbering System

Each McGill course is assigned a unique seven character course "number". The first four characters (Subject Code) refer to the unit offering the course. The three numbers following the Subject Code refer to the course itself, with the first of these indicating the level of the course.

New Subject Codes were implemented in September 2002, replacing the three-number codes which had previously identified the teaching unit. A conversion table of former Teaching Unit Codes to Subject Codes is available on <http://www.mcgill.ca/minerva-students/class/>.

##### 4.10.1 Multi-term Courses (D1/D2, N1/N2, J1/J2/J3)

Most courses at McGill are single term (Fall or Winter or Summer) courses with final grades issued and any credits earned recorded at the end of that term. Single term courses are identified by a seven-character course number as described above.

A unit may, however, decide that the material to be presented cannot be divided into single term courses or it is preferable that the work to be done is carried out over two, or three, terms. Under such circumstances, courses are identified by a two-character extension of the course number. These courses are commonly referred to as "span" or "spanned" courses.

The same course may occur as a single term offering and also as a multi-term offering. The course content and credit weight is equivalent in all modes; the only difference being the scheduling.

**Courses with numbers ending in D1 and D2** are taught in two consecutive terms (most commonly Fall and Winter). Students must register for both the D1 and D2 components. No credit will be given unless both components (D1 and D2) are successfully completed in consecutive terms, e.g., 200209 (Fall) and 200301 (Winter).

**Courses with numbers ending in N1 and N2** are taught in two non-consecutive terms (Winter and Fall). Students must register for both the N1 and N2 components. No credit will be given unless both components (N1 and N2) are successfully completed in the same calendar year, e.g., 2003.

**Courses with numbers ending in J1, J2 and J3** are taught over three consecutive terms. Students must register for all three components (J1, J2, J3). No credit will be given unless all three components are successfully completed.

#### IMPORTANT CONDITIONS FOR MULTI-TERM COURSES:

1. **Students must be registered for each component of the multi-term course. Students must ensure that they are registered in each term of the multi-term course.**
2. **Students must successfully complete each component in sequence as set out in the multi-term course. Credit is**

**granted only at the end of the the multi-term course; no credit is given for partial completion.**

#### 4.11 Regulations Concerning Final Examinations

##### Preamble

The objectives of these regulations are:

- 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 courses up to and including the 400 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.
9. Individual faculties may propose variations in these regulations to the Academic Policy and Planning Committee in order to meet their special needs.
10. These regulations, and any variations to them, shall be made known to students by each faculty.

## 5 Student Services

### 5.1 Office of the Dean of Students

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

Telephone:

General Information: (514) 398-8238 or 398-3825

Dean/Associate Dean: (514) 398-4990

Fax: (514) 398-3857.

The Dean and the Associate Dean of Students coordinate all student services at McGill and are available to provide assistance and/or information on almost all aspects of non-academic student life. Concerns of an academic nature will be directed to the proper individual, office or department.

## 5.2 Student Services – Downtown Campus

Unless otherwise indicated, on the Downtown Campus all student services offered by the Office of the Dean of Students are located in the William and Mary Brown Student Services Building, 3600 McTavish Street, Montreal, Quebec H3A 1Y2.

A list of services available is given below, for further information refer to the Student Services Website <http://www.mcgill.ca/stuserv> or the address indicated.

**Athletics:** offers programs in recreational, intercollegiate, instructional, intramural and sports clubs.

Athletics Complex, 475 Pine Avenue West (514) 398-7000  
Email: [athletics@mcgill.ca](mailto:athletics@mcgill.ca)  
Website: <http://www.athletics.mcgill.ca>

**Career and Placement Service (CAPS):** provides a range of services to McGill students, and recent graduates, in the field of student and graduate employment.

Brown Building, Suite 2200 (514) 398-3304  
Email: [careers.caps@mcgill.ca](mailto:careers.caps@mcgill.ca)  
Website: <http://www.caps.mcgill.ca>

**Chaplaincy Service:** concerned with the spiritual and mental well-being of all students.

Brown Building, Suite 4400 (514) 398-4104  
Email: [chaplaincy@mcgill.ca](mailto:chaplaincy@mcgill.ca)

**Counselling Service:** assistance for personal, social, and emotional problems as well as vocational and academic concerns.

Brown Building, Suite 4200 (514) 398-3601  
Email: [counselling.service@mcgill.ca](mailto:counselling.service@mcgill.ca)

**First Peoples' House:** fosters a sense of community for Aboriginal students studying at McGill.

3505 Peel Street (514) 398-3217  
Email: [firstpeopleshouse@mcgill.ca](mailto:firstpeopleshouse@mcgill.ca)

**First-Year Office:** helps ease the transition of first-year students into university life. Coordinates "Discover McGill", a one-day, campus-wide University and Faculty Orientation.

Brown Building, Suite 2100 (514) 398-6913  
Email: [firstyear@mcgill.ca](mailto:firstyear@mcgill.ca)

**Health Service:** provides access to experienced physicians, nurses and health educators who offer health services and information in a confidential atmosphere. Also operates a laboratory offering a wide array of testing, and a dental clinic.

Brown Building, Suite 3300 (514) 398-6017

**International Student Services:** offers support to non-Canadian students with student and immigrant status; runs a Buddy Program and a Drop-in Centre.

Brown Building, Suite 3215 (514) 398-4349  
Email: [international.students@mcgill.ca](mailto:international.students@mcgill.ca)

**Mental Health Service:** a psychiatric clinic which offers easily accessible treatment for mental health problems.

Brown Building, Suite 5500 (514) 398-6019

(A mechanism for assisting students with personal/academic problems has also been established within the Faculty of Dentistry and the Faculty of Medicine.)

**Student (Financial) Aid Office:**

provides assistance in the form of loans, bursaries and work study programs to students requiring financial aid.

Brown Building, Suite 3200 (514) 398-6013 /6014 /6015  
Email: [student.aid@mcgill.ca](mailto:student.aid@mcgill.ca)

**Student Housing (Off-Campus):** maintains computerized lists of available off-campus student housing.

Student Housing Office, 3641 University Street (514) 398-6010  
Website: <http://www.residences.mcgill.ca/offcampus>

**Residences:** offers accommodation for approximately 1700 students.

Student Housing Office (514) 398-6368  
Website: <http://www.residences.mcgill.ca>

McGill has four co-educational residences (Douglas, Gardner, McConnell and Molson Halls) and one women's residence (Royal Victoria College) for undergraduate students, which are located on, or in the immediate vicinity of, the downtown campus. The rates for the regular session (September 1 to April 30) in 2001-02 were \$7,186 for single room and all meals (RVC only), and for room and five-day meal plan \$6,426 (Douglas Hall only), \$5,890 (Gardner, McConnell and Molson Halls). Residents are not accepted on a room-only basis. Fees for a limited number of double rooms (in above mentioned halls) were approximately \$300 less than those quoted above.

Solin Hall, an apartment-style residence located at 3510 avenue Lionel Groulx, a five-minute metro ride from the University, also houses undergraduate students. The rooms in Solin Hall are leased on a 11½ month basis (August 28 to August 11). The rates for a regular single room in 2000-01 were \$5,161.

McGill Residences also administers the M.O.R.E. (McGill's Off-Campus Residence Experience) network. M.O.R.E. includes two large buildings and 13 smaller buildings and houses located within walking distance of main campus. The accommodations (mostly single) vary from building to building and include private, self-contained studio apartments as well as shared facilities whereby each student has her/his own bedroom but shares a common kitchen, washroom and living areas. All rooms and apartments are fully furnished and rent for a period of 11½ months (August 28 to August 11). Rents range from \$340 to \$550 per month and although there is no mandatory meal plan, meal tickets may be purchased for use in any of the Residences cafeterias.

More information can be found on the Web: <http://www.residences.mcgill.ca>. To contact the Residence Admissions Office, email: [housing@residences.lan.mcgill.ca](mailto:housing@residences.lan.mcgill.ca) or telephone (514) 398-6368, fax: (514) 398-2305. The mailing address is 3641 University Street, Montreal, QC H3A 2B3.

**Office for Students with Disabilities:** coordinates services to meet the special needs of students with disabilities.

Burnside Hall, Room 107 (514) 398-6009  
Email: [disabilities.students@mcgill.ca](mailto:disabilities.students@mcgill.ca) TDD: (514) 398-8198  
Website: <http://www.mcgill.ca/stuserv/osd/osd.htm>

**Tutorial Service:** sponsors an extensive tutorial program for students.

Brown Building, Suite 4200 (514) 398-6011  
Email: [tutorial.service@mcgill.ca](mailto:tutorial.service@mcgill.ca)

## 5.3 Student Services – Macdonald Campus

While students who study on Macdonald Campus may make full use of all Student Services available at McGill, the Office of the Dean of Students, in cooperation with the Faculty of Agricultural and Environmental Sciences, offers students direct access to the services listed below.

Further information can be found via the Faculty Website <http://www.mcgill.ca/macdonald/campus/services/students/> and the Student Services Website <http://www.mcgill.ca/stuserv>.

Unless otherwise indicated, Macdonald Campus services are located in the Centennial Centre, Room CC 1-124, 21,111 Lakeshore Road.

Telephone: (514) 398-7992 Fax: (514) 398-7610

**Counselling Services:** a professional counsellor is available twice a week offering counselling for personal, social and emotional concerns as well as for academic and vocational concerns. Appointments are required.

**Health Service:** a referral service is available Monday through Friday. A nurse/health educator is on Campus three times a week and a physician may be seen by appointment on specified dates. Telephone: (514) 398-7565.

**Off-Campus Housing:** the Macdonald Campus service is available from June 1 to August 31 each year.  
Telephone: (514) 398-8139

**Student (Financial) Aid Office:** Information about government loans, McGill loans and bursaries, and the Work Study Program can be obtained at the Centre. During the academic year (September to April) a counsellor visits the campus twice monthly to help students with financial problems.

**Career and Placement Service (CAPS):** this service brings together potential employers and students seeking permanent, summer and part-time career-related work.  
Telephone: (514) 398-7582

**Athletics:** facilities available to Macdonald students are a gymnasium, pool, weight room, an indoor arena, tennis courts, lit playing fields and large expanses of green space. Over 60 programs of varying types – instructional, recreational, intramural and inter-collegiate – are offered.

Stewart Athletic Complex (514) 398-7789  
Website: <http://www.agrenv.mcgill.ca/society/athletic>.

### Residence Facilities – Macdonald

For more than 90 years, residence life has been an integral part of Macdonald Campus activities. Laird Hall, with a capacity of more than 210 students, is arranged on a co-educational basis and provides accommodation for both undergraduate and graduate students. Residents enjoy comfortable rooms, modern kitchens, cosy lounge facilities, and other amenities that help make their residence life a complete and meaningful part of their university experience.

The new EcoResidence, Canada's first ecologically-friendly student residence and recent winner of the prix d'excellence from l'Ordre des architectes du Québec, accommodates 100 students. The EcoResidence is a unique initiative that recycled two buildings and incorporated the newest ecological construction technology. This type of accommodation will appeal to students who enjoy independent living in self-contained apartments of two or six single bedroom units. Each unit is built on a split-level concept with large, airy common living areas and fully equipped kitchens.

Applications for residence and inquiries concerning the residences should be addressed to:

Campus Housing Office,  
P.O. Box 192,  
Macdonald Campus of McGill University  
Sainte-Anne-de-Bellevue, QC H9X 3V9  
Telephone: (514) 398-7716 Fax: 514-398-7953  
Email: [Residences@Macdonald.McGill.ca](mailto:Residences@Macdonald.McGill.ca)  
Website:  
<http://www.mcgill.ca/macdonald/campus/services/residences>

## 5.4 Additional Services for Students

### Bookstore

The McGill University Bookstore stocks new and used textbooks, a full range of books for the academic and professional community, supplies, and McGill insignia items.

3420 McTavish Street  
Telephone (514) 398-7444  
Website: <http://www.mcgill.ca/bookstore>

On Macdonald Campus the Bookstore is located in the Centennial Centre.

### Computer Store

The McGill Computer Store, located on the second floor of the University Bookstore, sells a full range of PC, Macintosh and Unix hardware and software at educational prices. The MCS is authorized to process the Quebec Student Microcomputer Loan for eligible students. (Applications are available from the Student Aid Office in the Brown Student Services Building, or call (514) 398-6013 for more information.)

3420 McTavish Street Telephone: (514) 398-5025  
Website: <http://www.mcgill.ca/mcs> sales.mcs@mcgill.ca

### Day Care

The McGill Community Family Day Care Centres are independently-run centres which can accommodate approximately 100 children, ranging in age from 4 months to 5 years. As placements are limited, especially for certain age groups, early application is suggested. The Centres are located at 3491 Peel Street, Montreal, H3A 1W7, telephone (514) 398-6943.

### Extra-Curricular Activities

There are over 250 activities and clubs which students may join. These include international clubs; religious groups; political clubs; fraternities; communications groups such as Radio McGill, the McGill Tribune, and the McGill Daily; and some 50 miscellaneous groups (e.g. science clubs; literary, theatrical and musical societies; a chess club; and the McGill Outing Club). The University Centre, at 3480 McTavish Street, provides club rooms for these activities in a modern four-storey building with cafeterias, a ballroom, lounges and an experimental theatre. Similar facilities exist on the Macdonald Campus in Harrison House. Activities for graduate students are centred in David Thomson House at 3650 McTavish Street.

### Ombudsperson for Students

At McGill University there is an Ombudsperson for Students, filled on a half-time basis by an academic staff member. The Ombudsperson provides a confidential service that is independent of any university body. The mandate of the Ombudsperson for Students is the impartial resolution of complaints by students who feel their rights have not been respected by some member of the McGill community. The Ombudsperson advises, guides, refers or if necessary intervenes on behalf of students in order to solve problems in an informal way through discussion, negotiation or mediation.

## 6 Fees

**The University reserves the right to make changes without notice in the published scale of fees. (Note: the information in this section was prepared in May 2002.)**

Further information regarding fees can be found on the Student Accounts website, <http://www.mcgill.ca/studentaccounts/>.

**NOTE:** This section relates only to fees for the undergraduate programs listed in this Calendar. Graduate program fee information can be found in the General Information section of the *Graduate and Postdoctoral Studies Calendar*, or obtained from the unit concerned.

### 6.1 Fee Information Booklet

The "Fee Information" booklet, published in June of each year by the Student Accounts Office, contains additional information as well as any fee adjustments which may have been made after the publication of this Calendar. Students are bound by the policies and procedures contained therein. In the event of any discrepancy, the "Fee Information" booklet supersedes the Calendar.

In 2002 a copy of the booklet will be sent to all students. The text of the booklet is also available on the Student Accounts website, <http://www.mcgill.ca/studentaccounts/>

### 6.2 Tuition Fees

The University is proposing to charge the following tuition fees in 2002-03, these vary according to the residence and citizenship status of the student. Quebec's Ministry of Education generally confirms the rates to the University in the spring.

Students in need of financial support should contact the Student Financial Aid Office.

**Quebec Students**

The 2002-03 tuition fees for Quebec students who are Canadian citizens or Permanent Residents are \$55.61 per credit or \$1,668.30 for 30 credits.

In accordance with provincial government requirements, students must provide proof that they qualify for assessment of fees at the Quebec rate; see [section 6.3](#) for details. Note: Students who do not submit appropriate documentation during the term will be billed at the non-Quebec Canadian or the international rate, depending on the documentation submitted.

**Non-Quebec Students (Canadian or Permanent Resident)**

The 2002-03 tuition fees for non-Quebec students who are Canadian citizens or Permanent Residents are \$133.75 per credit or \$4,012.50 for 30 credits.

In accordance with provincial government requirements, students must provide proof that they qualify for assessment of fees at the non-Quebec Canadian rate; see [section 6.3](#) for details. Note: Students who do not submit appropriate documentation during the term will be billed at the international rate.

**International Students**

The 2002-03 tuition fees for international students in all undergraduate programs except Dentistry and Medicine are \$350 per credit. Refer to the tables in [section 6.4](#) for the fees applicable to each program.

The international fees which are listed in [section 6.4](#) are representative of fees that students could expect to be charged in each degree.

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 the Admissions, Recruitment and Registrar's Office. Information is also available on the Web at <http://www.mcgill.ca/students>.

**6.3 Proof of Citizenship and Quebec Residency****6.3.1 Proof of Citizenship**

As per the Ministry of Education of Quebec, all students who are citizens or Permanent Residents of Canada must provide proof of their status in order to avoid being charged the international rate of tuition fees. The proof must be a copy of one of the following documents:

- Canadian birth certificate;
- Canadian citizenship card (both sides);
- Valid Canadian passport (with place of birth clearly shown);
- Record of Landed Immigrant status in Canada (i.e. IMM1000 document.)

**6.3.2 Proof of Quebec Residency**

Students who are citizens or Permanent Residents of Canada, and who wish to qualify for the Quebec rate of tuition fees, must also provide proof of Quebec residency along with their proof of citizenship. There are two ways of establishing Quebec residency status:

1. with an "Attestation of Residency in Quebec" form, where the student must qualify for one of the situations indicated on the form and send in the form signed and dated, along with all the documents requested on the attestation. This form will be sent to students by the Admissions Office along with their letter of acceptance.
2. without an "Attestation of Residency in Quebec" form, where the student must qualify for one of the situations indicated below and submit proof to that effect:

- Student was born in Quebec (documents: Quebec birth or baptismal certificate (issued prior to January 1, 1994), valid Canadian passport indicating Quebec as place of birth);
- Student obtained Landed Immigrant status by virtue of a Certificate of Selection of Quebec (CSQ) (documents: CSQ document, written confirmation from Immigration Quebec that a CSQ was issued);

Student's high school and CEGEP transcripts transmitted electronically to McGill from the Ministry of Education of Quebec indicate "Quebec" as the place of residence;

Student was approved for a Quebec loan for the current academic year (document: Quebec loan certificate);

Student is the member of an aboriginal community of Quebec (document: letter from the band council official, band membership card).

**6.3.3 Deadlines for Submission of Proof of Citizenship/ Proof of Residency**

All documents pertaining to Proof of Citizenship and Quebec residency must be received by the Admissions, Recruitment and Registrar's Office (ARR) prior to the dates indicated below in order to take effect for the requested term:

Fall term – Last day of Fall classes.

Winter term – Last day of Winter classes.

Summer term – August 15.

Changes received after these deadlines would only be applicable to the following term. Please note that these deadlines are set by the Ministry of Education of Quebec (MEQ). Any student who wishes to contest these deadlines is required to send a written request to the contact person in the MEQ for consideration. McGill will not process any retroactive requests without a written approval from the MEQ.

For more information go to the McGill website <http://www.mcgill.ca/students>, or contact the office by email, [que-can@mcgill.ca](mailto:que-can@mcgill.ca).

**6.4 Fees and Charges by Faculty**

Tuition fees at the undergraduate level are based on the number of credits taken. The tables reflect normal full-time course loads.

*Part-time students will be charged tuition fees at the per credit rate and will be subject to student society fees, student services fees, registration and transcripts charges, and information technology charges.*

**Student Society Fees**

Student Society fees are compulsory fees collected on behalf of student organizations. Fees must be approved by the student body through fee referenda according to the constitutional rules of the association or society.

Note that for International students, the student society fee includes the SSMU Dental Insurance plan of \$76.92. International students will also be obliged to participate in the University's compulsory International Health Insurance Plan, which at the 2002-03 rate, will cost \$573 for single coverage. For more information, please contact International Student Services, (514) 398-6012.

Student Society fees are subject to change as they may not reflect any fees voted upon by the students during the Spring referendum period.

**Student Services**

Student Services fees are governed by the Senate Committee on the Coordination of Student Services, a parity committee composed equally of students and university staff. Through the Dean of Students' Office, these services are available on campus to help students achieve greater academic, physical and social well-being. They include athletics facilities, student health and mental health, financial aid, counselling, tutorial service, off-campus housing, services for students with disabilities, chaplaincy, the Career and Placement Service, the International Student Adviser, and the administration of the McGill "Student Rights and Responsibilities Handbook".

**Registration Charge**

The University will charge a per credit registration charge to all students in courses and programs.

For undergraduate students this will be assessed as follows: \$6.25 per credit to a maximum of \$93.75 per term.



**Transcript Charge**

The University will charge a per credit transcript charge to all students. This will entitle students to order transcripts free of charge.

For undergraduate students this will be assessed as follows:  
\$.56 per credit to a maximum of \$8.40 per term.

**Copyright Fee**

All Quebec universities pay a per credit fee to Copibec (a consortium that protects the interests of authors and editors) for the right to photocopy material protected by copyright.

For undergraduate students this will be assessed as follows:  
\$.33 per credit to a maximum of \$4.95 per term.

**Information Technology Charge**

The purpose of the information technology charge 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.

For undergraduate students this will be assessed as follows:  
\$.56 per credit to a maximum of \$84 per term.

**6.4.1 School of Dietetics and Human Nutrition – B.Sc.(Nutr.Sc.) (based on 30 credits per year)**

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	4,012.50	10,500.00
Society and Other Fees	321.60	321.60	253.92
Student Services*	313.00	313.00	378.00
Registration and Transcripts Charges	204.30	204.30	204.30
Copyright Fee	9.90	9.90	9.90
Information Technology Charge	168.00	168.00	168.00
<b>TOTAL</b>	<b>\$2,685.10</b>	<b>\$5,029.30</b>	<b>\$11,514.12</b>

\* Subject to approval by the University's Board of Governors.

*As of April 2002*

**6.4.2 School of Nursing – B.Sc.(N.) and B.N. (based on 30 credits per year)**

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	4,012.50	10,500.00
Society and Other Fees	402.10	402.10	334.42
Student Services*	313.00	313.00	378.00
Registration and Transcripts Charges	204.30	204.30	204.30
Copyright Fee	9.90	9.90	9.90
Information Technology Charge	168.00	168.00	168.00
<b>TOTAL</b>	<b>\$2,765.60</b>	<b>\$5,109.80</b>	<b>\$11,594.62</b>

\* Subject to approval by the University's Board of Governors.

*As of April 2002*

**6.4.3 School of Physical and Occupational Therapy – B.Sc.(Phys.Ther.), B.Sc.(Occ.Ther.) (based on 30 credits per year)**

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	4,012.50	10,500.00
Society and Other Fees	394.10	394.10	326.42
Student Services*	313.00	313.00	378.00
Registration and Transcripts Charges	204.30	204.30	204.30
Copyright Fee	9.90	9.90	9.90
Information Technology Charge	168.00	168.00	168.00
<b>TOTAL</b>	<b>\$2,757.60</b>	<b>\$5,101.80</b>	<b>\$11,586.62</b>

\* Subject to approval by the University's Board of Governors.

*As of April 2002*

**6.4.4 Faculty of Dentistry – D.M.D.**

Fees / Charges	Year 1 (*64 credits)	Year 2 (*66 credits)	Year 3 (*53 credits)	Year 4 (*31 credits)
Tuition				
Quebec students	3,559.04	3,670.26	2,947.33	1,723.91
Out-of-province students	8,560.00	8,827.50	7,088.75	4,146.25
International students	38,102.40	39,293.10	31,553.55	18,455.85
Society Fees (See Note 1)	439.76	439.76	419.76	419.76
Student Services (See Notes 2 and 3)	313.00	313.00	313.00	313.00
Registration and Transcripts Charges	306.45	306.45	306.45	204.30
Information Technology Charge	252.00	252.00	252.00	168.00
Copyright Fee	9.90	9.90	9.90	9.90
Class Notes	500.00	0	0	0
Equipment Rental	207.00	320.00	1,000.00	1,000.00
<b>Total Fees –</b>				
Quebec students	\$5,587.15	\$5,311.37	\$5,248.44	\$3,838.87
Out-of-province students	\$10,588.11	\$10,468.61	\$9,389.86	\$6,261.21
International students	\$40,126.82	\$40,930.52	\$33,850.97	\$20,567.12

\* Average number of credits taken each year.

Note 1: International student society fees reduced by \$67.69 for the student health insurance plan.

Note 2: International Student Services fees increased by \$65.

Note 3: Fees subject to approval by the University's Board of Governors.

*As of April 2002*

**6.4.5 Faculty of Medicine – M.D.,C.M.**

Fees / Charges	Year 1 (*64 credits)	Year 2 (*57 credits)	Year 3 (*48 credits)	Year 4 (*32 credits)
Tuition				
Quebec students	3,559.04	3,169.77	2,669.28	1,779.52
Out-of-province students	8,560.00	7,623.75	6,420.00	4,280.00
International students	21,735.04	19,357.77	16,301.28	10,867.52
Society Fees (See Note 1)	499.76	499.76	499.76	492.26
Student Services (See Note 2)	313.00	313.00	313.00	313.00
Registration and Transcripts Charges	306.45	306.45	306.45	204.30
Information Technology Charge	252.00	252.00	252.00	168.00
Copyright Fee	9.90	9.90	9.90	9.90
Class Notes	500.00	0	0	0
Equipment Rental & Purchase	207.00	0	0	0
Total Fees				
Quebec students	\$5,647.15	\$4,550.88	\$4,050.39	\$2,966.98
Out-of-province students	\$10,648.11	\$9,004.86	\$7,801.11	\$5,467.46
International students	\$23,755.47	\$20,671.20	\$17,614.71	\$11,987.30

\* Average number of credits taken each year.

Note 1: International student society fees reduced by \$67.69 for the student health insurance plan.

Note 2: Fees subject to approval by the University's Board of Governors.

As of April 2002

**6.5 Other Fees**

International Student Health and Accident Plan (compulsory)	
Single	\$ 573.00
Dependent (one student with one dependent)	1,196.00
Family (one student with two or more dependants)	2,263.00
Application for Admission	
All faculties (except Management graduate programs)	60.00
Management graduate programs	100.00
Reconsideration of Application (excluding Medicine and Dentistry)	40.00
Admission appeals charge (excluding Medicine)	100.00
Late Registration**	
After regular registration deadline:	
▶ All eligible returning students, except Special students and graduate part-time students	50.00
▶ Special students and graduate part-time students.	20.00
As of the second day of classes	
▶ All students, except Special students and graduate part-time students	100.00
▶ Special students and graduate part-time students.	40.00
Late Payment	
▶ charged on balances >\$50 as of the end of October (end of February for the Winter semester)	25.00
Interest on outstanding balances (applicable on June 1st)	1.47%
Minimum Charge upon withdrawal	100.00
Re-reading Examination Paper	35.00
Supplemental Examination, each written paper	35.00
Late Course Change Fee	25.00
Returned cheque charge	20.00
Graduation Fee (charged at the end of the first term that a student is registered)	60.00
Duplicate ID Card	20.00
Prepayment Fee:	
Dentistry	2,000.00
Pre-Dentistry	1,000.00
Medicine	500.00
<b>Communication Sciences and Disorders Fees</b>	
M.Sc.(Applied) program, lab materials	\$50.00
M.Sc.(Applied) ID badge (1st year)	\$25.00

**Dentistry - Purchases of Equipment and Materials Fee**

In addition to the fees shown on the list of fees for Dentistry, certain items of equipment and supplies are purchased by each student through the Faculty of Dentistry. The fee also includes an amount for general supplies in the laboratories and clinics.

The estimated cost of these purchases is as follows:

Second Year	\$15,000.00
Third Year	\$4,000.00
Fourth Year	\$2,000.00

**Dentistry and Medicine – Microscopes**

In order to ensure that each student is adequately equipped for the microscopic work in histology, microbiology and pathology, a binocular microscope is provided for all students in first and second year. A rental fee sufficient to cover maintenance and repairs is charged.

**Nursing Fees**

Books, Uniform, Stethoscope, etc.	\$1,800.00
Graduate Pins (3rd year)	\$50.00 to \$160.00
Nursing Explorations – 3 years	\$55.00 to \$75.00 per year

**Physical and Occupational Therapy Fees**

Books and Other Equipment	\$1,000.00
Uniforms (Physical Therapy only)	\$100.00
Laboratory Materials	\$75.00

**6.6 Fee Payment and Fee Policies**

**Deposits**

New students are required to make a deposit on tuition shortly after receiving notice of their acceptance to the University. With the exception of Dentistry and Medicine, who will contact their students directly upon acceptance, students admitted to the Fall 2002 term will be mailed a fee statement indicating the required deposit amount. Payment will be due at the end of the month in which the statement is mailed.

Students admitted to the Winter 2003 term will be required to confirm their acceptance of the offer of admission on <http://www.mcgill.ca/minerva-students/admissions> and pay the required deposit by credit card at that time.

**Statements**

Students may request that their fee statement be sent to a Student Billing Address, such as that of their parents, by updating their personal information on Minerva. Otherwise statements will be sent to

the current Mailing address. **Interest will not be cancelled due to non-receipt of fee statements.**

For most returning students who register during the regular registration period, fee statements showing the details of charges for tuition, society and student services will be mailed in early August, due on August 30th.

New students who register during the month of August will receive their first fee statement in early September, due on September 30th.

All students returning to the University for the Winter term must pay their fees by January 6, 2003. New students starting in the Winter term will receive their first fee statement in early January, due on January 31st.

#### Late Payment Fees

Students who still have an outstanding balance greater than \$50 on their account as of October 31st (February 28th for the Winter term) will be charged a late payment fee of \$25 over and above interest.

#### POLICIES RELATED TO FEES

**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 the academic standing does not permit the student to continue, all fees paid in advance will be refunded on application to the Student Accounts Office.**

Students who have accessed Minerva and who drop their last course from September 1st through to the withdrawal period with full refund, will be deemed to have withdrawn from the University. They will be automatically charged a minimum charge of \$100 (or their deposit fee if newly admitted) to cover administrative costs of registration. Students who discontinue their classes without taking steps to drop their courses will be liable for all resulting tuition and other fees. Students who have withdrawn from the University and who subsequently wish to re-enroll must follow the procedures for re-admittance.

**The University shall have no obligation to issue any transcript of record, award any diploma or re-register a student in case of non-payment of tuition fees, library fees, student housing fees or loans on their due date.**

**Access to Minerva for registration functions will be denied until these debts are paid in full or arrangements made to settle the debt. Students who register for courses for the Fall and/or Winter terms and, subsequent to registration and before the end of the Fall term late registration period, incur debts which relate to a previous term, must make payment arrangements with either the Student Aid Office or the Student Accounts Office. Failure to do so will lead to the Fall/Winter term course registration being cancelled.**

#### 6.7 Access to Fee Information

Students can view their fee information, including a detailed breakdown of the fees they are being charged, on Minerva as of August 2002.

Mark information pertaining to the Summer term and previous terms will continue to be displayed on SATURN (<http://www.is.mcgill.ca/students>) throughout the fall.

#### 6.8 Deferred Fee Payment

##### Students with Sponsors

Students whose fees will be paid by an outside agency such as the Department of Veterans Affairs, CIDA, a foreign government, or their University department (i.e., teaching assistants or demonstrators), must have written evidence to that effect. Students in any of the above categories should go to the Student Accounts Office with the appropriate documentation. When a third party has agreed to pay fees on behalf of a student, payment will be recorded on the fee account thereby reducing the balance the student 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, the student will be responsible for paying the fees plus the late payment fee and accrued interest.

#### Students receiving McGill Scholarships/Awards

**Fall Term:** McGill scholarships or awards are normally credited to the recipient's fee account by mid-August. These awards have the effect of reducing the student's outstanding balance.

**Winter Term:** Students will be able to view upcoming Winter term scholarships or awards on Minerva once processed by the Student Aid Office. These awards are post-dated and will be released to the student's fee account in January prior to Winter fees being due.

#### Students receiving Government Aid

Students are encouraged to pay their tuition promptly upon receipt of their government assistance. Interest on outstanding tuition is charged monthly beginning in August for returning students and in September for new students. Students who have applied for government assistance by JUNE 30 will receive an exemption of interest and/or late payment charges upon receipt of their student aid at:

Student Aid Office  
3600 McTavish Street, Suite 3200  
Montreal, Quebec H3A 1Y2  
Telephone: (514) 398-6013/14/15

## 7 History of the University

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, a 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."

The Royal Institution, although authorized by law in 1801, had not yet been created but was 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 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 the Molson Hall, 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 1907 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 schools. At present over 20,000 students are taking regular university 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 which serves nearly 10,000 students per term.

---

## 8 University Administrative Officers

Richard W. Pound, O.C., O.Q., Q.C., C.A., B.Com.(McG.),  
B.A.(Sir G.Wms.), B.C.L.(McG.) **Chancellor**

Robert Rabinovitch, B.Com.(McG.), M.A., Ph.D.(Penn.)  
**Chair of the Board of Governors**

Bernard J. Shapiro, B.A.(McG.), M.A.T., Ed.D.(Harv.)  
**Principal and Vice-Chancellor  
(to December 31, 2002)**

Heather Munroe-Blum, B.A., B.S.W.(McM.), M.S.W.(W.Laur.),  
Ph.D.(N.Carolina) **Principal and Vice-Chancellor  
(from January 1, 2003)**

Luc Vinet, B.Sc., M.Sc., Ph.D.(Montr.) **Provost and  
Vice-Principal (Academic)**

Morty Yalovsky, B.Sc., M.Sc., Ph.D.(McG.)  
**Vice-Principal (Administration and Finance)**

Derek Drummond, B.Arch.(McG.), F.R.A.I.C., O.A.Q., O.A.A.  
**Vice-Principal (Development and Alumni Relations)**

Anthony Masi, A.B.(Colgate), Ph.D.(Brown) **Vice-Principal  
(Information Systems and Technology)**

Louise Proulx, B.Sc.(Sherbrooke), Ph.D.(Laval)  
**Vice-Principal (Research)**

Victoria Lees, A.B.(U.C.Berk.), M.Phil.(Lond.), Ph.D.(McG.)  
**Secretary-General**

Nicholas de Takacsy, B.Sc., M.Sc.(Montr.), Ph.D.(McG.)  
**Associate Vice-Principal (Academic Services)**

Stuart Price, B.Sc., Ph.D.(Bristol) **Associate Vice-Principal  
(Academic Staff and Planning)**

Deborah Buszard, B.Sc.(Bath), Ph.D.(Lond.)  
**Associate Vice-Principal (Macdonald Campus)**

Ian Butler, B.Sc., Ph.D.(Brist.), F.C.I.C.  
**Associate Vice-Principal (Research)**

Martha Crago, B.A., M.Sc.A., Ph.D.(McG.)  
**Associate Vice-Principal (Teaching Programs)**

Bruce Shore, B.Sc., M.A.(McG.), Ph.D.(Calg.)  
**Dean of Students**

Frances Groen, B.A.(Penn.), B.L.S.(Tor.), M.A.(Pitts.)  
**Director of Libraries**

Robin Geller, B.Sc.(Eng.)(Queen's), LL.B.(Ott.) **Registrar and  
Director of Admissions,  
Recruitment and Registrar's Office**