

Welcome to McGill!

With over 300 areas of study offered by 21 faculties and professional schools, we are Canada's leading teaching and research-intensive university.

Our strength lies in the quality of our students, faculty and staff; the depth and variety of our research and academic programs; the collegiality of life on our campuses; our international reputation for excellence; the loyalty and generosity of our alumni and friends; the beauty of our two campuses; and the dedication and support of our staff. We strive to create an atmosphere that challenges and inspires our outstanding students and faculty from all over the world to achieve their very best. We are committed to growing our strength in each of the core areas while enhancing our support for students and faculty.

We welcome you to join the McGill community during a period of unprecedented growth and renewal. We have begun our most ambitious building program in 100 years. All over our downtown campus new buildings are going up that directly benefit students, including the Trottier Building for engineering and computer science, the new Music Building for both performance and research in music, media, and technology, the Bellini Life Sciences Building and 740 Dr. Penfield. Each boasts new cutting-edge facilities that strengthen McGill's place at the forefront of global innovation.



In addition to attracting extraordinarily bright and promising students, McGill is on a pathway to recruit at least 100 new faculty members per year over the next 10 years. The McGill name, reputation and opportunities are making this a reality.

We are committed to positioning ourselves – and you – for success and an enjoyable community and learning experience. Join us!

Heather Munroe-Blum
Principal and Vice-chancellor

All courses in this Calendar will be offered in 2004-05 unless a bullet appears to the left of the course number. No description will appear after the title if the course is not given in the current year. Descriptions can usually be found in preceding Calendars.

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

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Cover:

Centre photo: View from McGill's central James Administration Building, facing eastward towards the Milton Gates

Small photos (from left to right):

1. Macdonald Engineering Building
2. Aerial shot of Macdonald Campus
3. Students head through the Roddick Gates on Sherbrooke St.
4. Early snowfall on the downtown campus

Cover design:

Max Stiebel

Aerial photo courtesy of Faculty of Agricultural and Environmental Sciences

Photo, page 1:

Principal Heather Munroe-Blum congratulates Maryvon Côté on receiving his degree of Master of Library and Information Studies in June 2003.



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PAPER



McGill University:
www.mcgill.ca

Admission:
www.mcgill.ca/applying

Student Records and
Registration:
www.mcgill.ca/student-records

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1 The University

1.1 History

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

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

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

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

In 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 approximately 10,000 students per term.

1.2 Incorporated and Affiliated Colleges

INCORPORATED COLLEGE

Royal Victoria College

3425 University Street, Montreal, QC, H3A 2A8

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

AFFILIATED THEOLOGICAL COLLEGES

Montreal Diocesan Theological College

3473 University Street, Montreal, QC, H3A 2A8

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

Presbyterian College of Montreal

3495 University Street, Montreal, QC, H3A2A8

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

United Theological College of Montreal

3521 University Street, Montreal, QC, H3A2A9

Principal: P. Joudrey, B.A., M.Div.(Acadia), D.Min.(AndoverNewton)

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

1.3 University Government

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

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

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

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

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

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

1.4 Board of Governors

(As of January 2003)

VISITOR

The Governor General of Canada

Her Excellency The Right Honourable Adrienne Clarkson

BOARD OF GOVERNORS

Robert Rabinovitch	Chair
Richard W. Pound	Chancellor
Heather Munroe-Blum	Principal and Vice-Chancellor

Members

Tullio Cedraschi, M.B.A.(McG.)
 Roshi Chadha
 John Cleghorn, B.Com.(McG.)
 Lili de Grandpré, B.A.(Western), M.B.A.(McG.)
 Kappy Flanders
 Trevor Garland, B.Sc.(McG.)
 Marie Giguère, B.A.(Mtl.), B.C.L.(McG.)
 Kohur GowriSankaran; B.A., M.A.(Madras), Ph.D.(Bombay)
 Daniel Guitton, Dipl. IVK(U. Libre de Brux.), B.Eng., M.Eng.,
 Ph.D.Eng., Ph.D.Physiol.(McG.)
 Donna Hayes, B.A. (McG.)
 Alexander E. Kalil, B.A.(Harv.)
 Brian Levitt, B.Sc., LL.B.(Tor.)
 Eric Maldoff, B.A., B.C.L., LL.B.
 Lydia Martone
 Sally McDougall, B.Sc., Dip.Ed.
 Ian McLachlin, B.Eng.(McG.)
 Michael Meighen, B.A.(McG.)
 Morton J. Mendelson, B.Sc.(McG.), A.M., Ph.D.(Harv.)
 Samuel Noumoff, B.A.(Clark), M.A., Ph.D.(N.Y.U.)
 Jan Peeters, B.Eng.(McG.)
 Adrien Pouliot, LL.L.(Sherbrooke)
 Roger Prichard, B.Sc., Ph.D.(N.S.W.)
 Robert Rabinovitch, B.Com.(McG.), M.A., Ph.D.(Penn.)
 Jeremy H. Reitman, A.B.(Dart.), B.C.L.(McG.)
 Maria Ruocco
 Michael Richards, B.A., B.C.L.(McG.)
 Gerald Sheff, B.Arch., M.B.A.
 Harriet Stairs, B.A.(McG.)
 Lorne Trottier, B.Eng., M.Eng.(McG.)
 Manon Vennat, B.C.L.(McG.)
 Sue Whitesides, M.S.E.E.(Stan.), Ph.D.(Wis.)
 Robert Winsor, B.Eng.(McG.)
 James Wright, B.A., B.C.L.(McG.)

Student Representatives

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

Observer

President, Students' Society of McGill University

1.5 Members of Senate

EX-OFFICIO

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

Elected Members

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

1.6 Administrative Officers

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

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

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

Luc Vinet, B.Sc., M.Sc., Ph.D.(Montr.) **Provost**

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

Nancy Wells, B.A.(M.C.L.A.), M.S.(Indiana) **Vice-Principal (Development and Alumni Relations)**

Anthony Masi, A.B.(Colgate), Ph.D.(Brown)
Deputy Provost and Chief Information Officer

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

Robin Geller, B.Sc.(Eng.)(Queen's), LL.B.(Ott.)
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)

Jennifer Robinson
Associate Vice-Principal (Communications)

1.7 Deans, Directors of Schools and Libraries, and Registrar

Deans

Deborah Buszard, B.Sc.(Bath), Ph.D.(Lond.)
Agricultural and Environmental Sciences

John Hall, B.A.(Oxford), M.A.(Penn.), Ph.D.(L.S.E.) **Arts**

Robin H. Eley, C.A., M.B.A.(McG.) **Continuing Education**

James Lund, B.D.S.(Adelaide), Ph.D.(W.Ont.) **Dentistry**

Roger C. Slee, B.A.(Queensland), M.A., Ph.D. (La Trobe)
Education

John Gruzleski, B.Sc., M.Sc.(Qu.), Ph.D.(Tor.), Eng. **Engineering**

Martha Crago, B.A., M.Sc.A., Ph.D.(McG.) **Graduate and Postdoctoral Studies**

Nicholas Kasirer, B.A.(Tor.), B.C.L., LL.B.(McG.) **Law**

Gerald H.B. Ross, B.Com.(McG.), M.Sc.(U.B.C.), Ph.D.(W.Ont.)
Management

Abraham Fuks, B.Sc., M.D.,C.M.(McG.), F.R.C.P.(C.) **Medicine**

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

B. Barry Levy, B.A., M.A.(Yeshiva), Ph.D.(N.Y.U.)
Religious Studies

Alan G. Shaver, B.Sc.(Car.), Ph.D.(M.I.T.) **Science**

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

Directors of Schools and Libraries

David Covo, B.Sc.(Arch.), B.Arch.(McG.), M.R.A.I.C., O.A.Q.
Architecture

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

Denis Thérien, B.Sc.(Montr.), M.Sc., Ph.D.(Wat.)
Computer Science

Katherine Gray-Donald, B.Sc., Ph.D.(McG.)
Dietetics and Human Nutrition

Nigel Roulet, B.Sc., M.Sc.(Trent), Ph.D.(McMaster) **Environment**

Jamshid Beheshti, B.A.(S.Fraser), M.L.S., Ph.D.(W.Ont.)
Library and Information Studies

Susan E. French, B.N.(McG.), M.S.(Boston), Ph.D.(Tor.) **Nursing**

Robert W. Dykes, B.A.(UCLA), Ph.D.(Johns H.)
Physical and Occupational Therapy

TBA **Social Work**

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

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

Registrar

Sylvia Franke, LL.B., B.Sc.(Tor.) **Registrar**

1.8 Student Government

All students registered in the University are members of the Students' Society of McGill University except for students governed by the constitutions of the Macdonald College Students' Society and the Post-Graduate Students' Society, those students registered in Graduate Studies who are non-resident students or full-time members of the teaching staff, and student members of the McGill Association of Continuing Education Students.

Full details of the constitution, officers and committees of the Students' Society are available from the Students' Society of McGill University, located on the first floor of the Brown Student Services Building.

CALENDAR OF DATES 2004-2005

The complete Calendar of Dates is available on the Web at www.mcgill.ca/student-records. The excerpt published herein was accurate as of February 2004. The information is subject to change and users are advised to verify important dates by checking the Web. Key dates for the faculties and schools included in this Calendar are given below. Unless otherwise specified, dates given for faculties apply to any schools therein.

- Agricultural and Environmental Sciences, including School of Dietetics and Human Nutrition and McGill School of Environment students registered in A&ES
- Arts, including School of Social Work, and McGill School of Environment students registered in Arts
- Education
- Engineering, including School of Architecture
- Management
- Music
- Religious Studies
- Science, including School of Computer Science and McGill School of Environment students registered in Science

FACULTY / SCHOOL LEGENDS			
A&ES	Agricultural and Environmental Sciences	MGMT	Management
ARCH	Architecture	MSW	Master in Social Work
ART	Arts	MUS	Music
BSW	Bachelor of Social Work	REL	Religious Studies
CE	Continuing Education	SCI	Science
DENT	Dentistry	SPBSW	Special Bachelor of Social Work
D&HN	Dietetics and Human Nutrition	ALL	All students
EDUC	Education	NEW	New students
ENG	Engineering	RET	Returning students
FMT	Farm Management Technology	SPECIAL	Special Students (Summer Session only)
GRAD	Graduate Studies	VISITING	Visiting Students (Summer Session only)
LAW	Law	→	Read Activity column for details
MED	Medicine		

ACTIVITY CODE LEGENDS			
ADV	Academic Advising	MTG	Meeting
APP	Application	NOTE	Note to students
AUD	Audition	ORIENT	Orientation
AWRD	Awards (including scholarships)	PLEXAM	Placement exam-application and examination
CONV	Convocation	PREXAM	Practical exam-application and examination
DEF	Deferred—application and examination	REG	Registration
EXAM	Examinations	STAGE	Field practice, etc.
EVENT	Event—reunion, carnival, presentation, etc.	SUPP	Supplemental—application and examination
FORM	Forms	THES	Thesis
HOLIDAY	Holiday	VERIF	Verification Period
IFT	Inter—faculty transfer	W	Course withdrawal
INFO	Information	W--	University withdrawal
LEC	Lecture		

DATE	ACTIVITY CODE	FACULTY/SCHOOL	ACTIVITY
February 2004			
Feb. 1, Sun.	EVENT	ALL	Open House 2004.
Feb. 2, Mon.	THES	GRAD	Deadline to submit doctoral theses with Nomination of Examiners forms to GPSO (Thesis Office) for students expecting to convocate in Spring 2004. Meeting this deadline does not guarantee a Spring graduation.
Feb. 16, Mon.	THES	GRAD	Deadline to submit Master's theses with Nomination of Examiners forms to GPSO (Thesis Office) for students expecting to convocate in Spring 2004. Meeting this deadline does not guarantee a Spring graduation.
March 2004			
Mar. 1, Mon.	APP	LAW	Deadline for applications for admission to Law for students applying from a Quebec CEGEP, from French Baccalaureate Programmes and for Law Visiting Applicants.

CALENDAR OF DATES

DATE	ACTIVITY CODE	FACULTY/SCHOOL	ACTIVITY
Mar. 1, Mon.	SUPP	→	Application deadline for supplemental exams in courses ending during the Fall Term for Arts, Education, Nursing, Religious Studies, Science and Social Work (supplemental exams are not available for Agricultural and Environmental Sciences, Engineering [except freshman U0 courses] or Management courses).
Mar. 1, Mon.	APP	GRAD	Deadline for application for September admission to most departments in the GPSO. (Many departments have earlier deadlines. Please verify with the individual department or on the web at www.mcgill.ca/applying/graduate).
Mar. 1, Mon.	APP	ALL	Deadline for applications for all applicants studying, or who last studied, in a CEGEP in Quebec (except applicants to Music).
Mar. 8, Mon. to Mar. 19, Fri.	EXAM	P&OT	Examination period for 1 st year Physical and Occupational Therapy students.
Mar. 12, Fri.	REG	→	Summer Session registration opens for Undergraduate and Graduate students. Graduate students should confirm dates with individual departments.
Mar. 15, Mon.	ADV	A&ES/ FMT	Academic advising begins for all returning undergraduate students in the Faculty of Agricultural & Environmental Sciences and FMT students.
Mar. 15, Mon.	ADV	ART/SCI/ BSW	Academic advising begins for returning students in Arts, Science and Social Work.
Mar. 15, Mon. & Mar. 16, Tues.	ADV	ENG	Distribution of all registration information and calendars for returning Engineering students in the Student Affairs Office, Room 378, Macdonald Engineering Building.
Mar. 15, Mon. to Mar. 19, Fri.	ADV	ART/SCI/ BSW	Distribution of calendars for returning Arts and Science students in the <u>corridor</u> of the Leacock Building.
Mar. 15, Mon. to Mar. 19, Fri.	ADV	REL	Distribution of all registration information and calendars for returning BTh students, from the BIRKS building, Room 113.
Mar. 15, Mon. to Mar. 26, Fri.	ADV	EDUC	Academic advising for returning students in Education. Appointments to be arranged by individual departments. Please consult your department(s) for details.
Mar. 15, Mon. to Apr. 15, Thurs.	ADV	MUS	Academic advising for returning students in Music.
Mar. 19, Fri.	EXAM	A&ES	Deadline to report all exam conflicts to the Student Affairs Office (Laird Room 106) for winter term exams.
Mar. 22, Mon. to Apr. 30, Fri.	STAGE	P&OT	Clinical Affiliation for 1 st year Physical and Occupational Therapy students.
Mar. 23, Tues. to May 2, Sun.	REG	CE	Summer session registration using Minerva begins for Continuing Education returning students.
Mar. 25, Thurs.	REG	→	Registration using Minerva for all students entering the <u>graduating (U3/U4)</u> year of their program (excluding courses offered by the Faculty of Management, except as noted below), and all students in Graduate degree programs, except for Continuing Education.
Mar. 25, Thurs.	REG	MGMT	Registration in Management courses for undergraduate students entering their <u>graduating (U3/U4)</u> year: B.Com.; Minors in Management, Technological Entrepreneurship, Construction Engineering and Management; B.A. Joint Honours Economics and Finance, B.A. Faculty Program or Major in Industrial Relations, B.A. Major Concentration in Contemporary German Studies, and B.Ed. in Kinesiology.
Mar. 29, Mon. to May 2, Sun.	REG	CE	Registration using Minerva for newly admitted Continuing Education students.
Mar. 30, Tues.	REG	→	Registration using Minerva for students in all programs entering their <u>penultimate (U2)</u> year of study (excluding courses offered by the Faculty of Management except as noted below), except for Continuing Education.
Mar. 30, Tues.	REG	MGMT	Registration in Management courses for undergraduate students entering their <u>penultimate (U2)</u> year of study: B.Com.; Minors in Management, Technological Entrepreneurship, Construction Engineering and Management; B.A. Joint Honours Economics and Finance, B.A. Faculty Program or Major in Industrial Relations, B.A. Major Concentration in Contemporary German Studies, and B. Ed. in Kinesiology.
Mar. 31, Wed.	IFT	P&OT	Physical and Occupational Therapy application deadline for Fall term, 2004 inter-faculty transfers.
April 2004			
Apr. 1, Thurs.	FORM	EDUC	Deadline to submit waiver forms for Teacher Certification for Spring and Fall graduates to the Student Affairs Office.
Apr. 1, Thurs.	FORM	EDUC	Placement forms due at the Office of Student Teaching for Field Experience courses for returning students for 2004-2005.
Apr. 1, Thurs.	REG	→	Registration using Minerva for all returning students (excluding courses offered by the Faculty of Management except as noted below), except for Continuing Education.
Apr. 1, Thurs.	REG	CE	Registration using Minerva for all returning Continuing Education - Education students only.

DATE	ACTIVITY CODE	FACULTY/SCHOOL	ACTIVITY
Apr. 1, Thurs.	REG	MGMT	Registration in Management courses for returning undergraduate students entering the <u>first (U1) year</u> of study: B.Com.; Minors in Management, Technological Entrepreneurship, Construction Engineering and Management; B.A. Faculty Program or Major in Industrial Relations, B.A. Joint Honours Economics and Finance, B.A. Major Concentration in Contemporary German Studies, and B.Ed. in Kinesiology.
Apr. 5, Mon. to May2, Sun.	REG	CE	Summer session registration using Minerva for returning Continuing Education Special students.
Apr. 5, Mon. to Apr.8, Thurs.	EXAM	CE	Examination period for credit courses in Languages and Translation (Continuing Education).
Apr. 6, Tues.	REG	MGMT	Registration in courses offered by the Faculty of Management opens for all returning students.
Apr. 9, Fri. and Apr.12, Mon.	HOLIDAY		EASTER. No classes or exams. Administrative offices closed. Library hours to be announced.
Apr. 13, Tues.	LEC	→	Last day of lectures for Winter Term 2004 for classes that follow the Monday, Wednesday, Friday class schedule in Agricultural and Environmental Sciences (excluding FMT), Arts, Continuing Education, Education (non-blocked courses), Engineering including Architecture, Graduate Studies, Law, Management, Music, Nursing, Physical and Occupational Therapy (second and third year), Religious Studies, Social Work (BSW/MSW), Science.
Apr. 15, Thurs. to Apr. 30, Fri.	EXAM	ALL	Examination period for courses ending during the Winter term. (Physical and Occupational Therapy 2 nd and 3 rd year students only.)
Apr. 20, Tues.	LEC	FMT	Last day for lectures for FMT program.
Apr. 30, Fri.	ORIENT	D & HN	Orientation: NUTR 209, Professional Practice Stage 1B (Dietetics).
Apr. 30, Fri.	IFT	ARCH	School of Architecture application deadline for Fall Term 2004 inter-faculty transfers.
May 2004			
May 3, Mon.	APP	LAW	Deadline for Law Transfer and Quebec Bar applicants.
May 3, Mon. and May 4, Tues.	DEF/SUPP	→	Deferred and supplemental examinations in courses ending in the Fall term in Arts, Education, Nursing, Physical and Occupational Therapy, Religious Studies, Science, Social Work and Engineering U0 courses.
May 3, Mon.	LEC	SPBSW	First day of lectures for incoming Special B.S.W. students.
May 3, Mon.	LEC	P&OT	Classes reconvene for 1 st year Physical and Occupational Therapy students.
May 3, Mon.	LEC/ STAGE	NURS	Classes reconvene and clinical courses commence for Nursing students.
May 3, Mon.	ORIENT	D & HN	Orientation: NUTR 311, Stage in Dietetics 2B.
May 4, Tues.	STAGE	D & HN	Site Placements begin for NUTR 311, Stage in Dietetics 2B.
May 4, Tues. & May5, Wed.	DEF	A&ES	Deferred examinations for courses ending in the Fall term in Agricultural and Environmental Sciences.
May 4, Tues. to May 9, Sun.	REG	CE	Late registration for all Continuing Education Students.
May 14, Fri.	DEF	→	Application deadline for deferred examinations for Winter Term and multi-term courses ending in the Winter Term 2004 in Arts (including School of Social Work), Education and Science.
May 15, Sat.	W	→	Deadline for Web withdrawing (grade of "W") from multi-term courses that started in Winter 2004 for students in Agricultural and Environmental Sciences, Arts, Continuing Education, Education, Engineering including Architecture, Graduate Studies, Law, Management, Music, Physical and Occupational Therapy, Religious Studies, Social Work, and Science (no withdrawals from Education Intensive courses). Please note that students in multi-term courses with course numbers ending in N1 and N2 (started in the winter, skip the summer, are completed in the subsequent fall term) may withdraw on Minerva until May 15 and following May 15 until the end of the fall term course change period on September 12 (with full refund for the fall term) by contacting their faculty Student Affairs Office.
May 19, Wed.	REG	LAW	Registration (credits restricted) starts for returning U4 students in Faculty of Law.
May 21, Fri.	REG	LAW	Registration (credits restricted) starts for returning U3 students in Faculty of Law.
May 21, Fri.	LEC	P&OT	End of Integration Block lectures for 1 st year Physical and Occupational Therapy students.
May 24, Mon.	HOLIDAY		VICTORIA DAY (Classes cancelled). Administrative offices closed. Libraries are closed.
May 25, Tues. to May 31, Mon.	EXAM	P&OT	Examination period for 1 st year Physical and Occupational Therapy students- Integration Block.
May 25, Tues.	REG	LAW	Registration (credits restricted) starts for returning U2 students in Faculty of Law.
May 27, Thurs.	REG	LAW	Registration with credit limit raised for all returning students in Faculty of Law.
May 31, Mon.	DEF/SUPP	LAW	Law application deadline for deferred and supplemental examinations (fall term, winter term and full year courses).

CALENDAR OF DATES

DATE	ACTIVITY CODE	FACULTY/SCHOOL	ACTIVITY
May 31, Mon.	CONV	→	10:00 Management 15:00 Health Sciences 19:00 Continuing Education
May-June-July-Aug.	STAGE	P&OT	Clinical Affiliations for 2 nd year Physical and Occupational Therapy students.
June 2004			
June 1, Tues.	APP	REL	Application deadline for Fall admission to Faculty of Religious Studies, BTh Program.
June 1, Tues.	APP	CE	Application deadline for Fall admission to Continuing Education Programs.
June 1, Tues.	IFT	→	Agricultural and Environmental Sciences, Arts, Education, Engineering, Management, Nursing and Science application deadline for Fall Term 2004 inter-faculty transfers.
June 1, Tues.	PREXAM	MUS	Application deadline for September Music practical examinations. (Summer graduands only.)
June 1, Tues.	CONV	→	10:00 Education 14:00 Engineering
June 2, Wed.	CONV	→	10:00 Arts & Religious Studies 14:00 Music
June 3, Thurs.	CONV	→	14:00 Science
June 4, Fri.	CONV	→	10:00 Law
June 4, Fri.	CONV	→	14:30 Agricultural & Environmental Sciences
June 4, Fri.	LEC/ EXAM/ STAGE	NURS	Last day of stage (including examinations) for U3 Nursing students. Last day of lectures, stage (including examination) for U2 B.Sc.(N.) students.
June 7, Mon.	THES	GRAD	Deadline to submit Doctoral theses with Nomination of Examiners forms to GPSO (Thesis Office) for students expecting to convocate in Fall 2004. Meeting this deadline does not guarantee a Fall graduation.
June 9, Wed.	LEC	SPBSW	Last day of lectures for incoming Special B.S.W students.
June 18, Fri.	STAGE	D&HN NURS	Last day for NUTR 311, Stage in Dietetics 2B. Last day of lectures, stage (including examinations) for U1 B.Sc.(N.) students.
June 21, Mon.	THES	GRAD	Deadline to submit Master's theses with Nomination of Examiners forms to GPSO (Thesis Office) for students expecting to convocate in Fall 2004. Meeting this deadline does not guarantee a Fall graduation.
June 21, Mon.	LEC/ EXAM	DENT/ MED	Last day for 1 st year Dentistry/Medicine students.
June 24, Thurs.	HOLIDAY		LA FÊTE NATIONALE DU QUÉBEC. Libraries closed. Classes cancelled. Administrative offices closed.
	NOTE		Between June 25 and August 13 (inclusive) administrative offices will be closed each Friday.
June 28, Mon.	STAGE	D & HN	Site Placements begin for NUTR 209, Professional Practice Stage 1B (Dietetics).
July 2004			
July 1, Thurs.	HOLIDAY		CANADA DAY. Classes cancelled. Libraries closed. Administrative offices closed.
July 13, Tues.	PLEXAM	→	Application deadline for newly admitted students for placement tests in basic science courses in biology, chemistry, math, physics.
July 15, Thurs.	SUPP	→	Application deadline for supplemental examinations for courses ending in Winter Term 2004 (including multi-term courses ending in winter term) for Arts, Education, Nursing, Religious Studies, Science and Social Work (supplemental exams not available for Agricultural and Environmental Sciences, Engineering [except freshman U0 courses] or Management courses).
July 15, Thurs.	REG	MUS	Deadline for returning students to submit practical lesson assignment cards without a late fee.
July 20, Tues. to Sept. 1, Wed.	REG	CE	Registration using Minerva begins for returning Continuing Education students for Fall courses and programs.
July 23, Fri.		MED	Last day for activities for 2 nd year Medicine Students.
July 27, Tues. to Sept. 1, Wed.	REG	CE	Registration using Minerva begins for newly admitted students in Continuing Education.
August 2004			
Aug. 2, Mon.	REG	RET	Last day for returning students in all faculties to register (except Continuing Education) without a late registration fee.
Aug. 3, Tues. to Aug. 10, Tues.	REG	MED/ DENT	Registration using Minerva for 1 st year Medicine and Dentistry students. Must confirm registration by attending in-faculty confirmation of registration on August 11 th .
Aug. 3, Tues. to Sept. 1, Wed.	REG	ALL	Late registration using Minerva for returning students in all faculties (except Continuing Education) with a \$50 late fee.
Aug. 3, Tues. to Sept. 1, Wed.	REG	NEW	Registration using Minerva for all <u>newly admitted</u> students in Graduate Studies and Law.

DATE	ACTIVITY CODE	FACULTY/SCHOOL	ACTIVITY
Aug. 3, Tues. to Sept. 1, Wed.	REG	NEW	Registration using Minerva for all <u>newly admitted</u> undergraduate students in the following faculties whose highest level of education prior to registering at McGill is a CEGEP Diploma, French Baccalaureate, International Baccalaureate or at least one year of university. Agricultural and Environmental Sciences, Arts, Education, Engineering including Architecture, Management, Music, Nursing, Physical and Occupational Therapy, Religious Studies, Science, and Social Work.
Aug. 5, Thurs. to Sept. 1, Wed.	REG	NEW	Registration using Minerva for all <u>newly admitted</u> undergraduate students in the following faculties whose highest level of education prior to registering at McGill is high school. Agricultural and Environmental Sciences, Arts, Education, Engineering including Architecture, Management, Music, Nursing, Physical and Occupational Therapy, Religious Studies, Science, and Social Work.
Aug. 5, Thurs. to Sept. 1, Wed.	REG	CE	Registration using Minerva for returning Continuing Education Special students.
Aug. 9, Mon. & Aug. 10, Tues.	ADV	EDUC	Early advising for new students in Education. (Please consult the Education Handbook or Student Affairs web site at www.mcgill.ca/edu-sao/).
Aug. 9, Mon. & Aug. 10, Tues.	ADV	NURS	Academic Advising for undergraduate students entering the Integrated Nursing Program.
Aug. 9, Mon. to Aug. 19, Thurs.	DEF/ SUPP	LAW	Deferred and supplemental examinations in Law.
Aug. 11, Wed.	REG	MED	Mandatory in-faculty confirmation of registration for 1 st year Medicine and Dentistry students (all day).
Aug. 15, Sun.	REG	→	Registration using Minerva begins for fall term Continuing Education courses for all faculties except Dentistry, Law, Management, Medicine, Nursing and Physical and Occupational Therapy.
Aug. 16, Mon.	LEC	DENT/ MED	Lectures begin in the Faculty of Dentistry for 1 st year students and in the Faculty of Medicine for 1 st year students.
Aug. 17, Tues. to August 31, Tues.	IDCARD	→	IDs at the Trotter Building. Including Saturday, August 21 and Sunday, August 22. Excluding Saturday, August 28 and Sunday, August 29.
Aug. 19, Thurs. to Sept. 3, Fri.	ORIENT	ALL	Orientation Centre opens daily at 9:00 a.m., Brown Student Services Building, 2 nd floor, 3600 McTavish Street (closed weekends and Labour Day).
Aug. 19, Thurs. to Sept. 10, Fri.	ORIENT	ALL	First-Year Resource Room opens daily (9:00 a.m. to 5:00 p.m.) Brown Student Services Building, Room 2007, 3600 McTavish Street (closed weekends and Labour Day).
Aug. 23, Mon.	REG	DENT	In-faculty confirmation of registration for 3 rd and 4 th year Dentistry students.
Aug. 23, Mon.	LEC	DENT	Lectures begin in the Faculty of Dentistry for 3 rd and 4 th year students.
Aug. 23, Mon.	LEC	DENT/ MED	Classes begin in the Faculties of Dentistry and Medicine for 2 nd year students.
Aug. 23, Mon.	LEC	ART/SCI	Students registering for BIOL 358 report for field excursion at 9:00 a.m. in R2-046 Raymond Building, Macdonald Campus. Field excursions continue on Aug. 24 th , 26 th , and 27 th .
Aug. 23, Mon.	LEC	A&ES	Students registering for PLNT 358 report for field excursion at 9:00 a.m. in R2-046 Raymond Building, Macdonald Campus. Field excursions continue on Aug. 24 th , 26 th and 27 th .
Aug. 23, Mon. to Aug. 28, Sat.	LEC	A&ES	Students registering for WILD 401 report for class at 9:00 a.m. Field session lasts from Monday to Saturday inclusive
Aug. 23, Mon. & Aug. 25, Wed.	ORIENT	ART/SCI	Departmental Orientation sessions for some departments. Students must check the Student Affairs Office website for specific details: www.mcgill.ca/artscisao/ .
Aug. 23, Mon. to Aug. 27, Fri.	ADV	ART/SCI	Academic advising for new students in Arts (including BSW) and Science. Refer to "Welcome to McGill" book for details.
Aug. 23, Mon. to Aug. 27, Fri.	ADV	EDUC	Academic advising for new students in Education. (Please consult the Student Affairs web site at www.mcgill.ca/edu-sao/ for exact schedule).
Aug. 23, Mon. to Aug. 31, Tues.	ADV	A&ES	Academic advising for new students in Agricultural and Environmental Sciences and School of Dietetics and Human Nutrition. Refer to "The Essential Guide for New Students" booklet and website www.mcgill.ca/macdonald/ for specific details.
Aug. 23, Mon. to Aug. 31, Tues.	ORIENT	ALL	Orientation Week
Aug. 23, Mon. to Aug. 31, Tues.	ORIENT	A&ES	"Discover Mac" – Faculty Orientation for all new students (undergraduate and graduate) in the faculty of Agricultural and Environmental Sciences.
Aug. 23, Mon. to Sept. 9, Thurs.	IDCARD	A&ES	IDs at Laird Hall during "Discover Mac" week. Refer to Orientation schedule and website www.mcgill.ca/macdonald/ for more details (closed Monday, September 6).
Aug. 24, Tues.	ORIENT	NEW	"Discover McGill" - University and Faculty orientation for all new undergraduate students. Refer to "Welcome to McGill" book for details.
Aug. 24, Tues. & Aug. 25, Wed.	DEF	A&ES	Deferred exams in Faculty of Agricultural and Environmental Sciences for Winter Term 2004 courses.
Aug. 25, Wed.	ADV	MUS	Advising of new undergraduate students in Music at the Strathcona Music Building.

CALENDAR OF DATES

DATE	ACTIVITY CODE	FACULTY/SCHOOL	ACTIVITY
Aug. 25, Wed.	ADV	NURS	Academic advising for undergraduate students entering U0 and mature students from 9h00 to 12h00. Academic advising for non-McGill undergraduate students transferring from other Universities into Nursing, from 13h00 to 16h00.
Aug. 25, Wed. & Aug. 26, Thurs.	DEF/SUPP	→	Deferred and supplemental examinations for courses in Winter Term 2004 (including multi-term courses ending in winter term) for Arts, Education, Engineering (U0 courses), Nursing, Physical and Occupational Therapy, Religious Studies, Science, and Social Work.
Aug. 25, Wed. to Aug. 27, Fri.	PLEXAM	→	Placement examinations for newly admitted students in basic science courses in biology, chemistry, math, physics.
Aug. 25, Wed. & Aug. 26, Thurs.	ADV	MGMT	Advising (compulsory) for new students in Management including Visiting students. See "Welcome to McGill" book for specific details.
Aug. 26, Thurs. to Aug. 31, Tues.	ADV	ENG	Advising (compulsory) for new students in Engineering including Architecture. Refer to "Welcome to McGill" book and website www.mcgill.ca/engineering for specific dates.
Aug. 26, Thurs. & Aug. 27, Fri.	PLEXAM	MUS	Undergraduate placement examinations in Music History, Theory, Musicianship and Keyboard Proficiency.
Aug. 26, Thurs. to Aug. 31, Tues.	LEC	A&ES	A&ES students registering for PLNT 358 report for field classes starting at 9a.m., Aug. 26, in Room R2-046.
Aug. 27, Fri.	REG	ALL	Deadline for cancellation of registration for the Fall term except Continuing Education. (Deposit is non-refundable for new students.)
Aug. 30, Mon.	LEC	MED	Classes begin in the Faculty of Medicine for 3 rd year students.
Aug. 30, Mon.	LEC	FMT	First day of lectures in Farm Management and Technology Program (all years).
Aug. 31, Tues.	THES	GRAD	Registered students in 2003-2004 who have completed the residency in a thesis program and who submit their theses to GPSO (Thesis Office) on or before this date are not required to register for the 2004-2005 academic year. Students who have already registered for the year must ask the Graduate and Postdoctoral Studies Office, in writing, to delete their registration at the time of their thesis submission.
	NOTE		Students should not expect to graduate in Fall 2004, but must graduate by Fall 2005 (at the latest), otherwise, they must be reinstated and will be charged retroactive registration fees for all unregistered sessions up to and including the term in which they graduate.
Aug. 31, Tues.	INFO	BSW	B.S.W. Field information session (all day).
Aug. 31, Tues.	ORIENT	D & HN	Orientation for NUTR 510, Professional Practice–Stage 4 (Dietetics) (8:30am - 4:00 p.m.); placements commence September 1.
Aug. 31, Tues.	ORIENT	LAW	Faculty Orientation and in-faculty confirmation of registration for 1 st year, special and visiting students in Law, Chancellor Day Hall.
Aug. 31, Tues. to Sept. 3, Fri.	AUD	MUS	Auditions for students wishing to take Music Ensemble courses.
September 2004			
Sept. 1, Wed.	REG	ALL	Deadline for new students to register without a late registration fee for all faculties and for returning students to register with a \$50 late fee (\$20 for Special students).
Sept. 1, Wed.	REG	CE	Deadline for students to register for Continuing Education courses without a late registration fee.
Sept. 1, Wed.	INFO	MSW	M.S.W. information session (all day).
Sept. 1, Wed.	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 (1 st and 2 nd year students), Religious Studies, Science, and Social Work (BSW).
	NOTE	EDUC	Education students should consult the appropriate Faculty of Education Advising material for details regarding Field Experience courses. Please be aware that a number of placements end later than the last day of lectures in the Fall term.
Sept. 1, Wed.	ORIENT	P&OT	Orientation for 1 st and 2 nd year Physical and Occupational Therapy students.
Sept. 1, Wed. to Sept. 17, Fri.	ADV	ENG	Compulsory academic advising and course approval required for ALL returning Engineering students (first two weeks of classes).
Sept. 2, Thurs.	STAGE	MSW	M.S.W. Field Practice commences.
Sept. 2, Thurs.	STAGE	BSW MSW	B.S.W. Field Practice commences. M.S.W. lectures begin.
Sept. 2, Thurs. to Sept. 6, Mon.	REG	EDUC	Education Intensive courses Course Add period in Fall Term courses.
Sept. 2, Thurs. to Sept. 10, Fri.	REG	MUS	Music (practical lessons) Course Change period in Fall Term courses. Submit course change form to Performance Department. (No withdrawals from practical lessons after this period.)

DATE	ACTIVITY CODE	FACULTY/SCHOOL	ACTIVITY
Sept. 2, Thurs. to Sept. 12, Sun.	REG	ALL	Late registration period with \$100 late registration fee for all faculties (\$25 late registration fee for Continuing Education students; \$40 for Special students).
Sept. 6, Mon.	HOLIDAY		LABOUR DAY. (Classes cancelled). Libraries closed. Administrative offices closed.
Sept. 7, Tues.	LEC	CE	Lectures begin in non-credit courses in English and French Language programs at Continuing Education (except Special Intensive English and French).
Sept. 7, Tues.	ORIENT	P&OT	Orientation for 3 rd year Physical and Occupational Therapy students.
Sept. 7, Tues.	LEC	P&OT	Lectures begin for 3 rd year Physical and Occupational Therapy students.
Sept. 7, Tues.	ORIENT	GRAD	University Orientation for new graduate students in Thomson House, 3650 McTavish Street, either 10:30 - 11:30 a.m. or 5:00 - 6:00 p.m.
Sept. 8, Wed.	ORIENT	POSTDOC	University Orientation for new postdoctoral studies students in Thomson House, 3650 McTavish Street, 5:30 - 6:30 p.m.
Sept. 12, Sun.	REG	→	Course Change (drop/add) deadline for Fall Term and first part of multi-term courses starting in September 2004 for Agricultural and Environmental Sciences, Arts, Continuing Education, Education, Engineering including Architecture, Graduate Studies, Law, Management, Music (except practical lessons), Nursing, Physical and Occupational Therapy, Religious Studies, Social Work, and Science. (No withdrawals from Music Ensembles after this date.)
Sept. 12, Sun.	W	→	Deadline for Web withdrawing (grade of "W") from multi-term courses that started in Summer 2004 (with fee refund for Fall Term) for students in Agricultural and Environmental Sciences, Arts, Continuing Education, Education, Engineering including Architecture, Graduate Studies, Law, Management, Music, Physical and Occupational Therapy, Religious Studies, Social Work, and Science (no withdrawals from Education Intensive courses). Please note that students in multi-term courses with course numbers ending in N1 and N2 (started in the winter, skip the summer, are completed in the subsequent fall term) may withdraw on Minerva until May 15 and following May 15 until the end of the fall term course change period on September 12 (with full refund for the fall term) by contacting their faculty Student Affairs Office.
Sept. 13, Mon. to Sept. 17, Fri.	PREXAM	MUS	Practical Examinations for Fall graduates in Music.
Sept. 19, Sun.	W/W--	ALL	Deadline to web withdraw (grade of "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).
Sept. 19, Sun.	W	CE	Deadline to web withdraw (grade of "W") with refund (less \$20 charge per course) from Continuing Education <i>credit</i> courses.
Sept. 20, Mon.	LEC	CE	Lectures begin in Special Intensive English, Special Intensive French and General Studies non-credit courses at Continuing Education.
Sept. 24, Fri.	AWRD	GRAD	Returning Master's and Doctoral level students should enquire of their departments or the GPSO (Graduate Fellowships and Awards) regarding precise deadlines for internal and external fellowship competitions; important deadlines normally fall during the months of October and November.
October 2004			
Oct. 1, Fri.	APP	LAW	Deadline for Law Quebec Bar applicants for Winter Term 2005.
Oct. 1, Fri.	APP	CE	Application deadline for Winter admission to Continuing Education Programs.
Oct. 4, Mon.	THES	GRAD	Deadline for submission of doctoral theses with Nomination of Examiners forms to GPSO (Thesis Office) for students expecting to graduate in February 2005. Meeting this deadline does not guarantee a Winter graduation.
Oct. 4, Mon. to Oct. 8, Fri.	VERIF	→	Verification period by printed form for all faculties for students for whom the fall is their last term before graduation (excluding Continuing Education, Graduate Studies and Agricultural and Environmental Sciences); via Minerva for all other students.
Oct. 4, Mon. to Oct. 9, Sat.	STAGE	FMT	Farm Practice 1 in Farm Management and Technology Program.
Oct. 10, Sun.	W	→	Deadline for web withdrawing (grade of "W") from Fall Term courses and Continuing Education 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. 11, Mon.	HOLIDAY		THANKSGIVING DAY (Classes cancelled). Libraries closed. Administrative offices closed. Continuing Education evening classes will be re-scheduled.
Oct. 14, Thurs. to Oct. 17, Sun.	EVENT	ALL	Homecoming 2004 (including Macdonald campus activities).
Oct. 16, Sat.	EVENT	A&ES	Annual Homecoming, Macdonald Branch of the McGill Alumni Association (Macdonald campus).
Oct. 18, Mon.	THES	GRAD	Deadline for submission of Master's theses with Nomination of Examiners forms to GPSO (Thesis Office) for students expecting to graduate in February 2005. Meeting this deadline does not guarantee a Winter graduation.

CALENDAR OF DATES

DATE	ACTIVITY CODE	FACULTY/SCHOOL	ACTIVITY
Oct. 28, Thurs.	CONV	ALL	14:30 Fall Convocation.
November 2004			
Nov. 1, Mon.	APP	REL	Application deadline for Winter admission to Faculty of Religious Studies, BTh Program.
Nov. 1, Mon.	APP	NURS	Application deadline for Winter admission to School of Nursing for 3 year Bachelor of Nursing Program.
Nov. 1, Mon.	IFT	→	Application deadline for Winter Term 2005 inter-faculty transfers.
	NOTE		The faculties of Arts, Engineering (see website www.mcgill.ca/engineering for details on programs open for January admission), Education, Management and Science do not accept Winter Term inter-faculty transfers. Also, please contact the Faculty of Music to determine which of their programs accept Winter Term inter-faculty transfers.
Nov. 4, Thurs.	AWRD	A&ES	Scholastic Awards Reception and Presentation, Faculty of Agricultural and Environmental Sciences.
Nov. 5, Fri.	LEC	P&OT	Last day of lectures for 3 rd year students in Physical and Occupational Therapy.
Nov. 8, Mon. to Nov. 12, Fri.	EXAM	P&OT	Fall examination period for 3 rd year Physical and Occupational Therapy students.
Nov. 12, Fri.	EXAM	A&ES	Deadline to report all exam conflicts to the Student Affairs Office (Laird Hall, Room 106) for fall term exams.
Nov. 15, Mon. to Dec. 17, Fri.	STAGE	P&OT	Clinical Affiliation for 3 rd year Physical and Occupational Therapy students.
Nov. 16, Tues. to Jan. 3, Mon.	REG	CE	Registration using Minerva begins for Winter courses and programs for returning students in Continuing Education.
Nov. 22, Mon. to Jan. 3, Mon.	REG	CE	Registration using Minerva begins for newly admitted students in Continuing Education.
Nov. 22, Mon. to Nov. 29, Mon.	EXAM	CE	Fall examination period for all language and translation courses in Continuing Education.
Nov. 29, Mon. to Jan. 3, Mon.	REG	CE	Registration using Minerva for returning Continuing Education Special students.
Nov. 30, Tues.	LEC	→	Last day of lectures for courses that follow the Tuesday-Thursday class schedule in Agricultural and Environmental Sciences, Arts, Education (except for 1 st year students in Kind & Elem & Sec programs), Engineering including Architecture, Graduate Studies, Law, Management, Music, Nursing, Physical and Occupational Therapy (1 st & 2 nd year), Religious Studies, Science and Social Work (B.S.W and M.S.W.).
December 2004			
Dec. 3, Fri. to Jan. 3, 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. 2, Thurs.	LEC	→	Unless the instructor has otherwise made up the contact time with the class, last day of lectures for courses that are taught in 3 hour Monday blocks in Agricultural and Environmental Sciences, Arts, Education (except for 1 st year students in Kind & Elem & Sec programs), Engineering including Architecture, Graduate Studies, Law, Management, Music, Nursing, Physical and Occupational Therapy (1 st & 2 nd year), Religious Studies, Science and Social Work (B.S.W and M.S.W.).
Dec. 3, Fri.	LEC	CE	Last day of lectures for Continuing Education.
Dec. 3, Fri.	LEC	→	Last day of lectures for course that follow the Monday-Wednesday-Friday class schedule in Agricultural and Environmental Sciences, Arts, Education (except for 1 st year students in Kind & Elem & Sec programs), Engineering including Architecture, Graduate Studies, Law, Management, Music, Nursing, Physical and Occupational Therapy (1 st & 2 nd year), Religious Studies, Science and Social Work (B.S.W and M.S.W.).
Dec. 3, Fri.	REG	MBA	Winter Term registration period for all new M.B.A. part-time students.
Dec. 6, Mon. to Dec. 21, Tues.	EXAM	→	Examination period for Fall Term courses, and multi-term courses given by Agricultural and Environmental Sciences, Arts, Continuing Education, Education, Engineering including Architecture, Graduate Studies, Law, Management, Music, Nursing, Physical and Occupational Therapy (1 st & 2 nd year), Religious Studies, Science, and Social Work (B.S.W.).
Dec. 10, Fri.	STAGE	BSW/ MSW	Last day of B.S.W. and M.S.W. Field Practice.
Dec. 10, Fri.	STAGE	EDUC	Last day of 3 rd and 4 th year field exp. in many B.Ed. programs
Dec. 13, Mon.	LEC	DENT/ MED	Last day of Fall Term (exam day) for 1 st year students in Dentistry and Medicine.
Dec. 14, Tues.	LEC	FMT	Last day of lectures for Fall Term, Farm Management and Technology program.
Dec. 15, Wed.	APP	MUS	Deadline for application for admission for all graduate programs.

DATE	ACTIVITY CODE	FACULTY/SCHOOL	ACTIVITY
Dec. 15, Wed.	REG	→	Registration begins for winter term Continuing Education courses via Minerva for all faculties except Dentistry, Law, Management, Medicine and Physical and Occupational Therapy.
Dec. 15, Wed. to Dec. 22, Wed.	EXAM	FMT	Fall Term examination period for Farm Management and Technology program.
Dec. 17, Fri.	LEC	DENT	Last day of Fall Term for 3 rd and 4 th year students in Dentistry.
Dec. 17, Fri.	STAGE	D & HN	Last day for NUTR 510, Professional Practice—Stage 4 (Dietetics).
Dec. 20, Mon.	LEC	DENT/ MED	Last day of Fall Term (exam day) for 2 nd year students in Dentistry and Medicine.
Dec. 23, Thurs. to Jan. 2, Sun.	HOLIDAY		CHRISTMAS AND NEW YEAR'S. Administrative offices will be closed between December 23 and January 2 inclusive. Library hours available at Reference Desks. Refer also to McGill's Web page at www.library.mcgill.ca
Dec. 25, Sat.	HOLIDAY		CHRISTMAS DAY. Libraries closed.
January 2005			
Jan. 1, Sat.	HOLIDAY		NEW YEAR'S DAY. Libraries closed.
Jan. 1, Sat. & Jan. 2, Sun.	HOLIDAY		NEW YEAR'S. Administrative offices closed.
Jan. 3, Mon.	ADV	→	Academic advising for new students in Arts and Science, and Management.
Jan. 3, Mon.	ORIENT/ ADV	ENG	Orientation and academic advising for new students in Engineering. (See Welcome Book and website www.mcgill.ca/engineering for details).
Jan. 3, Mon.	ADV	A&ES	Academic advising for new students in the Faculty of Agricultural and Environmental Sciences. (See "The Essential Guide for New Students" Booklet and website www.mcgill.ca/madonald for details).
Jan. 3, Mon.	REG	ALL	Deadline for new students to register for Winter Term without a late registration fee for all faculties.
Jan. 3, Mon.	REG	CE	Deadline for students to register for Continuing Education courses without a late registration fee.
Jan. 3, Mon.	STAGE	MSW	Field Practice resumes for M.S.W. students.
Jan. 3, Mon.	LEC	MSW	Lectures begin for M.S.W. students.
Jan. 3, Mon. & Jan. 4, Tues.	AUD	MUS	Auditions for students wishing to take Music Ensemble courses.
Jan. 3, Mon. to Jan. 14, Fri.	ADV	ENG	Compulsory academic advising and course approval required for ALL returning Engineering students. (First two weeks of classes)
Jan. 3, Mon. to Feb. 4, Fri.	STAGE	P&OT	Clinical Affiliation for 3 rd year Physical and Occupational Therapy students.
Jan. 4, Tues.	LEC	→	Winter Term lectures begin in Agricultural and Environmental Sciences (including Farm Management and Technology program), Arts, credit courses at Continuing Education (all programs), Education, Engineering including Architecture, Graduate Studies, Law, Management, Music, Nursing, Physical and Occupational Therapy (1 st and 2 nd year students), Religious Studies, Science, Social Work, Dentistry (all programs) and Medicine students.
	NOTE		The first Tuesday (January 4) will follow a Monday schedule.
	NOTE	EDUC	Education students should consult the Faculty website, www.mcgill.ca/edu-sao/ for details regarding Field Experience courses. Please be aware that a number of placements end later than the last day of lectures in the Winter term.
Jan. 4, Tues.	STAGE	BSW	Field Practice resumes for B.S.W. students.
Jan. 4, Tues. to Jan. 16, 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; \$40 for Special students).
Jan. 5, Wed.	ORIENT	NEW	University Orientation for new undergraduate students (5:30 - 6:30 p.m., Moyse Hall in the Arts Building).
Jan. 5, Wed.	ORIENT	A&ES	Faculty Orientation for new undergraduate and graduate students in the Faculty of Agricultural and Environmental Sciences (5:30 - 6:30 p.m.) Ceilidh Centennial Center.
Jan. 6, Thurs.	REG	EDUC	Course add deadline to add Education Intensive courses for Winter term.
Jan. 6, Thurs.	ORIENT	GRAD	University Orientation for new graduate students (5:30 - 6:30 p.m., Ballroom in Thomson House).
Jan. 10, Mon.	LEC	CE	Lectures begin in non-credit language and General Studies courses at Continuing Education.
Jan. 11, Tues.	ORIENT	POSTDOC	University Orientation for new post doctoral studies students (5:30 - 6:30 p.m., Ballroom in Thomson House).
Jan. 14, Fri.	IFT	MUS	Music application deadline for Fall Term 2005 inter-faculty transfers.

CALENDAR OF DATES

DATE	ACTIVITY CODE	FACULTY/SCHOOL	ACTIVITY
Jan. 14, Fri.	DEF	→	Application deadline for deferred examinations for courses from the Fall Term 2004 in Arts (including School of Social Work), Education, Nursing and Science. (For details, see the Faculty Regulations in the Arts and Science sections of the UG Calendar.)
Jan. 14, Fri.	REG	MUS	Music (practical lessons) deadline for dropping Winter Term courses. (Music: Submit course change form to Performance Department. No withdrawals from practical lessons after this date.)
Jan. 15, Sat.	APP	MUS	Deadline for applications for admission for all undergraduate applicants.
Jan. 16, Sun.	REG	ALL	Course Change (drop/add) deadline for Winter Term courses and Continuing Education Winter Term courses for Agricultural and Environmental Sciences, Arts, Continuing Education, Education, Engineering including Architecture, Law, Management, Music (except practical lessons), Nursing, Physical and Occupational Therapy, Religious Studies, Science and Social Work. (No withdrawals from Music Ensembles after this date.)
Jan. 16, Sun.	REG	CE	Course change (drop/add) deadline for Continuing Education.
Jan. 16, Sun.	REG	GRAD	Final Course Add/Drop deadline for Winter Term courses and N1/N2 courses in Graduate Studies. After this date students receive a mark of "W" (withdrawn).
Jan. 16, Sun.	W	→	Deadline for web withdrawing (grade of "W") from multi-term courses that started in September 2004 (with fee refund for Winter Term) for students in Agricultural and Environmental Sciences, Arts, Continuing Education, Education, Engineering including Architecture, Graduate Studies, Law, Management, Music, Nursing, Physical and Occupational Therapy, Religious Studies, Social Work, and Science (no withdrawals from Education Intensive).
Jan. 17, Mon.	LEC	CE	Lectures begin in Special Intensive English and French at Continuing Education.
Jan. 17, Mon.	APP	LAW	Deadline for non-CEGEP Law applications into 1 st year and Advanced Standing Applicants.
Jan. 22, Sat. to Jan. 28, Fri.	EVENT	A&ES	Carnival Week at Macdonald Campus. Classes as usual.
Jan. 23, Sun.	W/W--	→	Deadline to web withdraw (grade of "W") from Winter Term courses with fee refund. Returning students - less \$100 minimum charge in the case of complete withdrawal for students not registered in the fall. New students - less deposit in case of complete withdrawal. (No withdrawals from Ed. intensive courses, or music ensembles and practical lessons.)
Jan. 28, Fri.	ORIENT	D & HN	Campus orientation for NUTR 409, Stage in Dietetics Level 3 (afternoon session).
Jan. 31, Mon.	APP	MGMT/SCI	Application deadline for Science students applying to the Minors in Management and Technological Entrepreneurship (Management Student Affairs Office).
Jan. 31, Mon. to Feb. 4, Fri.	BREAK	D & HN	Study break for NUTR 409, Stage in Dietetics Level 3.
Jan. 31, Mon. to Feb. 4, Fri.	VERIF	→	Verification period by printed form for all faculties for students for whom the winter or summer is their last term before graduation (excluding Continuing Education, Graduate Studies and Agricultural and Environmental Sciences); via Minerva for all other students.
February 2005			
Feb. 1, Tues.	APP	CE	Application deadline for Spring admission to Continuing Education Programs.
Feb. 7, Mon.	THES	GRAD	Deadline to submit doctoral theses with Nomination of Examiners forms to GPSO (Thesis Office) for students expecting to convocate in Spring 2005. Meeting this deadline does not guarantee a Spring graduation.
Feb. 7, Mon.	LEC	P&OT	Winter term lectures begin for 3 rd year Physical and Occupational Therapy students.
Feb. 7, Mon.	STAGE	D & HN	Site orientation for NUTR 409, Stage in Dietetics Level 3.
Feb. 10, Thurs.	EVENT	A&ES	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. 13, Sun.	W	→	Deadline for web withdrawing (grade of "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. 19, Sat. to Feb. 27, Sun.	AUD	MUS	Entrance Auditions for all undergraduate and M. Mus. (Performance) applicants.
Feb. 21, Mon.	THES	GRAD	Deadline to submit Master's theses with Nomination of Examiners forms to GPSO (Thesis Office) for students expecting to convocate in Spring 2005. Meeting this deadline does not guarantee a Spring graduation.

DATE	ACTIVITY CODE	FACULTY/SCHOOL	ACTIVITY
Feb. 21, Mon. to Feb. 25, Fri.	BREAK	→	STUDY BREAK and Carnival Friday (Classes cancelled for all faculties except Dentistry, Medicine, Centre for Continuing Education non-credit courses, Stage in Dietetics Level 3). Study break for 2 nd and 3 rd year Physical and Occupational Therapy students. Libraries open.
	NOTE	EDUC	Student Teaching is not interrupted for Education students.
Feb. 21, Mon. to Feb. 26, Sat.	STAGE	FMT	Farm Practice/Stage for Farm Management and Technology Program years 1 and 2.
Feb. 23, Wed. to Feb. 25, Fri.	BREAK	P&OT	Study Break for 1 st year Physical and Occupational Therapy students.
March 2005			
Mar. 1, Tues.	APP	GRAD	Deadline for applications for September admission to most departments for Graduate Studies. (Many departments have earlier deadlines. Please verify this date with the individual department or on the web at www.mcgill.ca/applying/graduate .)
Mar. 1, Tues.	APP	NURS	Application deadline for candidates studying, or who last studied in CEGEP in Quebec.
Mar. 1, Tues.	SUPP	→	Application deadline for supplemental examinations in Fall Term courses and N1/N2 courses from the Fall Term 2004 for Arts, Education, Nursing, Religious Studies, Social Work, and Science (not available for Agricultural and Environmental Sciences, Engineering (except freshman courses) or Management courses).
TBA	ADV	NURS	Distribution of all registration information and calendars for returning Nursing students.
Mar. 4, Fri.	LEC	P&OT	Last day of lectures for 1 st year Physical and Occupational Therapy students.
Mar. 7, Mon. to Mar. 18, Fri.	EXAM	P&OT	Winter examination period for 1 st year Physical and Occupational Therapy students.
Mar. 14, Mon.	ADV	ART/SCI	Academic advising begins for returning students in Arts and Science.
Mar. 14, Mon. & Mar. 15, Tues.	ADV	ENG	Distribution of all registration information and calendars for returning Engineering students in the Student Affairs Office, Room 378, Macdonald Engineering Building.
Mar. 14, Mon. to Mar. 18, Fri.	ADV	ART/SCI/ BSW	Distribution of calendars for returning Arts and Science students in the <u>corridor</u> of the Leacock Building.
Mar. 14, Mon. to Mar. 18, Fri.	ADV	MGMT	Distribution of all registration information and calendars for returning Management students.
Mar. 14, Mon. to Mar. 18, Fri.	ADV	REL	Distribution of all registration information and calendars for returning BTh students, from BIRKS building, Room 113.
Mar. 14, Mon. to Mar. 24, Thurs.	ADV	EDUC	Academic advising and distribution of material for returning students in Education.
Mar. 14, Mon. to Apr. 14, Thurs.	ADV	MUS	Academic advising for returning students in Music.
Mar. 14, Mon.	ADV	A&ES	Academic advising begins for all returning undergraduate and Farm Management and Technology students in the Faculty of Agricultural and Environmental Sciences.
TBA	ADV	P&OT	Registration counselling in Physical and Occupational Therapy for returning students.
Mar. 18, Fri.	EXAM	A&ES	Deadline to report all exam conflicts to the Student Affairs Office (Laird Hall, Room 106) for winter term exams.
Mar. 21, Mon. to Apr. 29, Fri.	STAGE	P&OT	Clinical Affiliation for 1 st year Physical and Occupational Therapy students.
Mar. 25, Fri. and Mar. 28, Mon.	HOLIDAY		EASTER. No classes or exams. Administrative offices closed. Library hours to be announced.
Mar. 29, Tues. to Apr. 1, Fri.	EXAM	CE	Winter examination period for all language (non-credit) courses in Continuing Education.
Mar. 31, Thurs.	IFT	P&OT	Physical and Occupational Therapy application deadline for Fall term, 2005 inter-faculty transfers.
April 2005			
Apr. 1, Fri.	FORM	EDUC	Deadline to submit waiver forms for Teacher Certification for Spring and Fall graduates to the Student Affairs Office.
Apr. 1, Fri.	FORM	EDUC	Placement forms due at the Office of Student Teaching for Field Experience courses for returning students for 2004-2005.
Apr. 1, Fri.	LEC	CE	Last day of lectures in language non-credit programs at Continuing Education.
Apr. 1, Fri.	LEC	DENT	Last day of lectures for Winter Term for 4 th year Dentistry students.
Apr. 4, Mon. to Apr. 7, Thurs	EXAM	CE	Examination period for translation courses in Continuing Education.
Apr. 4, Mon. to Apr. 22, Fri.	EXAM	DENT	Examination period for 4 th year Dentistry students.

CALENDAR OF DATES

DATE	ACTIVITY CODE	FACULTY/SCHOOL	ACTIVITY
Apr. 13, Wed.	LEC	→	Last day of lectures for Winter Term in Agricultural and Environmental Sciences, Arts, Continuing Education, Education, Engineering including Architecture, Graduate Studies, Law, Management, Music, Nursing, Physical and Occupational Therapy (2 nd and 3 rd year), Religious Studies, Social Work (BSW/MSW), Science.
Apr. 14, Thurs.	STAGE	BSW/MSW	Last day of Field Practice for B.S.W. (U2 & U3) students & for M.S.W students.
Apr. 14, Thurs. to Apr. 29, Fri.	EXAM	→	Examination period for Winter Term and multi-term courses given by Agricultural and Environmental Sciences, Arts, Continuing Education, Education, Engineering including Architecture, Graduate Studies, Law, Management, Music, Nursing, Physical and Occupational Therapy (2 nd and 3 rd year), Religious Studies, Science, and Social Work. <i>Exams begin earlier (April 4th) for Dentistry students.</i>
Apr. 15, Fri.	STAGE	D & HN	Last day for NUTR 409, Stage in Dietetics Level 3.
Apr. 20, Wed.	LEC	FMT	Last day of lectures in the Farm Management and Technology program.
Apr. 20, Wed.	LEC	SPBSW	Lectures resume for Special B.S.W. students.
Apr. 21, Thurs. to Apr. 29, Fri.	EXAM	FMT	Winter Term examination period for Farm Management and Technology program.
Apr. 29, Fri.	ORIENT	D & HN	Orientation for NUTR 209, Professional Practice Stage 1B (Dietetics) (mid-summer placements).
Apr. 29, Fri.	IFT	ARCH	Application deadline School of Architecture for Fall Term 2005 inter-faculty transfers.
May 2005			
May 2, Mon.	APP	LAW	Deadline for Law Transfer and Quebec Bar applicants.
May 2, Mon.	STAGE	D & HN	Orientation for NUTR 311, Stage in Dietetics 2B; placements begin May 4, Tuesday.
May 2, Mon.	LEC	P&OT	Classes reconvene for 1 st year Physical and Occupational Therapy students - Integration Block.
May 2, Mon.	LEC/STAGE	NURS	Classes reconvene and clinical courses commence for U1, U2, and U3 Nursing students.
May 2, Mon. & May 3, Tues.	DEF/SUPP	→	Deferred and supplemental examinations in Fall Term courses in Arts, Education, Nursing, Physical and Occupational Therapy, Religious Studies, Science, Social Work and Engineering U0 courses.
May 3, Tues. & May 4, Wed.	DEF	A&ES	Deferred examination in the Faculty of Agricultural and Environmental Sciences for courses ending in the Fall Term.
May 13, Fri.	DEF	→	Application deadline for deferred examinations for Winter Term and multi-term courses ending in the Winter Term 2005 in Arts (including School of Social Work), Education and Science.
May 15, Sun.	W	→	Deadline for web withdrawing (grade of "W") from multi-term courses that started in the Winter term 2005 and end in the Summer term or in the Fall term (with fee refund for Winter Term) for students in Agricultural and Environmental Sciences, Arts, Continuing Education, Education, Engineering including Architecture, Graduate Studies, Law, Management, Music, Nursing, Physical and Occupational Therapy, Religious Studies, Social Work, and Science (no withdrawals from Education Intensive).
May 20, Fri.	LEC	P&OT	End of Winter Term 2005 for Physical and Occupational Therapy students - Integration Block.
May 23, Mon.	HOLIDAY		VICTORIA DAY (Classes cancelled). Libraries closed. Administrative offices closed.
May 24, Tues. to May 30, Mon.	EXAM	P&OT	Examination period for 1 st year Physical and Occupational Therapy students, Integration Block.
May 30, Mon.	DEF/SUPP	LAW	Law application deadline for deferred and supplemental examinations (fall term, winter term and full year courses).
May-June-July-Aug.	STAGE	P&OT	Clinical Affiliations for 2 nd year Physical and Occupational Therapy students.
June 2005			
TBA	CONV	→	2005 Convocations
June 1, Wed.	APP	REL	Deadline for application for Fall admission to Faculty of Religious Studies, BTh Program.
June 1, Wed.	APP	CE	Application deadline for Fall admission to Continuing Education Programs.
June 1, Wed.	IFT	→	Agricultural and Environmental Sciences, Arts, Education, Engineering, Management, Nursing and Science application deadline for Fall Term 2005 inter-faculty transfers.
June 1, Wed.	PREXAM	MUS	Application deadline for September practical examinations in Music. (Summer graduands only.)
June 3, Fri.	LEC/EXAM/STAGE	NURS	Last day of stage (including examinations) for U3 Nursing students. Last day of lectures, stage (including examinations) for U2 Nursing students.
June 7, Tues.	LEC	SPBSW	Last day of lectures for outgoing Special B.S.W. students.

DATE	ACTIVITY CODE	FACULTY/SCHOOL	ACTIVITY
June 17, Fri.	LEC/ STAGE	NURS	Last day of lectures, stage (including examinations) for U1 B.Sc.(N.) students.
June 17, Fri.	STAGE	SPBSW/ D & HN	Last day of Field Practice for outgoing Special B.S.W. students and last day for NUTR 311, Stage in Dietetics 2B.
June 23, Thurs.	LEC/ EXAM	DENT/ MED	Last day of lectures (including examinations) for 1 st & 3 rd year Dentistry students and 1 st year Medicine students.
June 24, Fri.	HOLIDAY		LA FÊTE NATIONALE DU QUÉBEC. Classes cancelled. Administrative offices closed.
June 27, Mon.	HOLIDAY		Classes cancelled. Administrative offices closed (for La Fête Nationale du Québec).
June 27, Mon.	STAGE	D & HN	Placements begin for NUTR 209, Professional Practice Stage 1B (Dietetics).
July 2005			
July 1, Fri.	HOLIDAY		CANADA DAY. Classes cancelled. Administrative offices closed.
July 4, Mon.	HOLIDAY		Classes cancelled. Administrative offices closed (for Canada Day).
July 5, Tues.	LEC/ EXAM	DENT	Last day of lectures (including examinations) for 2 nd year Dentistry students. Add note from last year (offices closed).
July 15, Fri.	SUPP	→	Application deadline for supplemental examinations for courses ending in Winter Term 2005 (including multi-term courses ending in winter term) for Arts, Education, Nursing, Religious Studies, Science, and Social Work (supplemental exams not available for Agricultural and Environmental Sciences, Engineering (except freshman U0 courses) or Management courses).
August 2005			
Aug. 8, Mon. to Aug. 18, Thurs.	DEF/SUPP	LAW	Deferred and supplemental examinations in Law.
Aug. 23, Tues. & Aug. 24, Wed.	DEF/SUPP	A&ES	Deferred examinations in the Faculty of Agricultural and Environmental Sciences for Winter 2005 courses.
Aug. 24, Wed. & Aug. 25, Thurs.	DEF/SUPP	→	Deferred and supplemental examinations for courses ending in Winter Term 2005 (including multi-term courses ending in the Winter term) for Arts, Education, Nursing, Physical and Occupational Therapy, Religious Studies, Science, and Social Work. Including Engineering U0 courses.

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For information on the following topics, refer to the General University Information and Regulations section:

- Awards to McGill Students in Course, see page53.**
- Exchange Programs** for McGill students, including **Canadian University Study Abroad Program (CUSAP), see page53.**
- Fees, see page44.**
- Inter-Faculty Transfer** for registered students, **see page44.**
- Internships and Co-op Programs, see page52.**
- Legal Name** - requirement for registration, **see page41.**
- Documentation for Permanent Code, Citizenship and Proof of Quebec Residency, see page40.**
- Canadians or Permanent Residents of Canada, see page40.**
- Re-admission, see page44.**
- Residential Facilities, see page56.**
- Student Services – Macdonald Campus, see page56.**
- Work Study Program, see page54.**

1 Application

Website: www.mcgill.ca/applying
(to apply on-line or obtain information)

The academic year at McGill is made up of two sessions, the fall/winter or regular session, and the summer session. These are subdivided into the fall term (or semester), September to December; the winter term (or semester), January to May; and the four months of the summer session (May, June, July and August).

The majority of students enter in September. The availability of admission to McGill in January is limited; consult the Web at www.mcgill.ca/applying or the appropriate office to confirm which programs will accept applications for January.

The Admissions, Recruitment and Registrar's Office (ARR) handles admission to the faculties/schools of: Architecture, Arts, Education, Engineering, Management, Nursing, Physical and Occupational Therapy, Science, and Social Work.

Admissions, Recruitment and Registrar's Office
McGill University
James Administration Building
845 Sherbrooke Street West
Montreal, QC H3A 2T5 Canada
Telephone: (514) 398-3910
Fax: (514) 398-4193

The Faculties of Agricultural and Environmental Sciences, Music, and Religious Studies have their own admissions offices.

1.1 Application to Other McGill Faculties

The forms and instructions in this booklet can be used to apply to all undergraduate programs at McGill University except Dentistry, Law, and Medicine. Forms and procedures for applying to the following faculties must be obtained from, and submitted to, the admissions office concerned.

Centre for Continuing Education

E-mail: info.conted@mcgill.ca
Web: www.mcgill.ca/conted

Dentistry

Applications must be submitted over the Web.
E-mail: undergrad.dentistry@mcgill.ca
Web: www.mcgill.ca/dentistry

Graduate and Postdoctoral Studies

E-mail: graduate.admissions@mcgill.ca
Web: www.mcgill.ca/gps

Law

E-mail: undergradadmissions.law@mcgill.ca
Web: www.law.mcgill.ca

Medicine

Applications must be submitted over the Web.
E-mail: admissions.med@mcgill.ca
Web: www.medicine.mcgill.ca

1.2 Application Deadlines

Applications must be submitted via the Web, or postmarked, on or before the dates listed. Supporting documents may be submitted later.

Late Applications:

- will not be considered for scholarships;
- will not be considered for limited enrolment programs, unless written permission to apply late is obtained in advance from the Admissions Office concerned.

For non-limited enrolment programs, late applications will be considered only as time permits.

Priority is given to processing applications received on time. McGill reserves the right to return to applicant, cancel, or transfer to a subsequent session any application submitted

after the deadline dates listed, without advance notice. The application fee is non-refundable.

Supporting documents should be sent as soon as they are available. If received before the application form, they will be kept on file for one year.

Citizenship	Currently studying or last studied at	Type of Application	Application Deadline	Supporting Document Submission Deadline: Scholarship Applicants	Supporting Document Submission Deadline: Non-scholarship Applicants	
Canadian citizen or Permanent Resident	High school, university or college outside of Canada	Regular	January 15	January 15	April 30	
		Transfer	January 15	January 15	April 30	
		Exchange	May 1	May 1	May 1	
		Visiting or special	May 1	May 1	July 15	
	High School in Canada	Regular	February 1	February 1	April 10 for interim grades (and updated Ontario grades May25)	
	Quebec CEGEP	Regular	March 1	March 1	April 15	
	University in Canada	Exchange	May 1	May 1	May 1	
		Transfer	May 1	May 1	July 15	
		Visiting or special	July 1	July 1	July 15	
	Other - Mature students (must be Canadian citizens or Permanent Residents)	Mature	May 1	May 1	July 15	
Any of the above	Part-time (evening) Bachelor of Commerce	May 1	May 1	July 15		
NOT a Canadian citizen or Permanent Resident	High School, university or college outside of Canada	Regular or Transfer	January 15	January 15	April 30	
		Exchange, visiting or special	May 1	May 1	May 1 (visiting, special: May 15)	
	High school in Canada	Regular	February 1	February 1	April 10 for interim grades (and updated Ontario grades May25)	
	Quebec CEGEP	Regular	March 1	March 1	April 15	
	University in Canada	Transfer	January 15	January 15	June 1	
		Exchange	May 1	May 1	May 1	
		Visiting or special	May 1	May 1	June 1	
	Any of the above	Part-time (evening) Bachelor of Commerce	May 1	May 1	June 1	
	ALL Architecture applicants: Deadline for portfolio submission - March 15					
	Social Work applicants: Deadline for additional materials: CEGEP - April 15; Transfer, Mature - May 15					

1.3 Application Fee

Applications must be accompanied by an acceptable form of application fee payment. The \$60 non-refundable application fee is payable by credit card, certified cheque or money order. NO personal cheques will be accepted. McGill reserves the right to return or cancel any unpaid applications, without prior notice.

1.4 Application Forms

McGill's on-line application form is available on the Web at www.mcgill.ca/applying.

On-line application can be made to any undergraduate program at McGill. The application can be used by Special, Visiting, or Exchange students, as well as regular applicants.

McGill's on-line application form is available on the Web at www.mcgill.ca/applying. We strongly urge all students to apply on-line. It is both easier and considerably faster than the "old-style" paper method. If you do not wish to use the on-line, you may request a paper application form by contacting the appropriate Admissions Office by e-mail, regular mail or telephone. Please do so several months before the deadline to allow for mailing delay. Please be advised that use of the paper application will very likely delay the processing of your application by a minimum of several weeks. Again, use of the on-line application is preferred.

1.5 Entrance Scholarships and Awards

Entrance scholarships range in value from \$3,000 to \$10,000 renewable. All scholarships are merit-based and **financial need is not considered**. McGill University offers two types of entrance scholarships:

1. Basic scholarships
Eligibility is based solely on academic achievement.
2. Major scholarships
Eligibility is based on a combination of academic achievement and leadership qualities.

1.5.1 Eligibility

To be eligible for consideration for either a basic or major entrance scholarship, the applicant must be entering university for the first time. Transfer, Mature, Diploma, Exchange, Special, and Visiting Students are not eligible for consideration.

Competition for basic and major scholarships is intense due to the large number of applications that we receive and the high overall quality of our applicant pool. Please review carefully the minimum academic requirements described in the application form to determine whether you are eligible to be considered for an entrance scholarship. If you do not meet the minimum require-

ments, you should not apply for an entrance scholarship as doing so may delay consideration of your application for admission.

A student who meets the requirements is NOT guaranteed an entrance scholarship because the number of awards granted and the quality of the applicant pool varies from year to year.

1.5.2 Deadlines

Students must apply for scholarships at the time they apply for admission and all scholarship documents must be postmarked no later than the dates listed below. Applicants who apply late will not be considered for a scholarship, even if the applicant has been granted permission to submit a late admission application. There are no exceptions to this rule.

Applicants wishing to be considered for a Music entrance scholarship must also meet an earlier audition deadline. Check the Faculty of Music website at www.mcgill.ca/music for relevant deadline dates.

Applicants studying, or who last studied, in a high school or secondary level school outside Canada - January 15.

Applicants studying, or who last studied, in a high school in Canada, outside Quebec - February 1.

Applicants studying, or who last studied, in a Quebec CEGEP - March 1.

1.5.3 Application Procedure

For Basic Scholarships Valued At \$3,000

A student who meets the minimum academic requirements can apply for a basic scholarship and will be considered based on academic achievement alone. To apply for a basic entrance scholarship, please follow the instructions below.

Quebec CEGEP student: check off the appropriate box on the application form for admission and ensure that your application is postmarked no later than March 1.

High school or secondary level student: check off the appropriate box on the application form for admission and provide the following documents by the appropriate deadline:

1. a signed statement from the school indicating the size of your class and your class rank. If the school does not rank students, a statement to that effect from the school should be provided, if possible. All documents should be provided on school letterhead and placed in a sealed envelope, signed across the flap by the sender. If available, a school profile should also be provided.
2. a photocopy of your transcript to date, covering the current and previous academic year. Please note, a Canadian high school student who does not have marks for the current year available at the time of application is responsible for having another transcript sent with first term marks no later than March 5. Transcripts for a student who has applied through the Ontario Universities' Application Centre will be transferred automatically to McGill, so individual transcripts should NOT be sent.

For Major Scholarships Valued At \$5,000 and Above

A student who meets the minimum academic requirements and also has significant leadership activities can apply for a major scholarship, where consideration will be given to academic achievement and leadership in school and/or community activities. Please note that our criterion is "leadership" and we are looking for more than simple participation in extracurricular activities. A student who applies for, but does not receive, a major scholarship will be considered automatically for a basic scholarship.

For all Eligible Applicants Applying for a Major Scholarship:

Check off the appropriate box on the application form for admission and provide the following documents by the appropriate admission deadline date.

1. supporting documents. Please put your name and date of birth on the top right-hand corner of each document.
2. a factual list of principal interests and activities while in school or CEGEP, including awards, offices held, and other extra-curricular and athletic participation. The list should be in chrono-

logical order, covering only the last three years and beginning with the current year.

3. a list of up to a maximum of six books or major articles read during the past year (exclude selections which were required for school or CEGEP courses). Choose one of them and explain in a maximum of 200 words why you read it and why it was significant.
4. an essay of no more than 500 words explaining what and where you expect to be 20 years from now and what will have been the role of your education.
5. two letters of reference, one academic and one activity-related. Letters of reference must be submitted in envelopes sealed and signed across the flap by the author of the letter. It would be appreciated if letters could be typed and, where possible, that they be prepared on letterhead stationery.
6. high school and secondary level students only – a signed statement from the school indicating the size of your class and your rank in class. If your school does not rank students, a statement to that effect from the school should be provided, if possible. Documents should be provided on school letterhead, and placed in a sealed envelope, signed across the flap by the author. Where possible, a school profile should be provided.
7. high school and secondary level students only – a photocopy of your transcript to date covering the current and previous year. Canadian high school students who do not have marks for the current year available at the time of application are responsible for having another transcript sent with first term marks no later than March 5. Transcripts for students who have applied through the Ontario Universities' Application Centre will be transferred automatically to McGill, so individual transcripts should NOT be sent.

A student who applies on-line will need to submit supporting documents for scholarships to the:

Scholarships Office
McGill University
845 Sherbrooke Street West
Montreal, QC
H3A 2T5

1.6 Residences Application and Acceptance

Please note that the procedure governing residence admission is separate from that of University admission; however, no separate application form for admission to residence is required. Applicants who wish to be considered for residence accommodation must indicate that when they complete their application for admission to McGill University. In downtown area residences, the University is able to house approximately 2 300 undergraduate students. Residence accommodation is guaranteed for all first year students admitted to the University before June 30. After all eligible first year students have been accommodated, consideration will be given to other students requesting a space in residence.

The residence fees for the 2004-05 session had not been set at the time this Calendar went to print. An updated fee sheet will be published on the Residences website at www.mcgill.ca/residences.

The residences at the Macdonald Campus become home to approximately 300 students during the course of the academic year. Applicants who would like to be housed at Macdonald Campus and indicate that when they complete their application for admission will automatically receive an Application for Residence from the Macdonald Campus Housing Office. For further information regarding all residences at McGill, refer to "[Residential Facilities](#)" on [page 56](#).

1.7 Financial Aid

1.7.1 Citizens and Permanent Residents of Canada

Need-based student financial aid programs are offered by the federal/provincial governments. Most applications are submitted online directly to the province (or territory) of residence. Paper

application forms are available from the appropriate governmental authorities as well as the Student Aid Office. Information on governmental student aid and links to sites can be found on McGill's Financial Aid Website at www.mcgill.ca/stuserv/aid/aid.htm.

1.7.2 Citizens and Permanent Residents of the United States

Stafford Loans (subsidized and unsubsidized) and parental loans (PLUS) are available for studies at McGill. Students must submit a FAFSA application to have their financial need assessed. FAFSA may be completed on the Web at www.fafsa.ed.gov. The resulting SAR and a Master Promissory Note (Stafford Application) is submitted to the Student Aid Office.

Students may contact the Office for information on alternative loan programs and should also check with banks and other lending organizations in the U.S.

More information can be found on McGill's Financial Aid website at www.mcgill.ca/stuserv/aid/aid.htm.

1.7.3 McGill Loans and Bursaries

Applications for McGill loans and bursaries on the basis of financial need should be directed to the Student Aid Office, McGill University, 3600 McTavish Street, Montreal, QC, H3A 1Y2. All applicants for aid must first apply for the maximum government assistance for which they may be eligible.

With the exception of scholarship holders, **loans and bursaries may only be applied for once the student is in attendance.**

1.8 Immigration Information

Unless their studies at McGill will be completed in less than six (6) months, all students, other than Canadian citizens and Permanent Residents of Canada, must obtain proper authorization from both Quebec and Canadian Immigration officials prior to proceeding to Canada and/or commencing studies. The process begins with a Letter of Acceptance from McGill University.

Details on Canadian immigration regulations may be obtained from the closest Canadian Visa Service (CVS) of Immigration Canada.

In addition, International Student Services prepares a "Getting Started" pamphlet along with a detailed International Student Handbook, which is sent to all accepted applicants. The Handbook is also 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 Canada
Telephone: (514) 398-4349
Website: www.mcgill.ca/stuserv/iss
E-mail: international.students@mcgill.ca

1.8.1 Sponsorship of Non-Resident Minors

Students, other than Canadian citizens and Permanent Residents, who have not yet reached the age of eighteen (18) years who wish to study in Canada must show proof that there is a legal sponsor in Canada to act as guardian until the date of the student's 18th birthday. Two documents are needed to complete this process.

The first is a notarized letter from the student's parents authorizing a specific individual in Canada to act as the official sponsor until the specified date of the 18th birthday. The second document is a certified letter from the Canadian sponsor acknowledging and accepting the conditions of sponsorship. These documents must be submitted with the application to both Quebec and Canada Immigration.

For students without family or friends in Montreal who can provide sponsorship, the notarized letter of authorization can be made out to the Dean of Students. Please consult the International Student Handbook for further details. The Handbook is available on the Student Services website at www.mcgill.ca/stuserv/iss or from the McGill Admissions Office.

The nearest Canadian Embassy or Consulate can provide further clarification of any of the regulations governing student status in Quebec.

2 Admission Requirements

This section includes admission information for undergraduate programs in the following faculties and schools:

Agricultural and Environmental Sciences, Architecture, Arts, Dietetics and Human Nutrition, Education, Engineering, Management, Science.

The B.A. & Sc. is an interdisciplinary degree intended for students who want to pursue simultaneously a program offered by Arts and one offered by Science. **Note:** New students will be able to apply for admission directly to the B.A. & Sc. for September 2005. For more information, please see www.mcgill.ca/artscisao.

Music (for applicants to B.Mus. programs and to the Concurrent B.Mus./B.Ed. program) – see also Faculty of Music section.

Note: Those wishing to follow a B.A. program in Music must apply for entry to the Faculty of Arts.

Nursing, Occupational Therapy, and Physical Therapy – basic entrance requirements for these programs are provided here for ease of reference. Please refer to the *Health Sciences Calendar* for further information regarding these Schools.

Social Work – see School of Social Work in the Faculty of Arts section.

Theology (B.Th.) – see also Faculty of Religious Studies section. **Note:** Those wishing to follow a B.A. program in Religious Studies must apply for entry to the Faculty of Arts.

For information on admission to Dentistry, Law, Medicine, and graduate studies consult www.mcgill.ca/applying, or the *Health Sciences, Law, or Graduate and Postdoctoral Studies Calendars*.

The general criteria for admission are outlined below to serve as a guide for potential applicants. For some programs there are additional requirements such as letters of reference or interviews. Full information is available on the Web and in the application package. Although Admissions Office and Welcome Centre staff are always pleased to meet prospective students, a personal interview is not required for admission to most programs.

Note:

Admission to McGill is competitive, and fulfilment of the minimum entrance requirements does not guarantee acceptance.

2.1 McGill's Competitive Admission Process

The information regarding entrance requirements was prepared in July 2003. For further information and/or updates, applicants are advised to consult with the admissions office to which they will be sending their application. The University reserves the right to make changes to admissions policies without prior notice.

McGill accepts students with a wide variety of academic backgrounds: Quebec CEGEPs, Canadian, U.S. and other international high schools, as well as other universities. The entrance requirements that an applicant must fulfil are determined by the applicant's educational background and the category of admission he or she is seeking. Please note that Architecture, Education, Music, Nursing, Occupational Therapy, Physical Therapy, Religious Studies (B.Th.), and Social Work have additional application requirements.

Admission decisions are based on the applicant's entire academic record, as well as performance in prerequisite courses, depending on the program. All marks are taken into consideration in determining admission, including those for failed or repeated courses. In addition, many programs take other information into consideration in making admission decisions (for example, the audition for the Faculty of Music or the portfolio for the School of

Architecture). Generally speaking, extracurricular activities are not significant in the admission decision, although they are an important factor in the awarding of certain entrance scholarships.

Admission to McGill is competitive and students who present the minimum requirements are not guaranteed acceptance.

Admission decisions are frequently based on official interim academic results available at the time of review. Admitted students are expected to maintain their level of academic performance through to the completion of their pre-McGill studies. Due to constraints of space and timing, it is not normally possible to consider applicants on the basis of repeated or supplemental course work completed after the normal file review period. Admission is always subject to the availability of places in a particular program.

2.2 Proof of Proficiency in English

The language of instruction for most courses at McGill is English; however, students are allowed to write term papers, examinations and theses in English or in French except in courses where knowledge of the language is one of the objectives of the course.

Students educated in several different languages may be required to provide proof of proficiency in English. Normally, applicants meeting any of the following conditions are not required to submit proof of proficiency in English:

- Their mother tongue/first language is English
- or
- They have completed a Diploma of Collegial Studies at an English Language CEGEP during or later than 2003
- or
- They have completed both Secondary V and a Diploma of Collegial Studies in Quebec
- or
- Their mother tongue/first language is English and they have completed the last five years of study in a French Baccalaureate International Option program, or in a French Lycée located in an English speaking country
- or
- Their last five years of study (preceding application) have been at a learning institution where English is the main language of instruction (including applicants taught in English in Kenya, Liberia and Singapore)
- or
- Advanced Level English: A-Level subject in English, (other than English as a Second Language) with a final grade of C or better.

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

Test of English as a Foreign Language (TOEFL)

Currently, Arts, Education (except Teaching of English as a Second Language, which has a higher standard), Engineering, Science, Architecture, Nursing, Physical and Occupational Therapy and Social Work undergraduate programs require a TOEFL score of at least 233 (577 for the paper-based version). Management and Teaching English as a Second Language in Education require at least 250 (600 for the paper-based version). The Faculty of Music minimum score is 213 (550 for the paper-based version).

For more information about TOEFL contact:

TOEFL (Test of English as a Foreign Language)
Box 6151, Princeton, New Jersey
08541-6151, USA
Web: www.toefl.org

McGill Certificate of Proficiency in English

For further information about the program contact:

Department of Languages and Translation
Centre for Continuing Education
688 Sherbrooke St. W., Suite 1199
Montreal, Quebec
H3A 3R1, Canada
Tel.: (514) 398-6160
Fax: (514) 398-2650
Web: www.mcgill.ca/conted

International English Language Testing System (IELTS)

A band score of 6.5 or better.

For further information about IELTS contact:

The British Council

Medlock Street,
Manchester, M15 4AA
United Kingdom
Web: www.ielts.org

University of Michigan English Language Test (MELAB)

A minimum mark of 85%. For further information about MELAB contact:

English Language Institute, Testing and Certification,
University of Michigan TCF Building
401 E. Liberty, Suite 350
Ann Arbor, MI 48104, U.S.A.
Tel.: (734) 764-2416
Web: www.lsa.umich.edu/eli/melab.htm

APIEL (Advanced Placement International English Language)

A minimum score of 4. For further information about APIEL contact:

The College Board
45 Columbus Avenue
New York, NY
10023-6992, U.S.A.
Tel.: (212) 713-8091
Web: www.collegeboard.com/ap/students/apiel

An Institutional version of these tests is not acceptable. It is the applicant's responsibility to ensure official test results are sent directly to the correct McGill admissions office; i.e., the admissions office to which the application was mailed. For TOEFL and APIEL, the Institutional code at McGill is 0935-00. Indicate a departmental code if test results are to be directed to the faculties of Agricultural and Environmental Sciences (0864), Music (19), or Religious Studies (21).

2.3 Placement Tests in Mathematics and Basic Sciences

Applicants from outside Quebec who believe that they have taken the equivalent of one or more introductory university-level science courses (algebra, calculus, biology, chemistry, physics) but who do not have acceptable certification to that effect may be eligible to take placement tests at McGill. These are formal examinations held on campus during the Supplemental Examination period during the last week of August (see Calendar of Dates). The placement tests are conducted by the Faculty of Science. For more information, refer to "Newly admitted students, admission placement tests" on the Science Student Affairs Office website at www.mcgill.ca/artscisao.

Each faculty's policy will determine whether credit and/or exemption from certain courses will be granted for successful completion of advanced placement tests.

Students entering the Faculty of Engineering from a Quebec CEGEP program

are eligible, prior to their first registration, to receive advanced credit in MATH 260 Intermediate Calculus upon successful completion of the Advanced Credit Examination. That examination, which is given in June, covers material similar to the syllabus of the CEGEP Calculus III (Mathematics 201-303) course. In all engineering programs, students who are successful in the exam will automatically have the number of credits required for the completion of their program reduced by three. For specific date(s) and time(s) of the examination, please refer to the Faculty of Engineering website at www.mcgill.ca/engineering.

2.4 Length of McGill Programs

Normally, students successfully completing a CEGEP diploma of collegial studies are granted 30 credits of advanced standing, thereby reducing the standard 120-credit program requirement to 90 credits. Please note that advanced standing credits for Music applicants vary from those described here.

Students admitted from U.S. high schools and from Canadian high schools outside Quebec normally enter undergraduate programs requiring the completion of 120 credits, or eight semesters. Students admitted from high schools outside Canada and the United States normally enter undergraduate programs between 90 and 120 credits in length, typically requiring seven or eight semesters to complete.

Applicants who are admitted to a program on the basis of a previous university degree are generally required to complete a minimum of 60 new credits, plus any other program or faculty requirements. Please note, however, that most programs in Education, B.Eng.(Bioresource), Dietetics, Engineering, Music, and Occupational and Physical Therapy are longer than those described above. For more information about the length of programs at McGill, please refer to the University Guide, the University Calendar, or to www.mcgill.ca.

2.5 Advanced Standing or Transfer Credits

Up to 30 credits of advanced standing may be awarded to applicants who have completed Advanced Placement (AP), Advanced Subsidiary (AS), Advanced Level (A-Level), International Baccalaureate (IB), Higher Level Examinations, as well as the European Baccalaureate, French Baccalaureate, Abitur and/or Bagrut. Applicants who have completed the full IB diploma are eligible for up to 30 credits of advanced standing. Applicants transferring from other universities or colleges may be awarded advanced standing credits as well. Normally, students successfully completing a CEGEP diploma of collegial studies are granted 30 credits of advanced standing, thereby reducing the standard 120-credit program requirement to 90 credits. Please note that advanced standing credits for Music applicants vary from those described here.

For most applicants, advanced standing credit will be calculated and assigned only after the accepted applicant has confirmed which program they will enter at McGill. The Admissions Office will initiate the calculation of advanced standing credit, following receipt of confirmation and payment of the required deposit from the student. After registration, the Admissions Office, Faculty or School may award further advanced standing credit.

Applicants have the option of declaring or not declaring results of Advanced Placement (AP) Examinations at the time of application. Accordingly, the admission decision may or may not take AP results into consideration. In any event, AP Examination results with a score of 4 or 5 must be declared by the student at the time of initial registration at the University. Each faculty's policy will determine whether advanced standing credit and/or exemption from certain courses will be granted on the basis of AP results.

2.6 Applicants from Quebec CEGEPs

(CEGEP: Collège d'enseignement général et professionnel/ College of General and Professional Education)
Applicants who have obtained a Diploma of Collegial Studies (DCS) or who expect to obtain a DCS prior to the start of classes are eligible to apply. All applicants must submit their correct Permanent Code. Students holding a DCS in "Sciences, lettres et arts" can be considered for all programs. Students graduating with a professional CEGEP diploma are eligible for admission to certain programs at McGill, including the Bachelor of Nursing. Generally speaking, evaluation of applicants with a professional DCS is on a case-by-case basis.
McGill uses the "cote de rendement au collégial" (CRC) or "cote r" rather than CEGEP percentage grades in making admission decisions for most programs. The "cote r" is a method of comparing and ranking students from CEGEP; it measures how far above or below the class average a student places, with adjustments based on the relative strength of the group. Please note that the Faculty of Music does not use the "cote r" in its evaluation. Instead, auditions and the academic record determine admissibility.
For applicants in combined IB/CEGEP programs, admission decisions and eventually course requirements are based on both the cote r and IB results. Therefore, CEGEP IB coordinators are asked

to send anticipated IB results directly to McGill as soon as they are available.

To be eligible for consideration, CEGEP applicants must complete the prerequisites set out below. Quebec high school (Secondary V) graduates are expected to complete a Quebec CEGEP DCS prior to admission to McGill. Please refer to website:

www.mcgill.ca/applying/undergrad for complete details on minimum requirements for CEGEP applicants, including a listing of some admission minima for previous years. A Quebec high school graduate who does not proceed to CEGEP but undertakes one full year of university study outside Quebec may be admissible as a Transfer student. Such applicants are advised to consult the appropriate McGill admissions office prior to applying.

Note: applicants who intend to enrol in a summer CEGEP course in the semester preceding university entry are asked to inform the admissions office (where the application has been sent) in writing, no later than June 10, regarding the name and code of the summer course and the reasons why the course is being taken. Prior to beginning their McGill program, admitted students are expected to complete their DCS, otherwise admission may be revoked and registration blocked.

Agricultural and Environmental Sciences, Dietetics and Human Nutrition

• A DCS in an appropriate Science program, and the following prerequisites:

B.Sc.(Ag.Env.Sc.) and B.Sc.(F.Sc.)

- Biology - NYA (00UK)
- Chemistry - NYA, NYB (00UL, 00UM)
- Mathematics - NYA, NYB (00UN, 00UP)
- Physics - NYA, NYB, NYC (00UR, 00US, 00UT)

Applicants to the B.Sc.(Agr.) Major in Agricultural Economics only will be considered with a DCS in Social Science if it includes Mathematics 00UN and 00UP. An overall "cote r" of 24 is required with 24 or better in each of the Mathematics competencies. If accepted, students will then be required to complete one course in each of Biology, Chemistry, and Physics.

B.Eng.(Bioresource)

The same as B.Sc. Agr. & Env. Sciences with the addition of:

- Mathematics - NYC (00UQ)

B.Sc.(Nutr.Sc.) (Dietetics and Human Nutrition)

- The same as for Occupational and Physical Therapy, but there are no additional requirements.

Architecture

- Chemistry - NYA, NYB (00UL, 00UM)
- Mathematics - NYA, NYB, NYC (00UN, 00UP, 00UQ)
- Physics - NYA, NYB, NYC (00UR, 00US, 00UT)
- Portfolio by March 15

Arts

No additional prerequisite courses are required, however,

- courses in statistics and biology are recommended for applicants to Psychology
- Mathematics - NYA, NYB, NYC (00UN, 00UP, 00UQ) are recommended for applicants to Computer Science or Mathematics
- Mathematics - NYA (00UN) and one of Biology, Chemistry or Physics NYA (00UK, 00UL, 00UR) are recommended for applicants to the School of Environment program

Education

No additional prerequisite courses are required, except for:

B.Mus./B.Ed. applicants who must also meet the Music requirements.

Engineering

- Chemistry - NYA, NYB (00UL, 00UM)
- Mathematics - NYA, NYB, NYC (00UN, 00UP, 00UQ)
- Physics - NYA, NYB, NYC (00UR, 00US, 00UT)

Kinesiology

- Biology - NYA, General Biology II (00UK, 00XU)
- Chemistry - NYA, NYB, Organic Chemistry I (00UL, 00UM, 00XV)
- Mathematics - NYA, NYB (00UN, 00UP)
- Physics - NYA, NYB, NYC (00UR, 00US, 00UT)

Management

- Mathematics - NYA, NYB, NYC (00UN, 00UP, 00UQ) or 103, 203, 105 (022X, 022Y, 022Z)

Music

A DCS in Music or equivalent. Applicants with a DCS in a field other than music must have the equivalent music prerequisites. No additional prerequisite courses are required. Audition and academic record determine admissibility. (The Faculty of Music does not use the "cote r").

B.Mus./B.Ed. applicants must also meet Education requirements.

Nursing, B.Sc.(N)

- Biology - NYA, General Biology II (00UK, 00XU)
- Chemistry - NYA, NYB, Organic Chemistry I (00UL, 00UM, 00XV)
- Mathematics - NYA, NYB (00UN, 00UP)
- Physics - NYA, NYB, NYC (00UR, 00US, 00UT)

Nursing, B.N. (for Registered Nurses)

Admission decisions take into consideration the applicant's academic and related employment record. Students graduating from the CEGEP Nursing program 180.01 must arrange for submission of their CEGEP record, as well as the academic/employer evaluation form (available on the School of Nursing website: www.nursing.mcgill.ca/bnap.html). This form is to be completed either by the nurse manager for nurses in the work force, or by a faculty member, for newly graduated or final year students. A copy of the current Quebec license from the OIIQ is also required. Alternatively, unlicensed graduates must pass the licensing examination within the first year of their enrolment in the B.N. program.

Students enrolled in the new five-year **Integrated Nursing Program** at Dawson, Heritage, John Abbott, and Vanier CEGEPs will be considered for admission to the B. Nursing starting September 2004. Students from other CEGEPs will be considered on an individual basis. Eligible CEGEP candidates are required to meet set academic standards in their program in order to gain promotion to the 4th year (i.e., the McGill University segment). For more information on the content, requirements and means of entry into the McGill Integrated Nursing Program, please consult the School of Nursing website www.nursing.mcgill.ca or contact Dr. Marcia Beaulieu, Coordinator, McGill B.N. Program, at (514) 398-3309.

Occupational Therapy, Physical Therapy

- Biology - NYA, General Biology II (00UK, 00XU)
- Chemistry - NYA, NYB, Organic Chemistry I (00UL, 00UM, 00XV)
- Mathematics - NYA, NYB (00UN, 00UP)
- Physics - NYA, NYB, NYC (00UR, 00US, 00UT)

Science

- Biology - NYA (00UK)
- Chemistry - NYA, NYB (00UL, 00UM)
- Mathematics - NYA, NYB, NYC (00UN, 00UP, 00UQ)
- Physics - NYA, NYB, NYC (00UR, 00US, 00UT)

General Biology II (00XU) and Organic Chemistry I (00XV) are recommended for applicants to biological and pre-medical science programs.

Social Work

- No additional prerequisite courses.

Religious Studies (B.Theology)

Applicants with a CEGEP Diploma of Collegial Studies may be considered. For further information please consult the Faculty of Religious Studies website at www.mcgill.ca/religion or contact the B.Theology Program Coordinator, Kathleen MacDonald at (514) 398-3995.

2.7 Applicants from Ontario High Schools

Applicants from Ontario must have completed the Ontario Secondary School Diploma (OSSD) by the time they commence their university studies. McGill reviews Ontario high school applications for admission based on its own calculation of the "top six" pre-university (OAC, 4U, 4M) course average. A minimum of six OAC, 4U, and/or 4M courses are required for admission. At least four of the six required courses, as well as all prerequisite courses, must be taken at the OAC or 4U level. All grades on OAC, 4U and 4M courses are taken into consideration, including any grades for failed or repeated courses. In addition, depending on the program, certain prerequisite courses are included. The McGill average excludes most applied courses. However, all types of performing arts courses at the 4M level (allowing only a maximum of two) will be eligible for inclusion in the top-six average. This may vary from the calculation used at other institutions.

If the applicant comes from a school where the language of instruction is English, then OAC English (ENGOA, EWCOA or ELIOA) or 4U level English must be included in the six courses. If the applicant comes from a school where the language of instruction is French, then OAC French (FRAOA or FLIOA or EALOA) or 4U level French must be included in the six courses. English Second Language and French Second Language courses are not accepted as prerequisites. For information on McGill's admission minima for previous years, refer to website: www.mcgill.ca/apply-ing/undergrad.

Applicants should bear in mind that admissions minima were exceptionally high in 2003, partly because of the one-year "double cohort" spike in the number of Ontario applications. It is projected that admission will be less competitive for Ontario applicants for some programs in 2004.

Every attempt has been made to report accurately on admission requirements in effect at the time of printing. Given the recent Ontario curriculum reform and the resulting array of new courses, it should be noted that McGill reserves the right to revise its admission requirements without prior notice.

If you are an Ontario high school student who will graduate before April 2004, who has taken or will take any distance, night or correspondence courses, or who will take summer school courses in 2004, it is very likely that some of your grades will not show on the electronic transcript we get from OUAC. Therefore, you must arrange for these grades to be sent by mail separately to the appropriate admissions office.

High school students are not eligible for direct admission to Physical Therapy, Occupational Therapy, Religious Studies (B.Th.), or Social Work.

Agricultural and Environmental Sciences, Dietetics and Human Nutrition

- OAC Calculus or OAC Algebra and Geometry or MCB4U or MGA4U
- Two different science subjects from the following list:
OAC Biology or SBI4U
OAC Chemistry or SCH4U
OAC Physics or SPH4U

Architecture

- OAC Calculus or OAC Algebra and Geometry or MCB4U or MGA4U
- OAC Chemistry or SCH4U
- OAC Physics or SPH4U
- OAC or 4U English or French (see note above explaining when English or French is required)
- Portfolio by March 15

Arts

- OAC or 4U English or French (see note above explaining when English or French is required)

Education

- OAC or 4U English or French (see note above explaining when English or French is required)

B.Mus./B.Ed. applicants must also meet the Music requirements.

B.Sc.(Kinesiology) applicants must also meet the Science requirements.

Engineering

- OAC Calculus or OAC Algebra and Geometry or MCB4U or MGA4U
- OAC Chemistry or SCH4U
- OAC Physics or SPH4U
- OAC or 4U English or French (see note above explaining when English or French is required)

Management

- OAC Calculus or OAC Algebra and Geometry or MCB4U or MGA4U
- OAC or 4U English or French (see note above explaining when English or French is required)

Music

- Audition and academic record determine admissibility
- OAC or 4U English or French (see note above explaining when English or French is required)

B.Mus./B.Ed. applicants must also meet Education requirements.

Nursing

- OAC Calculus or OAC Algebra and Geometry or MCB4U or MGA4U
- Two different science subjects from the following list:
OAC Biology or SBI4U
OAC Chemistry or SCH4U
OAC Physics or SPH4U
- OAC or 4U English or French (see note above explaining when English or French is required)

Science

- OAC Calculus or OAC Algebra and Geometry or MCB4U or MGA4U
- Two different science subjects from the following list:
OAC Biology or SBI4U
OAC Chemistry or SCH4U
OAC Physics or SPH4U
- OAC or 4U English or French (see note above explaining when English or French is required)

B.Sc.(Kinesiology) applicants must also meet the Education requirements.

2.8 Applicants from Canadian High Schools other than Ontario

Applicants from Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland, Nova Scotia, Prince Edward Island, Saskatchewan, Nunavut, NWT, and Yukon must hold a high school diploma giving access to university education in their province/territory. Consideration will be given to the results for Grade 11 and 12 level courses (regardless of the calendar year in which they were taken), with emphasis on grades obtained in courses most relevant to the intended program of study. Generally speaking, all marks are taken into consideration in determining admission, including those of failed or repeated courses.

If the applicant comes from a school where the language of instruction is English, then Grade 12 English must be included in the academic record. If the applicant comes from a school where the language of instruction is French, then Grade 12 French is required. English and French Second Language courses are not accepted as prerequisites.

High school students are not eligible for direct admission to Occupational Therapy, Physical Therapy, Religious Studies (B.Th.), or Social Work.

Agricultural and Environmental Sciences, Dietetics and Human Nutrition

- Grade 12 Mathematics (pre-calculus)
- Two of the following: Grade 12 Biology, Chemistry or Physics
- Grade 12 English or French (see note above explaining when English or French is required)

Architecture

- Grade 12 Mathematics (pre-calculus)
- Grade 12 Chemistry
- Grade 12 Physics
- Grade 12 English or French (see note above explaining when English or French is required)
- Portfolio by March 15

Arts, Education

- Grade 12 English or French (see note above explaining when English or French is required)

B.Mus./B.Ed. applicants must also meet Music requirements.

Engineering

- Grade 12 Mathematics (pre-calculus)
- Grade 12 Chemistry
- Grade 12 Physics
- Grade 12 English or French (see note above explaining when English or French is required)

Kinesiology

- Grade 12 Mathematics (pre-calculus)
- Two of: Grade 12 Biology, Chemistry or Physics
- Grade 12 English or French (see note above explaining when English or French is required)

B.Sc./B.Ed. applicants must also meet Education requirements.

Management

- Grade 12 Mathematics (pre-calculus)
- Grade 12 English or French (see note above explaining when English or French is required)

Music

- Grade 12 English or French (see note above explaining when English or French is required)
- Audition and academic record determine admissibility.

B.Mus./B.Ed. applicants must also meet Education requirements..

Nursing

- Grade 12 Mathematics (pre-calculus)
- Two of: Grade 12 Biology, Chemistry or Physics
- Grade 12 English or French (see note above explaining when English or French is required)

Science

- Grade 12 Mathematics (pre-calculus)
- Two of: Grade 12 Biology, Chemistry or Physics
- Grade 12 English or French (see note above explaining when English or French is required)

B.Sc./B.Ed. applicants must also meet Education requirements.

2.9 Applicants from U.S. High School Programs (in the U.S.A. and other countries)

To be eligible for admission, applicants must hold a high school diploma and have followed an academic program leading to university entrance. Grade 10, 11 and 12 academic results will be considered but special attention will be paid to results obtained in those courses most relevant to the intended program of study.

Applicants (except those applying only to Music) must have taken either the ACT or the SAT I plus three appropriate SAT II tests. For a list of approximate minimum acceptable scores for most undergraduate programs at McGill, consult the Web at www.mcgill.ca/applying/undergrad.

It is the applicant's responsibility to ensure official test results are sent directly to the correct McGill admissions office; i.e., the admissions office to which the application was mailed. For SAT, the Institutional code at McGill is 0935-00. Only indicate a departmental code if test results are to be directed to the faculties of Agricultural and Environmental Sciences (0864), or Religious Studies (21). For ACT, the Institutional code at McGill is 5231.

High school students are not eligible for direct admission to Occupational Therapy, Physical Therapy, Religious Studies (B.Th.), or Social Work.

Agricultural and Environmental Sciences, Dietetics and Human Nutrition

- Pre-calculus (functions)
- At least two of: biology, chemistry, or physics
- Three SAT IIs, including mathematics and at least one science

Architecture

- Pre-calculus (functions), chemistry and physics
- Three SAT IIs, including Mathematics and at least one Chemistry or Physics
- Portfolio by March 15

Arts, Education

- Strong grades in all Grade 10, 11 and 12 English courses
- Three SAT IIs, including English

B.Mus./B.Ed. applicants must also meet Music requirements.

B.Sc.(Kinesiology) applicants must also meet the Science requirements.

Engineering

- Pre-calculus (functions), chemistry and physics
- Three SAT IIs, including Mathematics and at least one Chemistry or Physics

Management

- Pre-calculus (functions)
- Three SAT IIs, including Mathematics

Music

- No specific prerequisite courses. Audition and academic record determine admissibility

B.Mus./B.Ed. applicants must also meet Education requirements.

Nursing, Science

- Pre-calculus (functions)
- At least two of the following: Biology, Chemistry or Physics
- Three SAT IIs, including two of the following: Biology, Chemistry, Mathematics or Physics

B.Sc./B.Ed. applicants must also meet Education requirements.

2.10 Applicants from High Schools Outside Canada and the U.S.A.

The normal basis for admission is completion of the credentials which lead to university admission in the applicant's country of study. Consideration is given to the complete high school record with emphasis on grades obtained in courses most relevant to the intended program of study. All grades are taken into consideration, including those from failed or repeated courses.

Applicants who have completed Advanced Subsidiary, Ordinary Levels, GCSE, HKCEE or CADE must arrange for their school to forward a certified photocopy of the certificate(s) to the address at McGill where the application was mailed.

2.10.1 Advanced Level (A-Level) Examinations

The minimum requirements are: three A-Levels, with at least two subjects with predicted and final grades of B or better; and one A-Level subject with a predicted and final grade of C or better; and three or four Advanced Subsidiary (AS) results (normally with grades of B or better). However, many programs are more competitive and require higher grades for GCSEs, AS and A-levels.

Applicants completing Upper Form VI are considered on: GCSEs, Form VI grades, AS 1 results (or all modular examination results towards A-level qualifications) and predicted A-Levels. Applicants completing only lower Form VI with AS may be considered on an individual basis. Such applicants with a minimum of five appropriate GCSEs with clearly superior marks (i.e., A's and B's), plus Lower Form VI with equally superior grades, can be considered for admission to some four-year programs.

Students attending schools where it is not the policy to sit for modular examinations in stages and claim AS qualifications at the end of the first year, but rather continue to sit all examinations at the end of the year, must ensure that their school(s) communicate

this information clearly to McGill either by letter or in their school profile (refer to section on high school profile).

Agricultural and Environmental Sciences, Dietetics and Human Nutrition

- Two A-Level subjects with final grades of B or better
- One A-Level subject with a final grade of C or better
- Subjects must include: at least one A-Level subject in Mathematics and one A-Level subject in Biology, Chemistry or Physics
- Other Science subjects must be taken at the GCSE level

Architecture

- Three A-Level subjects
- Five GCSEs
- Mathematics, Physics and Chemistry must be taken at the Advanced or GCSE level (it is expected that at least two would be taken at the Advanced Level). Applicants with only one or two of these subjects at A-Level may be considered for a longer program.
- Portfolio by March 15

Arts, Education, Management

- Three A-Level subjects
- For Management, subjects must include at least one A-Level Mathematics with a grade of B or better

B.Mus./B.Ed. applicants must also meet the Music requirements.

Engineering

- Three A-Level subjects
- Five GCSEs
- Mathematics, Physics and Chemistry must be taken at the Advanced or GCSE level (it is expected that at least two would be taken at the Advanced Level)
- Biology cannot be used as a prerequisite

Kinesiology

- Two A-Level subjects with final grades of B or better
- One A-Level subject with a final grade of C or better
- Subjects must include: at least one A-Level subject in Mathematics and one A-Level subject in Biology, Chemistry or Physics
- Other Science subjects must be taken at the GCSE level

Occupational Therapy, Physical Therapy

- Two A-Level subjects with grades of B or better
- Two A-Level subjects with grades of C or better
- A-Level subjects must include Biology, Chemistry, Mathematics and Physics

Music

- Three A-Level subjects. Audition and academic record determine admissibility

B.Mus./B.Ed. applicants must also meet Education requirements

Nursing

- Two A-Level subjects with grades of B or better
- One A-Level subject with a grade of C or better
- A-Level subjects must include: at least one Mathematics and two of Biology, Chemistry or Physics

Science

- Two A-Level subjects with final grades of B or better
- One A-Level subject with a final grade of C or better
- Subjects must include: at least one A-Level subject in Mathematics and one A-Level subject in Biology, Chemistry or Physics
- Other Science subjects must be taken at the GCSE level

2.10.2 French Baccalaureate

A diploma in "premier groupe" with "mention assez bien" (i.e., 12/20) is the minimum expected for most programs.

Note: Admission is competitive. Applicants who present the minimum requirements are not guaranteed admission.

A maximum of 30 credits advanced standing can be granted for the French Baccalaureate.

Agricultural and Environmental Sciences, Dietetics and Human Nutrition

- Diploma in Series S, minimum overall average of 12/20
- Minimum grade of 10 in prerequisite courses

Architecture

- Series S, with a minimum of 11/20 in each mathematics and physical sciences course
- Portfolio by March 15

Arts

- Series L, ES, or S, with a minimum overall average of 12/20

Education, Social Work

- Series L, ES, or S, with a minimum overall average of 10/20 B.Mus./B.Ed. applicants must also meet Music requirements. B.Sc.(Kinesiology) applicants must also meet the Occupational Therapy and Physical Therapy requirements.

Engineering

- Series S, with a minimum of 10/20 in each mathematics and physical sciences course

Kinesiology

- Series S, with a minimum overall average of 12/20 and a minimum of 10/20 in each mathematics, biological and physical sciences course. Applicants may be required to complete additional courses in organic chemistry prior to admission.

Management

- Series S, with a minimum overall average of 12/20 and a minimum of 12/20 in mathematics, or
- Series ES with a minimum overall average of 13/20 and a minimum of 13/20 in mathematics

Music

- Series L, ES, or S, with a minimum overall average of 12/20
- Audition and academic record determine admissibility

B.Mus./B.Ed. applicants must also meet Education requirements.

Nursing, Science

- Series S, with a minimum overall average of 12/20 and a minimum of 10/20 in each mathematics, biological and physical sciences course.

Occupational Therapy, Physical Therapy

- Series S, with a minimum overall average 12/20 and a minimum of 10/20 in each mathematics, biological and physical sciences course. Applicants may be required to complete additional courses in organic chemistry prior to admission.

2.10.3 International Baccalaureate Diploma

Standard Level Math Studies is **not** acceptable for programs where mathematics is a requirement.

Agricultural and Environmental Sciences, Dietetics and Human Nutrition

- Higher or Standard Level Mathematics and normally two of the following: Biology, Chemistry, or Physics

Architecture

- Mathematics, Chemistry and Physics at Higher or Standard Levels with at least one of them at Higher Level
- Portfolio by March 15

Arts, Education, Social Work

- No specific prerequisite courses

B.Mus./B.Ed. applicants must also meet Music requirements.

Engineering

- Mathematics, Chemistry, and Physics at Higher or Standard Levels

Kinesiology

- Mathematics and two of the following: biology, chemistry, physics at Higher or Standard Level.

Management

- Mathematics at Higher Level

Applicants with Mathematical Methods will be considered on an individual basis.

Music

- No specific prerequisite courses are required
- Audition and academic record determine admissibility

B.Mus./B.Ed. applicants must also meet Education requirements.

Nursing, Science

- Mathematics and two of the following: biology, chemistry, physics at Higher or Standard Level.

Occupational Therapy, Physical Therapy

- Biology, chemistry, mathematics, and physics at Higher Level

2.10.4 Other International Admissions Credentials

McGill University receives applications from well over 120 countries each year. Our website, www.mcgill.ca/applying lists some of the most frequently seen international secondary school diplomas. We are constantly updating this list as school systems evolve around the world. Students who have completed these and other recognised international diplomas with strong grades in all required courses are eligible to apply to McGill.

Admission is competitive and depends on the space available; applicants with the minimum requirements are not guaranteed acceptance.

2.11 Applicants From Other Universities or Colleges and Second Bachelor Degree Applicants ("Transfers")

General Information

The University welcomes applications from well-qualified students who wish to transfer to McGill. Please note that for many programs (including Arts) applications for transfer are often considered exceptionally and on the basis of space available. Admission standards may vary significantly from year to year depending on demand for the program. Transfer applicants are considered on the basis of university/college work and previous studies. Applicants should have well-above average academic records and prerequisites appropriate to the program they wish to pursue at McGill. Particular attention will be paid to results of courses relevant to the proposed program of study.

Note: In order to form a basis for admission or to be considered for credit or exemption, science and mathematics courses must have been completed within the last five years.

Advanced standing credit can only be determined after an accepted transfer applicant has confirmed his/her program at McGill, paid the required deposit, and provided all necessary supporting documents (including detailed course descriptions). In addition to course descriptions of mathematics and science courses, applicants are asked to specify the name and editions of textbooks used.

Note: Quebec high school (Secondary V) graduates are expected to complete a Quebec CEGEP DCS prior to admission to McGill. A Quebec high school graduate who does not proceed to CEGEP but undertakes one full year of university study outside Quebec may be admissible as a transfer student. Such applicants are advised to consult the appropriate McGill Admissions Office prior to applying, in order to ensure that they possess a valid basis for admission. Individuals who have undertaken studies in non-university post-secondary institutions such as technical colleges may not be eligible for admission as transfer students.

MINIMUM REQUIREMENTS BY PROGRAM – TRANSFER STUDENTS**Agricultural and Environmental Sciences, Dietetics and Human Nutrition**

- One semester of calculus for science
- One semester each of two of the following: biology, chemistry or physics, each with labs

Architecture and Engineering

- One semester of differential calculus
- One semester of integral calculus
- One semester of linear algebra
- Two semesters of physics (mechanics, electricity and magnetism, waves and optics) with labs
- Two semesters of general chemistry with labs.
- Architecture portfolio by March 15

It is possible to be admitted to certain departments in Engineering with a minimum of two semesters of calculus plus two terms of chemistry or physics. Admission to Architecture and to Computer, Electrical, Mechanical and Software Engineering is highly competitive and applicants should normally have all the prerequisites.

Arts, Education, Religious Studies, and Social Work

- No specific prerequisite courses

B.Mus./B.Ed. applicants must also meet Music requirements.

B.Sc.(Kinesiology) applicants must also meet the Occupational Therapy and Physical Therapy requirements.

Management

- One semester in each of differential and integral calculus
- Applicants from Quebec universities must also have a one-semester course in linear algebra

Music

- No specific prerequisite courses are required
- Audition and academic record determine admissibility

B.Mus./B.Ed. applicants must also meet Education requirements.

Occupational Therapy, Physical Therapy

- Two semesters of biology with labs
- Two semesters of general chemistry with labs
- One semester of organic chemistry with lab
- Two semesters of physics (mechanics, electricity and magnetism, waves and optics) with labs
- One semester of differential calculus
- One semester of integral calculus

B.Sc.(Kinesiology) applicants must also meet the Education requirements.

Nursing (B.N.) (for Registered Nurses)

Admission decisions take into consideration the applicant's academic and related employment record. Students must arrange for submission of their prior academic record, as well as the academic/employer evaluation form (available on the School of Nursing web site: www.nursing.mcgill.ca/bnap.html). This form is to be completed either by the nurse manager for nurses in the work force, or by a faculty member, for newly graduated or final year students. A copy of the current Quebec license from the OIIQ is also required. Alternatively, unlicensed graduates must pass the licensing examination within the first year of their enrolment in the B.N. program. For more information on the B. Nursing program, please consult the School of Nursing website: www.nursing.mcgill.ca or contact Dr. Marcia Beaulieu, Coordinator, McGill B.N. Program, at (514) 398-3309.

Nursing (B.Sc.(N)), Science

- One semester of biology with lab
- Two semesters of general chemistry with labs
- Two semesters of general physics (mechanics; electricity and magnetism; waves and optics) with labs
- One semester in each of the differential and integral calculus
- One semester in organic chemistry and a second semester in biology both with lab are also required for Nursing applicants

It is possible to be admitted with a minimum of two semesters of calculus and two semesters of the above sciences depending on spaces available.

2.12 Programs for Students with a Previous University Degree

Applicants must hold an appropriate university degree to be eligible for admission to the following programs. (Note to our francophone applicants: a "Diploma" has a different meaning than the French "Diplôme". For McGill, the Diploma is usually a short, specialised program, which follows a Bachelor's degree.)

Diploma in Environment

The Diploma in Environment is a 30-credit program, two semesters in duration if taken full time. Applicants must hold a B.Sc. or B.A. degree equivalent to 16 years of schooling, with a minimum CGPA of 2.5 on 4.

Diploma in Meteorology

The Diploma in Meteorology is a 30-credit program, two semesters in duration if taken full time. Applicants must hold a B.Sc. or B.Eng. degree equivalent to 16 years of schooling, with a good standing.

Special Bachelor of Social Work Degree

This program consists of 48 credits of full-time study completed over a 14-month period. The initial six-week spring session begins in May and is followed by the September to April academic session, and a second spring session (April to June) the following year. In some instances, part-time studies can be arranged. Applicants must have: a Bachelor's degree (a DCS plus three years of university or a high school diploma plus four years of university); at least five courses (15 credits) in social sciences; an introductory course in statistics; as well as appropriate paid or volunteer work experience.

It is the policy of the School of Social Work to support diversity: applications from members of minority groups and persons of low income, which meet the minimum requirements, are welcome.

Quebec law requires applicants seeking admission to provincially recognised professional corporations (such as Social Work) to be able to communicate verbally and in writing in French. Applicants should be aware that field placement choices will be limited if they are not able to speak and read French.

Bachelor of Theology

Normally, applicants must possess a Bachelor's degree, whether or not it contains courses in religion or theology. Applicants who have obtained a CGPA of 2.70 or higher will be considered for admission to the 60-credit (two-year) program. Applicants with a CEGEP Diploma of Collegial Studies may also be considered. For further information please consult the Faculty of Religious Studies web site: www.mcgill.ca/religion/ or contact B.Th. Program Coordinator, Kathleen MacDonald, at (514) 398-3995.

2.13 Mature Students

Applicants may be considered for admission as mature students provided they meet all the conditions for eligibility outlined below. Many supporting documents are required for Mature Student applications.

BASIC REQUIREMENTS FOR MATURE STUDENTS**For All Applicants**

- Records of previous studies at high school, college and university. (Official transcripts are required for all recent post-secondary studies and may be requested for previous studies.)

Music

- No specific prerequisite courses are required
- An audition is required
- 21 years of age at time of registration (proof of age is required)
- Audition and academic record determine admissibility to any program

B.Mus./B.Ed. applicants must also meet Education requirements.

Religious Studies

- Must complete a qualifying year of designated Religious Studies and Arts courses before being admitted to the B.Th. program
- 27 years of age at time of registration

All other Programs

- Canadian citizen or Canadian Permanent Resident
- 23 years of age at time of registration (21 years of age for Faculty of Management)
- No college or university level studies within the last five years that would constitute a basis for admission
- Applicants with college or university results that are not competitive must complete more advanced studies with strong results at another college or university before applying
- Two letters of reference
- A personal summary form
- Demonstrated academic potential by completing a minimum number of appropriate courses within the three-year period prior to admission. These courses are taken to fulfil prerequisites for the proposed program.
- Prerequisites can be fulfilled at either a CEGEP or university

ADDITIONAL REQUIREMENTS BY PROGRAM – MATURE STUDENTS**Agricultural and Environmental Sciences, Dietetics and Human Nutrition**

Applicants must have completed a minimum of:

- One course in differential calculus
- Two of the following: biology, chemistry or physics, at the college or university level, each with a grade of 70% or better

Architecture

- Two semesters of differential and integral calculus
- One semester of linear algebra
- Two semesters of physics (mechanics, electricity and magnetism, waves and optics) with labs
- Two semesters of general chemistry with labs
- Applicants with exceptional grades may be considered with a minimum of two terms of calculus and any two of the above chemistry and physics courses
- Prerequisites may be completed at CEGEP or university
- Portfolio by March 15

Arts

- Two courses appropriate to the proposed area of study, each with a minimum grade of B.

Education

- Two courses, one in English (not English as a Second Language) and one in the proposed teaching area, each with a minimum grade of B
- Candidates whose applications pass the initial review will be contacted for an interview

B.Mus./B.Ed. applicants must also meet Music requirements.

Engineering

- Minimum three courses including: differential calculus, physics (mechanics) with lab and one term of general chemistry with lab, each with 75% or better

Kinesiology

- Two semesters of biology with labs
 - Two semesters of general chemistry with labs
 - One semester of organic chemistry with lab
 - Two semesters (three if CEGEP) of physics (mechanics, electricity and magnetism, waves and optics) with labs
- One semester in each of differential and integral calculus to be completed at CEGEP or university

Management

Notwithstanding the general requirements for Mature students outlined above, applicants to Management must normally:

- Have been out of school for three years and
- Be at least 21 years of age at the time of admission.

There are two categories of Mature student candidates for Management:

A. Those that possess a university degree or a CEGEP Diploma of Collegial Studies (DCS) with competitive results overall and in Mathematics course work (completed in the last five years).

These candidates should apply as "university transfer" or "CEGEP" applicants directly to the Admissions, Recruitment and Registrar's Office using the on-line application form:

www.mcgill.ca/applying. Candidates who do not have the required Math courses, but otherwise possess a strong university degree or DCS record, are advised to complete or refresh their Math course work and then apply as "university transfer" or "CEGEP" applicants directly to the Admissions, Recruitment and Registrar's Office using the on-line application form: www.mcgill.ca/applying.

B. All other Mature student candidates for Management must initially complete the coursework outlined below at the McGill Centre for Continuing Education (CCE). Upon successful completion of these requirements, the candidate may apply to the Faculty of Management to be evaluated for transfer into the B.Com. Program.

1. All applicants must have completed the following two courses at the McGill CCE within five years of the date of admission with a minimum average of 70%.

CMSC 203 Survey of Basic Math I

CMSC 204 Survey of Basic Math II

Either or both Math courses may be redone once at CCE without penalty, after which time the student will be permanently refused.

CEGEP Math NYA, NYB, NYC or OOUN, OOU, OOUQ, or 201-103, 201-105, 201-203 or university equivalents with minimum "B" average are acceptable in lieu of CMSC 203 and 204.

2. In addition, all students must do a minimum of six (18 credits) of the courses listed below with an average of "B". The following three courses are required:

MGCR 211 Intro to Financial Accounting

MGCR 271 Statistics I or MGCR 273

MGCR 293 Managerial Economics

A minimum of three of the following seven courses are also required:

MGCR 213 Intro to Management Accounting

MGCR 222 Organizational Behaviour

MGCR 272 Statistics II or MGCR 274

MGCR 331 Information Systems

MGCR 341 Finance I

MGCR 352 Marketing Management

ECON 295 Macroeconomic Policy

A student may take up to four more of the above courses (12 credits), to get a "B" average, after which time the student is permanently refused.

If a student fails one core course, it may be retaken without penalty. If more than one course is failed, all results will be used to calculate an admission average.

Should a student take more management courses at CCE than those listed above, all results will be used to calculate the admission average. A minimum of 3.00 is required on the above prerequisites and on the overall average.

Nursing (B.N.)

Post RN students applying to the Bachelor of Nursing under the mature/re-entry student policy have a DEC in Nursing or a diploma from a College Nursing program outside of Québec, but with grades that are somewhat below the minimum criteria for admission. They may requalify for admission by meeting the conditions outlined below, in addition to the requirements specified under the

"basic requirements for mature students" description, in [section 2.13 "Mature Students" on page 33](#).

- Hold a current Québec license or an authorization/temporary permit from the OIIQ.
- Meet with faculty for an interview if requested.
- Complete 5 of the qualifying courses below, within a 3-year period, to demonstrate their academic potential.
- One course from each of the following groups, or equivalent courses approved by the School of Nursing, that are offered through the McGill Centre for Continuing Education. An overall B average is required in these courses with a passing grade of C or above in each course.

Group 1

- The World of Chemistry: Food, Water and Health, CHEM 150 or
- The World of Chemistry: The World Around Us, CHEM 160 or
- The World of Chemistry: Drugs and Cosmetics, CHEM 170

Group 2

- Health Assessment in the Elderly*, NUR2-520 or
- Current Issues in Women's Reproductive Health*, HESL-309

Group 3

- Health Care Systems*, CHLC-500 or
- Introduction to Organizational Behavior, MGCR-222
- Plus the following 2 courses which may be completed at a CEGEP with a minimum overall average of 70%, or at another university, with minimum marks of C in each course.

Chemistry 202-NYA (or General Chemistry I), and
Chemistry 202-NYB (or General Chemistry II)**

Students will be given transfer credits and exemptions for the 2 elective courses of the BN program in Management and Nursing listed above.

On completion of the 5 courses, submit a Mature Student Application form.

The following three chemistry courses form the basic science foundation for the more advanced courses of the program:

- Chemistry 201-101 (CÉGEP) or General Chemistry I (university)
- Chemistry 202-201 (CÉGEP) or General Chemistry II (university)
- Organic Chemistry 202-202 (CÉGEP) or Organic Chemistry I (university)

Students will not be allowed to take these advanced science courses: Biology BIOL-201B, Physiology PHGY-201A, Physiology PHGY-202B, Human Disease PATH-300B, and Drug Action PHAR-300A), until they have successfully completed the Chemistry requirements. Students should therefore complete the chemistry courses prior to or as soon as possible after admission. A minimum overall average of 70% in the Chemistry courses is required if they are completed at CEGEP or a mark of a C if they are completed at a university. (Credits for these courses are not applied towards the 80 credits of the BN program)

Nursing (B.Sc. (N)) and Science

Three courses:

- One in functions (pre-calculus)
- At least two of general biology, chemistry or physics (all with labs) each with a grade of 75% or better

Occupational Therapy, Physical Therapy

- Two semesters of biology with labs
- Two semesters of general chemistry with labs
- One semester of organic chemistry with lab
- Two semesters (three if CEGEP) of physics (mechanics, electricity and magnetism, waves and optics) with labs
- One semester in each of differential and integral calculus to be completed at CEGEP or university

Social Work

- Two courses appropriate to the area of study, each with a minimum grade of B
- Significant paid or volunteer community work experience in fields related to the program
- Recommendations from community social agencies with which the applicant has been affiliated

2.14 Special or Visiting Students (non-McGill degree)

GENERAL INFORMATION

Successful applicants to McGill as Special or Visiting Students are generally required to have a minimum overall "B" average. In addition, grades obtained in courses relevant to the proposed program of study will be considered.

The admission of Special or Visiting Students is subject to the availability of places in a particular program. Students who present the minimum requirements are not guaranteed acceptance. Entrance to courses with enrolment limits, or which require permission of the instructor, cannot be guaranteed.

Completion of courses as a Special or Visiting Student at McGill does not guarantee or improve the chances of entrance into a McGill degree program in a future year. Normally, special and visiting students remain at McGill for no more than one semester or two consecutive semesters per academic career.

SPECIAL STUDENTS

To qualify as a Special Student, applicants must have a university degree and a plan of study that is acceptable to the faculty they wish to enter. Some faculties stipulate prerequisite course work. Music applicants do not require a university degree but must have the necessary Music prerequisites for certain courses. Special students in Music are not entitled to instrument or voice lessons and, therefore, are not required to audition. The maximum course load is 15 credits per term for a maximum of two terms (with the exception of Architecture where the maximum course load is 6 credits per term). Applicants who wish to hold Special Student status in Engineering or Architecture must provide a referral from the Order of Engineers or the Order of Architects, as appropriate. To take courses in English or French as a Second Language, Special Students must obtain written permission from the Department and will be permitted entry only if there is space, after degree students have registered. A plan of study cannot consist only of E.S.L. or F.S.L. courses.

VISITING STUDENTS

Students currently registered in degree programs at other universities and who have completed at least two semesters of study there can apply to take courses at McGill as Visiting Students. Course credits can be applied toward the program of study at their home university. Admission decisions on visiting applications are final and there is no appeal process.

2.15 Exchange Students coming to McGill (non-McGill degree)

Students registered in degree programs at other universities can apply as Exchange Students. The other university must have an official bilateral exchange agreement with McGill, be a member of CANEX (Canada Exchange Scholars Program), or participate in exchange programs through CREPUQ (la Conférence des recteurs et principaux des universités du Québec). A list of McGill's current exchange partners is posted on McGill's website: www.mcgill.ca/student-records/exchanges.

Exchange Students are selected and officially nominated by their home universities: the McGill application fee is waived. Applications, including all supporting documents, must be submitted to McGill no later than May 1. Music applications for instrumental or voice instruction must be received by January 15, since a live or taped audition is required. Home university internal application deadlines may vary. Applications which are incomplete or received after these deadlines will not be processed.

Applicants are considered on an individual basis; the minimum entrance requirement is generally a cumulative B average or its equivalent. Grades obtained in courses relevant to the proposed studies will be considered in addition to the overall average.

Some programs have a limited number of places for Exchange Students. Admission to courses that require permission of the instructor or which have otherwise limited enrolment, is not guaranteed. Successful completion of courses does not guarantee future entrance to a degree program. Admission decisions on exchange applications are final and there is no appeal process.

The Faculty of Management's undergraduate program (B.Com.) only accepts exchange applications from the business schools of McGill University's exchange partners. Please note that admission to the B.Com. program is limited and restricted to areas of study other than accounting, information systems (computers), and finance.

McGill's Master of Business Administration (M.B.A.) program does not participate in any general University exchange agreements. Rather, the M.B.A. program has established a number of its own exchange linkages.

French nationals should also note that they MUST have completed their "Maîtrise" in order to apply to graduate level study at McGill. Proof that the student has completed their "Maîtrise" must be included with the application. Please note that the following Faculties and Schools do not participate in bilateral or CREPUQ exchanges: Dentistry, Medicine, Nursing, Physical and Occupational Therapy, Social Work and Religious Studies.

2.16 Home Schooled Applicants

McGill will consider applications from home schooled applicants. Each case will be treated on its own merits. Home schooled candidates are required to submit, along with their application: a description of the home schooling curriculum followed and measures of the applicant's academic acquisition in the program; including a comprehensive list of all texts (and editions) studied; a personal statement from the applicant and a separate statement from the home educator explaining the basis of the university application and estimation of readiness to handle university level subject matter; an additional confidential letter of recommendation from an impartial source indicating the applicant's readiness for University level study. In some cases, further information and/or interview(s) with an Admissions Officer, Associate Dean, or Program Director may be required.

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1 General Policies and Information

1.1 Authorization, Acknowledgment and Consent

When applying for admission to the University, all students acknowledge that they are bound by and undertake to observe the statutes, rules, regulations, and policies in place from time to time at McGill University and the faculty or faculties in which they are registered, including those policies contained in the University Calendars and related fee documents. Their obligation as a student commences with their registration and terminates in accordance with the University's statutes, regulations, and policies.

Students should verify any information or statement provided as part of their application, realizing that an admission granted based on information in their application or supporting documents that is incorrect or untrue may be revoked at the sole discretion of the University.

1.2 Student Rights and Responsibilities

The *Handbook of Student Rights and Responsibilities* is published jointly by the Office of the Dean of Students and the University Secretariat. A compendium of regulations and policies governing student rights and responsibilities at McGill, it is distributed to new students at the Dean of Students' Orientation Sessions. The Handbook is also available on the Web at www.mcgill.ca/secretariat/statutes/documents.

1.3 Language Policy

The language of instruction at McGill is English. Some courses are offered in French. Every student has a right to write essays, exam-

inations, and theses in English or in French except in courses where knowledge of a language is one of the objectives 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. Information concerning second language course offerings can be found in the Faculty of Arts section of this Calendar and in the Summer Studies and Continuing Education Calendars. There are special language requirements for Faculty of Education students; please see Faculty of Education section 2.1 "Undergraduate Education Programs" on page 176.

1.3.1 Faculty of Education Students English Language Requirement

The Quebec Ministry of Education and the Faculty of Education requires that all students in teacher education programs demonstrate their proficiency in the language of instruction. To fulfill this obligation all students must successfully pass an English Language Proficiency Test which will be administered in the December examination period of their first term.

Students who fail the Test the first time and who wish to remain in the program will have adequate opportunities to improve the quality of their English language skills. All students who were unsuccessful in their first Test, will be required to take the Test a second time the following December. Students who fail the second Test will be placed in unsatisfactory standing and must withdraw from the program.

Language Requirement for Applicants to B.Ed. TESL, TFSL Programs

Applicants to the B.Ed. TESL or TFSL programs are required to pass written and oral language tests in order to fulfill the admission requirements to these two programs and therefore are not required to write the English Language Proficiency Test.

1.4 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 (the "Access Act") personal information, including transcripts of academic records, may be released only with the authorization of the student. When a student applies to McGill, he/she authorizes the University to release certain personal information (name, address, telephone number, e-mail address, date of birth, program and student status) to the following persons and bodies listed below.

The following persons and bodies are included in the authorization:

- libraries of other Quebec universities with which McGill established reciprocal borrowing agreement (I.D. number and bar code may also be disclosed to such libraries)
- the Quebec Ministry of Education, in order to create, validate and/or modify the student's Permanent Code
- the appropriate authorities involved with the external or internal funding of the student's fees (financial records may also be disclosed to such authorities)
- the Association of Universities and Colleges of Canada
- the Association of Registrars of Universities and Colleges of Canada and the Conférence des recteurs et des principaux des universités du Québec, or the member institutions of these organizations, for the purpose of admissions operations and the production of statistics

- the school(s) or college(s) which the student attended
- Students who choose to not authorize the University to disclose personal information to the following organizations, must complete and submit an opposition form. The opposition form is available at the Admissions, Recruitment and Registrar's Office.
- students and alumni who have volunteered to speak with admitted students
- the Student Associations recognized by McGill University for the category(ies) of students to which the student belongs
- the McGill Alumni Association
- professional bodies or corporations (e.g., engineers, dentists)
- McGill Network and Communications Services for the purposes of listing the student's McGill e-mail address in an online e-mail directory.

1.5 E-mail Communication

E-mail is one of the official means of communication between McGill University and its students. All students are assigned a Uniform E-mail Address (UEA). They should view and verify their UEA on Minerva, under the Personal Information menu. As with all official University communications, it is the student's responsibility to ensure that time-critical e-mail is accessed, read, and acted upon in a timely fashion. If a student chooses to forward University e-mail to another e-mail mailbox, it is that student's responsibility to ensure that the alternate account is viable.

It is a violation for any user of official McGill e-mail addresses to impersonate a University officer, a member of the faculty, staff or student body, in line with the McGill University "Code of Computer User Conduct" and relevant federal and provincial legislation.

More information about e-mail procedures is available at www.mcgill.ca/email-policy. E-mail support is provided by ICS Customer Support. Please refer to section 13.1 "Computing Facilities" on page 58.

1.6 Academic Integrity

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

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. Students should also consult the academic integrity Website at www.mcgill.ca/integrity.

The possession or use of unauthorized materials in any test or examination constitutes cheating. Responses on multiple-choice examinations are normally checked by the exam security computer monitoring program. The program detects pairs of students with unusually similar answer patterns on multiple choice exams. Data generated by the exam security computer 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 *Handbook of Student Rights and Responsibilities*.

1.7 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 in the *Handbook of Student Rights and Responsibilities*.

1.8 Non-smoking Policy

Quebec law prohibits smoking in public buildings.

1.9 Health Professions – Immunization Requirement

A compulsory immunization program exists at McGill for students in the health professions, including Dietetics. New students in those programs must complete the immunization program well before classes begin. Further information is available from the Student Health Service, (514) 398-6017.

1.10 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 Web page for enrolment procedures and details. See section 4.5 "Other Fees" 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

1.11 Health Insurance – Canadian Residents

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

Canadian students residing outside Canada may not qualify for any provincial medicare programs. In this case, they may purchase the Health Insurance for International Students.

All undergraduate students who pay Canadian fees and who are members of the Students' Society of McGill University (SSMU) are automatically covered by the Students' Society's Health and Dental Plan. For details on fees and on what is covered by this plan, please refer to the information contained on the Web at www.aseq.com.

1.12 Special Medical Needs

Students who have particular medical needs are requested to have their physician submit appropriate information on a confidential basis to the Student Health Service; see section 11 "Student Services" on page 55.

1.13 Minerva

Minerva is McGill's Web-based information system serving students, staff and faculty. Students view class schedules, including course descriptions and spaces available in course sections, register and make course changes using Minerva at www.mcgill.ca/minerva. Students can also view their unofficial transcript and fee information; update their own personal information such as address, telephone number and emergency contacts; for some faculties, change their major or minor; apply to graduate; and view their McGill log-on information to access the Internet and e-mail.

2 Personal Information

2.1 Updating Personal Information

It is important that all students keep their official records up to date, especially their mailing or student billing address as these are used by the University year round. If all addresses on file are

invalid or incomplete, a student's mail will be held. Once the addresses are updated, future mail will be sent.

Students should update their addresses and/or telephone number using Minerva.

Students who are away from campus and do not have access to the Internet may make the changes by writing to the Student Affairs Office or to the Admissions, Recruitment and Registrar's Office. A written request must include the student's signature.

Changes requiring verification of official documents, e.g., change of name or citizenship or correction of birth date, must be reported to the Admissions, Recruitment and Registrar's Office as soon as possible. Such changes can only be made in person.

2.2 Documentation

2.2.1 Documentation for Permanent Code, Citizenship and Proof of Quebec Residency

The Ministry of Education in Quebec requires that McGill collect documentation from all students to ensure tuition fees are assessed correctly and to ensure a permanent code is issued by the Ministry for all students. Canadian citizens and Permanent Residents should take steps to mail or fax this documentation prior to arriving on campus. International students must bring the appropriate documents with them when they come to have their McGill identification card issued before the start of lectures.

2.2.2 Canadians or Permanent Residents of Canada

Any new student who is a Canadian or Permanent Resident, including Quebec residents, must mail or fax to McGill prior to arriving on campus:

a. a legible photocopy of one of the following:

- Certificate of Indian status card
- Canadian birth certificate
- Canadian citizenship card (both sides)
- Record of Permanent Resident status in Canada (i.e. IMM1000 document/IMM 5292 and PR card - both sides)

and

b. if the information was not already provided at the time of application to McGill, a signed Permanent Code form available at www.mcgill.ca/student-records/fees/percode, indicating the names of the student's father and mother, or a Permanent Code.

Students can check if McGill has received their Permanent Code, after they have accepted the University offer of admission by viewing their unofficial transcript on Minerva. If the University has the Permanent Code on file it will be displayed at the top of the unofficial transcript, below their McGill ID.

2.2.3 Residents of Quebec

New students who are citizens or Permanent Residents of Canada, and who qualify for the Quebec rate of tuition fees, must also provide proof of Québec residency in addition to the documents listed in the above section. There are two ways of establishing Québec residency status:

1. **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:
 - a. Student was born in Québec. **Documents:** Quebec birth or baptismal certificate (issued prior to Jan. 1st, 1994) with place of birth clearly shown, valid Canadian passport indicating Quebec as place of birth;
 - b. Student obtained Landed Immigrant status by virtue of a Certificate of Selection of Québec (CSQ). **Documents:** CSQ document, written confirmation from Immigration Quebec that a CSQ was issued;
 - c. 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.** **Document:** final Quebec high school transcript;
 - d. Student was approved for a Quebec loan for the current academic year. **Document:** Quebec loan certificate;

e. Student is a member of an aboriginal community of Quebec. **Document:** letter from a band council official, band membership card.

2. **With** an "Attestation of Residency in Quebec" form (available at www.mcgill.ca/student-records/fees/poc) where the student must qualify for one of the situations indicated on the form and send it, signed and dated, along with **all** the documents requested on the attestation. A copy of the guidelines (in French) as established by the Ministry of Education of Quebec (MEQ) may be obtained from their Website at the following address: www.meq.gouv.qc.ca/ens-sup/FTP/rq-guide.pdf.

Students can check on Minerva to verify that their documents have been processed. Please allow approximately 15 working days to record receipt of your documentation.

2.2.4 International Students

New students who are international students must provide:

a. one of the following:

- Study permit issued by Immigration Canada and Certificate of Acceptation of Québec (CAQ)
- Convention Refugee status document

and

b. if the information was not already provided at the time of application to McGill, a signed Permanent Code form available at www.mcgill.ca/student-records/fees/percode, indicating the names of the student's father and mother, or a Permanent Code.

Students can check if McGill has received their Permanent Code, after they have accepted the University's offer of admission by viewing their unofficial transcript on Minerva. If the University has the Permanent Code on file it will be displayed at the top of the unofficial transcript, below their McGill ID.

Mail or fax copies of documents prior to arrival on campus. The student's McGill ID number and contact information must show clearly on all documentation, and be mailed or faxed prior to arrival on campus. If McGill has not received this information prior to arrival, ID cards will not be issued and the student will be assessed international fees.

Mail or fax to:

Admissions, Recruitment and Registrar's Office, James Administration Bldg., Government Reporting Unit,
845 Sherbrooke Street West, 2nd floor
Montréal, QC, H3A 2T5
Canada

Fax: (514) 398-8939

For questions, **please e-mail que-can@mcgill.ca** or phone (514) 398-2224.

2.2.5 No Retroactivity

The Student Accounts Office will send students a fee statement based on the citizenship information and documentation on file at the time the statement is issued. If the appropriate proof required to support a citizenship or Quebec residency status is not received by the fee deadline indicated on the statement, students will be billed at the international rate of tuition. Late payment and interest charges may also incur on the unpaid balance. Students who submit their proof of status after the payment deadline indicated will have the international supplement waived, but will be responsible for the late payment and interest charged to their account. Students should note that all documentation must be received by the end of the last day of classes of a current term to take effect for that term. All documents received after that date will be updated for the following term only, and the higher fees cannot be retroactively reversed for a previous term.

2.3 Identification (ID) Cards

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

An ID card cannot be issued until at least 24 hours after the student has registered. When requesting the card, new students must present permanent code information and proof of legal status in

Canada (for a list of documents please see section 2.2). International students must also show proof of health coverage (Blue Cross certificate or confirmation of exemption). Contact International Student Services at (514) 398-6012 or consult their Website at www.mcgill.ca/stuserv/iss for additional information.

ID cards will not be issued if any of the above documents are missing.

Registered students may obtain an ID card at these times and locations:

<p>Wednesday, August 4 to Monday, August 16, 2004 Open 9:00 a.m. to 5:00 p.m. (except Fridays and weekends) <i>Canadian and Quebec students are encouraged to come during this period to avoid line-ups later in August. No international students can be carded before August 17.</i></p>	<p>Admissions, Recruitment and Registrar's Office, James Administration Building, Room 205</p>
<p>Tuesday, August 17 to Tuesday, August 31, 2004 Open 9:00 a.m. to 5:00 p.m. including Friday, Saturday and Sunday, Aug. 20-22. Closed Saturday and Sunday, Aug. 28-29. <i>All students, including international students</i></p>	<p>Lorne M. Trottier Building 3630 University Street</p>
<p>After September 1, 2004 Normal office hours</p>	<p>Admissions, Recruitment and Registrar's Office, James Administration Building, Room 205</p>

On Macdonald Campus, registered students may obtain an ID card from the Student Affairs Office, Room 106, Laird Hall. From Monday, August 23 to Tuesday, August 31 by appointment (refer to Orientation Schedule).

From Wednesday, September 1 to Friday, September 10 (closed Monday, September 6).

Service is available between 9:00 a.m. and 11:30 a.m.

Other notes:

- students who do not register for consecutive terms should retain their ID card to avoid having to replace it when they reregister.
- if your card has expired there is no charge for a replacement as long as you hand in the old proximity card.
- if you change programs or faculties there is no charge as long as you hand in the old proximity card.
- if your card has been lost, stolen or damaged, there is a \$20 replacement fee.

The Student Identification Card is the property of the University and students withdrawing from all of their courses must attach their ID card to the withdrawal form or return their ID card to the Admissions, Recruitment and Registrar's Office (or the Faculty of Agricultural and Environmental Sciences Student Affairs Office, Macdonald Campus).

Students who need security access to labs or other facilities should refer to www.mcgill.ca/security/access.

2.4 Legal Name

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

1. Canadian birth certificate.
2. Canadian Immigration Record of Landing (IMM1000 or IMM5292 and Permanent Residence card, both sides).
3. International passport (for Canadians, a Canadian Citizenship card is acceptable).
4. Canadian Immigration Study or Work Permit document.

5. Certificate of Acceptance of Quebec (CAQ).

6. Letter from the International Student's Consulate or Embassy in Canada.

7. Marriage certificate translated into English or French by a sworn officer.

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.

Note: This is the name that will appear on the student's diploma or certificate on graduation, and on the student's transcript.

2.5 Verification of Name

Students should verify the accuracy of their name on McGill's student records via Minerva and make any necessary corrections to formatting, e.g., upper/lower case letters, accents and spacing.

Students **cannot change the name** on their record via Minerva. Requests for such changes must be made by presenting official documents (see section 2.4 "Legal Name") in person at the Admissions, Recruitment and Registrar's Office.

3 Registration

Once students have confirmed their intention to attend McGill on Minerva, they may register during the registration periods listed below by using Minerva, McGill's Web-based information system, to add courses to their record. They may continue to register throughout the registration period by adding and dropping courses until they have finalized their schedule.

Registration is performed on-line at www.mcgill.ca/minerva.

Refer also to Registration information in each faculty section. All course descriptions are in a separate section at the back of the Calendar. New students in particular should refer to "Course Information and Regulations" on page 402 to familiarize themselves with McGill's course numbering system, multi-term course rules, and course terminology.

For fee policies related to registration and withdrawal from courses or withdrawal from the University, please refer to all parts of section 4 "Fees" on page 44.

3.1 Registration Periods

The dates given below were accurate when this Calendar was published. Although changes are not anticipated, students are advised to confirm the dates on the Web at www.mcgill.ca/student-records.

Returning Students

Registration will take place between Thursday, March 25 and Monday, August 2, 2004.

Registration will be phased in, opening in the following order:

Year 3 and Year 4 students:	Thursday, March 25
Year 2 students:	Tuesday, March 30
All other returning students:	Thursday, April 1

Some faculties and departments set their own schedules for advising and registration within these dates. Further information is distributed from the faculty Student Affairs Offices.

Successful completion of registration is contingent upon acceptable academic standing in the previous session and payment of any previous outstanding fees and fines.

Newly Admitted Students Entering in September 2004

Registration will take place between Tuesday, August 3 and Wednesday, September 1.

Registration will be phased in, opening in the following order:

Tuesday, August 3, registration opens for: students whose highest level of education prior to registering at McGill is a CEGEP

Diploma, French Baccalaureate, International Baccalaureate or at least one year of university. This also includes special, visiting, and exchange students as well as those students from other Quebec universities registering in a course at McGill as part of the Quebec Inter-University Transfer Agreement.

Thursday, August 5, registration opens for: students admitted from High School. Some Faculties and departments require that students attend an advising session or meet with an adviser before registration and set specific dates for advising and registration within these dates. Please refer to the Faculty sections of this Calendar as well as to the *Welcome to McGill* booklet, which is included with the acceptance package.

A newly admitted student entering in September 2004 who wishes to register for courses in the Summer of 2004 may do so on Minerva. Please check the Summer Studies calendar for further information.

Newly Admitted Students Entering in January 2005

Registration will take place between Friday, December 3, 2004 and Monday, January 3, 2005.

Some faculties and departments require that students be advised before registration and set specific dates for advising and registration within these dates. Please refer to the Faculty sections of this Calendar as well as to the *Welcome to McGill* booklet which is included with the acceptance package.

3.1.1 Late Registration

Students who fail to register during the normal registration period may do so within the period designated by the University for late registration. They will be assessed a late registration fee as listed below:

Returning Students: may register late from Tuesday, August 3 until and including Wednesday, September 1 with the payment of a late registration fee of \$50 (\$20 for Special Students).

New and Returning Students (Fall): Students may register late via Minerva from Thursday, September 2nd until Sunday, September 12th with the payment of a late registration fee of \$100 (\$40 for Special Students).

New and Returning Students (Winter): May register late via Minerva from Tuesday, January 4 until Sunday, January 16 with the payment of a late registration fee of \$100 (\$40 for Special Students).

Special Late Registration: Students whose records are not available for registration on-line during the late registration period, usually due to late admission, may receive special permission to register in person. This information is included with their letter of acceptance.

3.2 Class Schedule

The Class Schedule for the upcoming Fall and Winter Terms normally becomes available in mid-March at www.mcgill.ca/courses. (The Summer Term schedule is normally made available in January).

The Class Schedule includes the days and times when courses are offered, class locations, names of instructors, and informational remarks and comments. Descriptions of scheduled courses can be accessed by clicking on the CRN (course reference number) that appears with each course section shown.

Students should make special note of any pre-registration requirements for a course, such as placement tests, or departmental approval/permission required.

Class Schedule information is subject to change and is updated as courses are added, cancelled, rescheduled or relocated.

It is the responsibility of all students to consult the Class Schedule at the time of registration, and again before classes begin, to ensure that changes have not resulted in conflicts in their schedule.

3.3 Course Load

It is the student's responsibility to follow the faculty regulations listed below. When registering on Minerva, students **must not** exceed the maximum credits permitted by their faculty.

For information on course load requirements for entrance scholarships renewal and in-course awards refer to "Awards to McGill Students in Course" on page 53.

The normal course load in most undergraduate faculties is five courses, or 15 credits per term. For students in the Faculty of Engineering, Faculty of Education, and Faculty of Music, however, the normal course load is 15 to 18 credits per term.

Students in satisfactory standing may take up to 17 credits per term (18, in Music and Engineering).

Students in Arts, Management, Religious Studies, or Science whose GPA is above 3.00 may take 18 credits per term. Students with a GPA above 3.00 who wish to take a course overload are strongly urged to consult an adviser.

Students in probationary standing take a maximum of 12 credits per term, with the following exceptions:

Agricultural and Environmental Sciences: 14 credits.

Arts and Science: up to 14 credits, with special approval of the Associate Dean.

Engineering: 13 credits, including repeated courses.

Music: 14 credits.

Management: 12 credits maximum of new material.

In some cases they may add a repeated course in which a grade of D or F was obtained.

Note: Students who carry fewer than 12 credits per term are considered to be part-time in that term.

3.4 Courses Taken under the Satisfactory/Unsatisfactory (S/U) Option

Where permitted by faculty and program regulations, students may take one elective course per term to be graded under the Satisfactory/Unsatisfactory option, to a maximum of 10% of the student's credits taken at McGill to fulfil the degree requirements.

The decision to have an elective course graded as S/U must be made by the student before the Course Change deadline on Minerva as part of the course add/drop menu. **No change can be made thereafter** even if the student selected the option in error. If the course is a multi-term course, the S/U option must be selected by the course change deadline of the first part of the course.

Note to Faculty of Engineering students: If the S/U option is selected for a core course and not removed by the Course Change deadline, the Student Affairs Office will remove the option and notify the student of the change.

Grades will be reported in the normal fashion by the instructor. Grades of A through C will be converted to "Satisfactory" (S), and grades of D and F will become "Unsatisfactory" (U). The courses taken under the S/U option will be excluded from the grade point average calculations, but they will be included in the attempted credits total. Credits for courses with a final grade of S will also be included in the number of credits earned.

Note:

- To be considered for in-course awards, including Dean's Honours List designations, and/or the renewal of entrance scholarships, students must complete at least 27 graded credits in the regular academic session, exclusive of courses completed under the S/U option.
- Visiting students are responsible for ensuring that a course taken under the S/U option is acceptable by their home university and that the credits are transferable.
- The S/U option is not available to Special Students.

For further information, students should contact their Departmental Adviser or Student Affairs Office, as appropriate.

3.5 Course Change Period

During the initial Registration Periods, see section 3.1, students may make changes to their course registrations (add or drop courses), subject to the requirements and restrictions of their program and of individual courses.

The Course Change deadline coincides with the deadline for late registration. Please refer to the Calendar of Dates, see "CALENDAR OF DATES 2004-2005" on page 9.

Students who are registered in the Fall Term may continue to add and drop courses that will begin in the Winter Term throughout the Fall Term until the deadline for course change/late registration in the Winter Term.

After the Course Change deadline, courses may be added according to each faculty's regulations and only with written permission of the instructor and the Office of the Associate Dean of the student's Faculty. A fee will be charged for each course added.

3.6 Regulations Concerning Withdrawal

3.6.1 Course Withdrawal

Following the Course Change deadline there is a one-week period during which students may withdraw, with a grade of W and full refund of course fees, from courses that start in that term.

After the Withdrawal (with refund) deadline, there is a period during which withdrawal from a course will also result in a grade of W but no course fees will be refunded.

Courses that begin in the Fall Term

Deadline for withdrawal (grade of 'W') with refund: September 19, 2004

Deadlines for withdrawal (grade of 'W') without refund:

- Single-term courses: October 10, 2004
- Multi-term courses: January 16, 2005

Courses that begin in the Winter Term

Deadline for withdrawal (grade of 'W') with refund: January 23, 2005

Deadline for withdrawal (grade of 'W') without refund:

- Single term courses: February 13, 2005
- Multi-term courses: May 15, 2005*

*Please note that students in multi-term courses with course numbers ending in N1 and N2 (begin in the winter, skip the summer, are completed in the subsequent Fall Term) may withdraw after May 15 and until the end of the Fall Term course change period by contacting their Faculty Student Affairs Office.

After the withdrawal (without refund) deadline, but before the end of term, the student may, under exceptional circumstances, be granted permission to withdraw from a course. (Permission will not be granted merely because a student is doing unsatisfactory work.) A grade of W or WF, as appropriate, will appear on the transcript but will not be calculated in the GPA. For further information students should consult their faculty Student Affairs Office.

Note:

1. Students who wish to withdraw from certain courses after the Course Change period must consult their Student Affairs Office for information on procedures. Students who wish to withdraw from required or complementary courses should also secure permission from their adviser. A course withdrawal form is available from the faculty Student Affairs Office. (Additional restrictions for Music courses are indicated in the Faculty of Music section).
2. The responsibility for initiating withdrawal rests solely with the student. Neither notification of the course instructor nor discontinuance of class attendance will suffice. The date on which a student's withdrawal is entered on Minerva is the official date of withdrawal, even if the student stopped attending lectures earlier.
3. Fee refunds, if any, will be in accordance with section 4.7 "Fees and Withdrawal from the University".

3.6.2 University Withdrawal

Students considering University withdrawal are strongly urged to consult with their adviser and Student Affairs Office before making a final decision.

Student's responsibility

The responsibility for initiating University withdrawal rests solely with the student. Neither notification of the course instructor nor discontinuance of class attendance will suffice. The date on which a student drops or withdraws from all courses on Minerva or the date the request for withdrawal is submitted to the Student Affairs Office is the official date of withdrawal, even if the student stopped attending lectures earlier.

Deadlines for University Withdrawal

All students who have accessed Minerva to register must officially withdraw within deadlines if they decide not to attend the Term(s) for which they have registered. See Withdrawal (W) deadline dates in the Calendar of Dates.

The deadline for University withdrawal for students in the Faculties of Arts or Science or Engineering is the same deadline as for a course withdrawal as listed in the previous section. After the deadline, students in those faculties may, under exceptional circumstances, be granted permission to withdraw from the University. Such students should contact the Student Affairs Office for further information.

Students who decide to withdraw from the University are required to follow the following procedures:

Before the deadlines for Course Withdrawal

Students who wish to withdraw from the University before the deadlines for course withdrawal must drop or withdraw from all courses that can be dropped or withdrawn from on Minerva.

After the deadlines for Course Withdrawal

Students who are blocked from dropping or withdrawing from their last course on Minerva are required to contact their Student Affairs Office. The Student Affairs Office will supply any forms necessary to complete the University withdrawal where the deadline for University withdrawal has not been passed.

Faculty of Engineering and Faculty of Agricultural and Environmental Sciences

Special Note:

In addition to the above procedures, all students in the Faculty of Engineering and Faculty of Agricultural and Environmental Sciences must contact their Student Affairs Office for further information on University withdrawal procedures.

Consequences of University Withdrawal

Fee refunds, if any, for the term in which the student withdraws will be in accordance with section 4.7 "Fees and Withdrawal from the University" on page 46.

Upon withdrawal, students are required to return their ID card to the University as stated in section 2.3 "Identification (ID) Cards" on page 40.

Students who withdraw from the University and wish to re-enroll in a subsequent term must follow the procedures for re-admission, section 3.9 "Re-admission" on page 44.

Students who withdraw during the Fall Term are considered withdrawn from the entire academic year, regardless of whether Winter Term courses are dropped. If they wish to return for the Winter Term, they must follow the procedures for re-admission.

3.7 Summer Term/Summer Studies

The Summer Term at McGill covers the months of May to August. During that period a wide array of credit courses from McGill degree programs is offered. Most are month-long courses with lectures every day. These courses are usually accepted for transfer credit by other universities. For more details, consult the Summer

Studies Calendar or Website at www.mcgill.ca/summer or the Summer Studies Office at (514) 398-5212.

Students taking Summer Studies courses to complete their graduation requirements at McGill will receive their degrees at the Fall Convocation (normally held in November).

It is the student's responsibility to follow the University and faculty regulations. When registering, students must not exceed the maximum credits permitted by their faculty.

Students may enroll in no more than 12 credits (Management or Music students, 18 credits) during the summer, at McGill or at other universities, except by special permission of their Associate Dean.

Students registering under the Quebec Inter-University Transfer Agreement (IUT), see section 7.7, are limited to 6 credits.

3.8 Inter-Faculty Transfer

McGill students who wish to transfer into one of the faculties or schools listed below should proceed as follows:

Architecture: Students must apply to the School of Architecture, Macdonald-Harrington Building. The deadline for applications is May 1 for the Fall Term. (There is no admission to the first year of the B.Sc.(Arch.) program for the Winter Term.)

Agricultural and Environmental Sciences, Dietetics and Human Nutrition: Information and Inter-Faculty Transfer forms are available at the Student Affairs Office. The deadline for applications is June 1 for the Fall Term and November 1 for the Winter Term.

Arts and Science: Information and inter-faculty transfer forms are available at the Student Affairs Office. The deadline for applications is June 1 for the Fall Term. (There are no Winter Term transfers into Arts or Science.)

Education: Applications should be made to the Office of the Associate Dean (Student Affairs), Faculty of Education. The deadline for applications for the Fall Term is June 1. There are no Winter Term transfers into Education.

Engineering (except Architecture): Students must apply to the Faculty Student Adviser, Student Affairs Office, Faculty of Engineering, Room 378, Macdonald Engineering Building. Deadlines for applications are June 1 for the Fall Term and November 1 for the Winter Term. (There is no admission to the first year of the Computer, Electrical, Mechanical or Software Engineering programs for the Winter Term.)

Management: Students must apply in writing to the Associate Director, B.Com. Program. The deadline for applications is June 1 for the Fall Term. (There is no admission to Management for the Winter Term.)

Music: Students must complete an Inter-Faculty Transfer form as well as appropriate Music forms and submit them to the Music Admissions Office prior to March 1 for the Fall Term and prior to November 1 for the Winter Term.

Religious Studies: Information and Inter-Faculty Transfer forms are available from the B.Th. Program Coordinator, Faculty of Religious Studies. The deadline for applications is June 1 for the Fall Term and November 1 for the Winter Term.

For more detailed information on the required documents, forms and the conditions of transfer, students should refer to the Website of the Faculty to which they wish to transfer.

3.9 Re-admission

Students wishing to return after an absence of a portion of an academic year or more must write a letter to the Associate Dean of the appropriate faculty (not to the Admissions, Recruitment and Registrar's Office) to be readmitted, stating the reasons for their absence from the University and giving a summary of their activities during that period.

Students who withdrew because of illness should provide a medical note stating that they are ready to resume studies.

Students should also note time limits for the completion of degrees.

Students wishing to return to a different Faculty should refer to the Website of the new Faculty for information on Re-admission and Faculty Transfer.

4 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 early February 2004.)

Further information regarding fees can be found on the Student Accounts Website: www.mcgill.ca/student-accounts.

For information on financial support, see "Scholarships and Financial Aid" on page 53.

4.1 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.

A copy of the booklet will be sent to all new students. The contents are also available on the Student Accounts Website at www.mcgill.ca/student-accounts.

4.2 Access to Fee Information

Students can view their Account Summary by Term on Minerva. The Fall 2004 session fees become accessible as of August 1st.

4.3 Tuition Fees

The University will charge the following tuition fees in 2004-05. Tuition fees vary according to the residence and citizenship status of the student. The rates described below only refer to credit activities.

Quebec Students

The 2004-05 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 2.2.1 "Documentation for Permanent Code, Citizenship and Proof of Quebec Residency" for details.

Note: Students who do not submit appropriate documentation by the stipulated deadline are billed at the non-Quebec Canadian or the international rate, depending on the documentation submitted.

If proof of status is submitted after a student has been billed, but before the document submission deadline, the tuition supplement will be waived. Any late payment and/or interest charges accumulated during the documentation evaluation period **will not** be waived.

Non-Quebec Students (Canadian or Permanent Resident)

The 2004-05 tuition fees for non-Quebec students who are Canadian citizens or Permanent Residents are \$146.71 per credit or \$4,401.30 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 2.2.1 "Documentation for Permanent Code, Citizenship and Proof of Quebec Residency" for details.

Note: Students who do not submit appropriate documentation by the stipulated deadline will be billed at the international rate.

If proof of status is submitted after a student has been billed, but before the document submission deadline, the tuition supplement will be waived. Any late payment and/or interest charges accumulated during the documentation evaluation period **will not** be waived.

International Students

The 2004-05 tuition fees for undergraduate international students range from \$369.50 to \$500 per credit (\$11,085 - \$15,000).

The international fees listed in section 4.10 "Yearly Fees and Charges by Faculty" are representative of fees that students could expect to be charged in each degree program.

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 www.mcgill.ca/students.

4.4 Compulsory Fees

4.4.1 Student Services Fees

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, International Student Services, and the administration of the *Handbook of Student Rights and Responsibilities*.

4.4.2 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.

Changes to Student Society fees are voted upon by the students during the Spring referendum period.

Note: For International students, the student society fee includes the SSMU Dental Insurance Plan of \$76.91. International students will be obliged to participate in the University's compulsory International Health Insurance Plan, which, at the 2003-04 rate, cost \$641 for single coverage. For more information, please contact International Student Services, (514) 398-6012.

4.4.3 Registration Charge

The University charges a per credit registration charge to all students in courses and programs. This is assessed as follows: \$6.50 per credit to a maximum of \$97.50 per term.

4.4.4 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. The fee is assessed as follows: \$5.83 per credit to a maximum of \$87.40 per term.

4.4.5 Transcript Charge

The University charges a per credit transcript charge to all students. This entitles students to order transcripts free of charge and is assessed as follows: \$.58 per credit to a maximum of \$8.75 per term.

4.4.6 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. The fee is assessed as follows: \$.35 per credit to a maximum of \$5.25 per term.

4.5 Other Fees

International Student Health and Accident Plan (compulsory) (based on 2003-04 rates)	
Single	\$641
Dependent (one student with one dependent)	\$1,543
Family (one student with two or more dependents)	\$2,931
Application for Admission	
All faculties except M.B.A.	\$60
M.B.A.	\$100
Admission appeals charge	\$100
Late Registration	
<i>After regular registration deadline:</i>	
• All eligible returning students, except Special students and Graduate part-time and additional session students.	\$50
• Special students and Graduate part-time and additional session students.	\$20
<i>As of the second day of classes:</i>	
• All students except Special students and Graduate part-time and additional session students.	\$100
• Special students and Graduate part-time and additional session students.	\$40
Late Course Change Fee	\$25
Minimum charge upon withdrawal	\$100
Re-reading Examination Paper (refundable if the letter grade is increased)	\$35
Supplemental Examinations, each written paper	\$35
Graduation Fee (charged at the end of the first term of the student's U3 year)	\$60
Duplicate ID Card	\$20
Late Payment	\$25
charged on balances >\$50 as of the end of October (end of February for the Winter term)	
Interest on outstanding balances (rate determined in February, to be applicable on June 1st)	
Returned cheque charge	\$20
Faculty of Music Fees:	
Audition Fee	\$60
Late Music Placement Examination Fee	\$50
Late application fee for Music Performance examination (requires permission from Chair, Performance Dept.)	\$25
Supplemental Practical Examination in Music.	\$150

4.6 Billings and Due Dates

Confirmation of Acceptance Deposit

Students admitted to the University will be required to confirm their acceptance of the offer of admission on www.mcgill.ca/minerva/ applicants and pay the required \$200 deposit by credit card (Visa or Mastercard) at that time.

Invoicing of Fees

Students may request that their fee invoice be sent to a Student Billing Address, such as that of their parents, by updating their personal information on Minerva. Otherwise invoices will be sent to the current Mailing address. **Interest will not be cancelled due to non-receipt of fee invoices. Students should access the Student Accounts Website at www.mcgill.ca/student-accounts for information on payment due dates.**

For most returning students who register during the regular registration period, an invoice will be mailed in early August, due on August 30th.

New students who register during the month of August will receive their invoice in early September, due on September 29th.

All students returning to the University for the Winter Term must pay their fees by January 3, 2005.

New students starting in the Winter Term will receive their invoice in early January, due on January 28th.

Late Payment Fees: Students who still have an outstanding balance greater than \$100 on their account as of October 29th (February 28th for the Winter term) will be charged a late payment fee of \$25 over and above interest.

4.7 Fees and Withdrawal from the University

All students who have accessed Minerva to register must officially withdraw in accordance with section 3.6.2 "University Withdrawal" if they decide not to attend the Term(s) for which they have registered. **Otherwise they will be liable for all applicable tuition and other fees.**

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 applicable tuition and other fees.

4.7.1 Fee Refund Deadlines

The deadline dates for course refunds are independent of the deadline dates given for withdrawal from courses.

Fall Term – up to and including September 19:

Returning students – 100%* refund (Less minimum charge of \$100 in the case of complete withdrawal.)

New students – 100%* refund (Less registration deposit.)

Fall Term – after September 19: No refund.

Winter Term – up to and including January 23:

Returning students – 100%* refund (Less minimum charge of \$100 in the case of complete withdrawal.)

New students – 100%* refund (Less registration deposit.)

Winter Term – after January 23: No refund.

* Including tuition fees, society and other fees, student services, registration and transcripts charges, and information technology charge.

If students wish to discuss the refund policy applicable to a special case, they must contact Student Records in the Admissions, Recruitment and Registrar's Office.

Music students who, in special circumstances such as illness or injury, are given permission to withdraw from practical instruction after the End of the Course Change period will be charged \$65 per week for 1 hour lessons (\$97.50 for 1½ hours) up to a maximum equivalent to the total fees charged for the course.

Full refunds for practical instruction will be given up to the last Friday of the Course Change period.

4.8 Other Policies Related to Fees

4.8.1 Impact of Non-Payment

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 in a given Term who have amounts owing from previous terms must make payment arrangements with either the Student Aid Office or the Student Accounts Office prior to the end of the course add/drop

period. Failure to do so will lead to the current Term's registration being cancelled.

4.8.2 Acceptance of Fees vs Academic Standing

Acceptance of fees by the University in no way guarantees that students will receive academic permission to pursue their studies. If it is subsequently determined that 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.

4.8.3 Fees for Students in Two Programs

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

Students in two programs may consult the Admissions, Recruitment and Registrar's Office for information on tuition fees. Adjustments to bills will be made throughout the Term when fees cannot be automatically calculated.

4.9 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 by January 3rd.

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 for full-time studies by June 30 will be entitled to an exemption of interest and late payment charges upon receipt of their aid at the Student Aid Office.

4.10 Yearly Fees and Charges by Faculty

Tuition fees at the undergraduate level are based on the number of credits taken. The following tables reflect the 2004-05 fees for a normal full-time course load of 30 credits per year.

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.

Note: The following fees have been established for 2004-05 at the rates indicated: Tuition; Registration and Transcript Charge and the Information Technology Charge. Student Services fees are subject to approval by the Senate Committee. Any changes to other charges will be updated as they are confirmed via the Student Accounts Website: www.mcgill.ca/student-accounts.

4.10.1 Faculty of Agricultural and Environmental Sciences, and School of Dietetics and Human Nutrition – B.Sc.(Ag.Env.Sc.), and B.Sc.(Agr.Eng.)Faculty of Agricultural and Environmental Sciences, and School of Dietetics and Human Nutrition – B.Sc.(F.Sc.), B.Sc.(Nutr.Sc.)

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	4,401.30	12,247.50
Society and Other Fees	321.60	321.60	253.92
Student Services	343.00	343.00	412.00
Registration and Transcripts Charges	212.50	212.50	212.50
Copyright Fee	10.50	10.50	10.50
Information Technology Charge	174.80	174.80	174.80
TOTAL	\$2,730.70	\$5,463.70	\$13,311.22

4.10.2 Faculty of Arts – B.A.

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	4,401.30	11,085.00
Society and Other Fees	474.58	474.58	406.90
Student Services	343.00	343.00	412.00
Registration and Transcripts Charges	212.50	212.50	212.50
Copyright Fee	10.50	10.50	10.50
Information Technology Charge	174.80	174.80	174.80
TOTAL	\$2,883.68	\$5,616.68	\$12,301.70

4.10.3 Faculty of Arts and Science – B.A. & Sc.

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	4,401.30	11,666.40
Society and Other Fees	472.08	472.08	404.40
Student Services	343.00	343.00	412.00
Registration and Transcripts Charges	212.50	212.50	212.50
Copyright Fee	10.50	10.50	10.50
Information Technology Charge	174.80	174.80	174.80
TOTAL	\$2,881.18	\$5,614.18	\$12,880.60

4.10.4 Faculty of Arts, School of Social Work – B.S.W.

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	4,401.30	11,085.00
Society and Other Fees	438.58	438.58	370.90
Student Services	343.00	343.00	412.00
Registration and Transcripts Charges	212.50	212.50	212.50
Copyright Fee	10.50	10.50	10.50
Information Technology Charge	174.80	174.80	174.80
TOTAL	\$2,847.68	\$5,580.68	\$12,265.70

4.10.5 Faculty of Education – B.Ed.

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	4,401.30	11,085.00
Society and Other Fees	395.58	395.58	327.90
Student Services	343.00	343.00	412.00
Registration and Transcripts Charges	212.50	212.50	212.50
Copyright Fee	10.50	10.50	10.50
Information Technology Charge	174.80	174.80	174.80
TOTAL	\$2,804.68	\$5,537.68	\$12,222.70

4.10.6 Faculty of Engineering – B.Eng. and B.S.E.

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	4,401.30	12,247.50
Society and Other Fees	672.58	672.58	604.90
Student Services	343.00	343.00	412.00
Registration and Transcripts Charges	212.50	212.50	212.50
Copyright Fee	10.50	10.50	10.50
Information Technology Charge	174.80	174.80	174.80
TOTAL	\$3,081.68	\$5,814.68	\$13,662.20

4.10.7 Faculty of Engineering, School of Architecture – B.Sc.(Arch.)

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	4,401.30	12,247.50
Society and Other Fees	532.58	532.58	464.90
Student Services	343.00	343.00	412.00
Registration and Transcripts Charges	212.50	212.50	212.50
Copyright Fee	10.50	10.50	10.50
Information Technology Charge	174.80	174.80	174.80
TOTAL	\$2,941.68	\$5,674.68	\$13,522.20

4.10.8 Faculty of Management – B.Com.

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	4,401.30	15,000.00
Society and Other Fees	539.58	539.58	471.90
Student Services	343.00	343.00	412.00
Registration and Transcripts Charges	212.50	212.50	212.50
Copyright Fee	10.50	10.50	10.50
Information Technology Charge	174.80	174.80	174.80
TOTAL	\$2,948.68	\$5,681.68	\$16,281.70

4.10.9 Faculty of Music – B.Mus.

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	4,401.30	12,247.50
Society and Other Fees	711.58	711.58	643.89
Student Services	343.00	343.00	412.00
Registration and Transcripts Charges	212.50	212.50	212.50
Copyright Fee	10.50	10.50	10.50
Information Technology Charge	174.80	174.80	174.80
TOTAL	\$3,120.68	\$5,853.68	\$13,701.19

4.10.10 Faculty of Religious Studies – B.Th.

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	4,401.30	11,085.00
Society and Other Fees	353.00	353.00	285.32
Student Services	343.00	343.00	412.00
Registration and Transcripts Charges	212.50	212.50	212.50
Copyright Fee	10.50	10.50	10.50
Information Technology Charge	174.80	174.80	174.80
TOTAL	\$2,762.10	\$5,495.10	\$12,180.12

4.10.11 Faculty of Science – B.Sc.

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	4,401.30	12,247.50
Society and Other Fees	469.58	469.58	401.90
Student Services	343.00	343.00	412.00
Registration and Transcripts Charges	212.50	212.50	212.50
Copyright Fee	10.50	10.50	10.50
Information Technology Charge	174.80	174.80	174.80
TOTAL	\$2,878.68	\$5,611.68	\$13,459.20

5 Student Records**5.1 Academic Standing**

Students enter the University in satisfactory standing and their academic standing is determined soon after the end of a Term in accordance with the regulations of their Faculty. Standing codes are generated in January for the Fall term, in May for the Winter Term, and in September for the Summer Term. Students who are placed in unsatisfactory standing must apply to the Faculty for re-admission. Consult the appropriate section of this Calendar for the Regulations on Academic Standing that apply to a particular Faculty.

5.2 Credit System

The faculties listed in this Calendar use the credit system, where each course is assigned a credit rating reflecting the number of weekly contact hours. In general, a three-credit course indicates three hours of lectures per week for one term. Laboratory contact hours usually count for fewer credits. Credits also reflect the amount of effort required of students and generally assume two hours of personal study for each contact hour.

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

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

Some faculties have specific policies on course credit, so students should consult the faculties' sections of the Calendar for more information (e.g., Engineering: Course Credits on page208; Science: Course Credit Weight on page295).

5.3 Grading and Grade Point Averages (GPA)

Courses can be graded either by letter grades or in percentages, but the official grade in each course is the letter grade. Effective with the Fall Term of 2002, all verification forms, transcripts and other documents show only letter grades for all subsequent terms. Where appropriate, a class average will be calculated and appear on transcripts expressed as the letter grade most representative of the class performance.

Grades A through C are termed satisfactory passes, D a conditional (non-continuation) pass, and F a failure. Certain courses have been approved for Pass/Fail (P/F) grading. Students may also designate elective courses to be graded under the S/U option; see section 3.4 "Courses Taken under the Satisfactory/ Unsatisfactory (S/U) Option".

Students must obtain grades of C or better in courses used to fulfill program requirements. Students may not register in a course for which they have not passed all the prerequisite courses with a grade of C or better, except by written permission of the Departmental Chair concerned.

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

Letter grades are assigned grade points according to the table shown above. A student's academic standing will be determined on the basis of a grade point average (GPA), which is calculated

by dividing the sum of the course credit times the grade points by the total course GPA credits.

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

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

The term grade point average (TGPA) will be the GPA for a given term calculated using all the applicable courses at the same level in that term. The cumulative grade point average (CGPA) will be the GPA calculated using the student's entire record of applicable courses at McGill at the same level; if the level is changed, e.g., from undergraduate to graduate, the CGPA starts again. This policy took effect January 2003. Prior to January 2003, if a student's degree program had changed, e.g., from B.Sc. to B.A., the CGPA started again. For students with academic information prior to Fall 2002, who are registered in a different program or in a different level post-Fall 2002, the transcript displays a special message regarding the CGPA restarting. If courses are repeated, all results are included in the GPA calculation. Therefore, grades of D or F continue to be used in the CGPA calculation even after the course is repeated or if a supplemental examination is taken. Students should note that additional credit will not be granted for a course completed with a passing grade, even if the grade was a D.

5.3.1 Other Grades

- J** – unexcused absence (failed): the student is registered for a course but does not write the final examination or do other required work; calculated as a failure in the TGPA and CGPA (see note below).
- K** – incomplete; deadline extended for submission of work in a course (see section 5.4 "Incomplete Courses").
- KE or K*** – further extension granted (see section 5.4 "Incomplete Courses").
- KF** – failed to meet the extended deadline for submission of work in a course; calculated as a failure in the TGPA and CGPA.
- KK** – completion requirement waived.
- L** – deferred examination.
- LE or L*** – permitted to defer examination for more than the normal period.
- NR** – no grade reported by the instructor (recorded by the Registrar).
- P** – pass; not included in GPA.
- Q** – course continued in next term (Applicable only to courses taken pre-Fall 2002).
- S** – satisfactory; equivalent to C or better in an elective course; not included in GPA. (See section 3.4 "Courses Taken under the Satisfactory/ Unsatisfactory (S/U) Option")
- U** – unsatisfactory; equivalent to D or F in an elective course; not included in GPA. (See section 3.4 "Courses Taken under the Satisfactory/ Unsatisfactory (S/U) Option")
- W** – withdrew; a course dropped, with permission, after the Course Change deadline; not included in GPA.
- WF** – withdrew failing; a course dropped, with special permission in an exceptional case, after faculty deadline for withdrawal from course, the student's performance in the course at that stage being on the level of an F; not included in GPA. (Not used in Music.)
- WL** – faculty permission to withdraw from a deferred examination; not included in GPA.
- NA or &&** – grade not yet available.
- W-- or --** – no grade: student withdrew from the University.

Note re J grade: All students who miss a final exam will be given a grade of J. The student will then have the following options:

- a) ask to be assigned the grade earned up to the final exam. The grade earned will be calculated on 100% and will be put on the student's record unless the professor has stipulated in the course outline that the final exam is a required part of the evaluation;

- b) request a deferred exam, if the student has the appropriate reasons and documentation.

Students must make their request for a) no later than four months after the end of the examination period of the original course. Requests for deferred exams must be made by the Faculty deadlines as indicated in the Faculty sections of this Calendar.

Students wishing to appeal a J grade should write to the Associate Dean of their Faculty.

5.4 Incomplete Courses

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

If a grade of K is submitted, the instructor will also indicate the date by which the student must complete the work. Consult the faculty sections for maximum extensions.

If the instructor submits a new grade within the deadline, both the new grade and the grade of K will appear on the student's faculty reports and verification forms. However, on the student's official transcript the new grade will replace the K.

If the required work is not completed before the deadline, a grade of KF will be updated on the student's record. A KF denotes a failed course and is calculated in the GPA the same as an F. In exceptional circumstances, and with the approval of the Associate Dean, the deadline may be extended further, in which case the grade of KE (further extension granted) will appear. If the extended deadline is not met, a grade of KF will replace the KE. Music students who have marks of K not cleared by mid-May are ineligible for scholarships.

Students who have not, without a valid excuse, participated in or written a final examination or submitted required term work for any courses they were registered in shall be assigned a final grade of J (unexcused absence). For more information, see note regarding J Grade above.

5.5 Transfer Credits

Students may be granted credit for courses passed with a grade of C or better at other universities, as long as they are within the number of credits imposed by McGill's residency requirements and program requirements in some faculties. In general, a maximum of 30 transfer credits may be granted. Students must be in satisfactory standing in order to be granted the transfer credits. Courses with grades of C-, P, and S will not be considered for transfer credits. The letter grades applied by the host institution take precedence over the numerical grades if both are provided. Students should note that a minimum of 60 credits must be completed at McGill in order to qualify for a McGill degree.

Students must obtain approval from their Student Affairs Office. In some faculties approval must be obtained from the Student Affairs Office as well as the academic adviser prior to taking the course, especially if the course is taken as part of a student's program requirements.

Grades earned at the host university for transfer courses are not entered on the student's McGill transcript and are not included in the calculation of the TGPA or CGPA.

For universities outside of Quebec, it is the student's responsibility to ensure that an official transcript is sent from the host institution to the Senior Adviser, Student Affairs Office (Arts, Engineering, Music, Science) or the Office of the Associate Dean (all other faculties). Students studying at another Quebec university on an Inter-University Transfer Agreement (IUT) will have their grade(s) sent to McGill University automatically by the host university. For additional information, please refer to Quebec Inter-University Transfer Agreement (IUT) on page 53.

Transcripts for transfer courses must meet the following deadlines:

- April 30, if Term of graduation is to be Winter (Convocation in Spring)

- September 15, if Term of graduation is to be Summer (Convocation in Fall)
- January 15, if Term of graduation is to be Fall (degree granted February, Convocation in Spring)

Transcripts not received by the appropriate date will be considered for the next graduation period only.

5.6 Verification of Student Record

Subject to section 5.7, students are responsible for verifying their academic record on Minerva using the unofficial transcript to ensure that they are registered in the proper courses, and that the correct program information and expected term of graduation is appearing on their record. There are also two verification periods, one in February and one in October, where specific groups of students are required to pick up a printed copy of their record for verification. All other students are expected to use Minerva to verify their records.

In February, verification reports are printed for students for whom the Winter or the Summer is their last Term before graduation.

In October, verification reports are printed for students for whom the Fall is their last Term before graduation.

Printed verification forms must be picked up by students from their faculty office (departmental office for Engineering) during the period which applies to them. Refer to the Calendar of Dates section for exact dates. The form must be verified and the student should ensure that the correct expected term of graduation is indicated on the form; if not, the student may be overlooked for graduation. Once the information has been checked, the student should sign and return the form to his/her Student Affairs Office. Any questions or problems with the form should also be directed to the Student Affairs Office.

5.7 Changes to Student Records after Normal Deadlines

Students are permitted to make record changes, such as course add/drop, course withdrawal, etc., at given times during each term. If a student is not able to make a change during the required period, he or she must follow the procedures described under the section relating to that change.

Students must also be aware that faculties have deadlines after which they can no longer consider any special student record requests for a given term. These deadlines are set by the Admissions, Recruitment and Registrar's Office (ARR), and the procedures that must be followed are described in the following two sections.

5.7.1 Fee-related Changes

Changes that would alter a student's citizenship and/or immigration status, and therefore the level of tuition they are required to pay, are dealt with in section 2.2.1 "Documentation for Permanent Code, Citizenship and Proof of Quebec Residency".

This section deals with other changes that affect fees or government reporting, such as:

- Adding/Deleting a Term
- Adding/Deleting a Course
- University Withdrawal with a refund
- Grade of a "W" with a refund
- Changing a Thesis program to Non-thesis, and vice versa
- Including/excluding a course as part of a program

Such fee-related changes to students' records, if approved by the student's faculty, are to be completed by the dates given below. The faculties have until these dates to make the changes.

Any changes that require ARR action must be submitted in advance of these dates:

- Fall Term – January 31,
- Winter Term – June 15,
- Summer Term – September 30.

A change that affects fees that is requested after the dates given above will not normally be considered. In situations where there are "extraordinary personal" or "extraordinary academic" circumstances that could not have been foreseen prior to these deadlines, students may formally request an extension of the deadline from the Admissions, Recruitment and Registrar's Office. The Associate Dean of the faculty concerned will be required to provide the ARR with all available documentation relating to the student's request. The ARR, upon consultation with the Student Accounts Office if necessary, will decide whether or not to consider the request and will so advise the faculty or department in writing. If the request is accepted for consideration, once the final decision has been rendered, the student and the faculty will be informed of the result by the ARR. In the instance where a request is approved, the ARR will also inform the student and the faculty of the date the change will take effect.

5.7.2 Non Fee-related Changes

Examples of non fee-related changes are:

- Grade changes (excluding "W" grade with a refund)
- University Withdrawal without a refund
- Adding/modifying comments that appear on the transcript

Non fee-related changes to students' records are to be completed by the dates given below. The faculties have until the dates specified below to make changes. Any changes that require ARR action must be submitted in advance of these dates:

- Fall Term – January 31,
- Winter Term – June 15,
- Summer Term – September 30.

For non fee-related changes after the above deadlines, the student must make a request in writing to the Associate Dean of their faculty, clearly explaining the reasons why the change could not have been requested prior to these dates. The Associate Dean would then review the request and render a decision. If permitted, the change would then be processed according to existing Faculty and Student Record procedures.

5.8 Transcript of Academic Record

5.8.1 Unofficial Transcripts

Students who require a copy of their student record can view and print their own unofficial transcript by accessing Minerva. This applies to records from 1972 to present. For pre-1972 records, an official transcript must be ordered.

5.8.2 Official Transcripts

Official transcripts can be ordered on-line via Minerva. Students who cannot access Minerva, should fill out the "*Request for Release of Official Document*" form available on-line at www.mcgill.ca/student-records/transcripts/ or in person at the Admissions, Recruitment and Registrar's Office. Transcript requests may be submitted by mail, by fax, or in person but must be signed by the student. To protect privacy, we do not accept telephone or e-mail requests.

Admissions, Recruitment and Registrar's Office
James Administration Building
845 Sherbrooke Street West, Room 205
Montreal, Quebec H3A 2T5
Fax: (514) 398-8939

5.8.3 General Information

Transcripts are free of charge.

Official transcripts are sent directly to the addresses provided by the student. Official transcripts in sealed envelopes can be given to those requesting them.

Requests are processed in 3 to 5 working days, somewhat longer for pre-1976 records and at peak times.

ARR cannot be responsible for transcripts that are lost or delayed in the mail.

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.

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

Official transcripts are produced on secure paper that cannot be copied.

5.8.4 Course Numbering on the Transcript

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

107-200A = Philosophy (107) course (200) in Fall Term (A);
301-202B = Architecture (301) course (202) in Winter Term (B);
154-230D = Economics (154) course (230) extending for two terms, fall and winter (D).

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

6 Examinations

6.1 Examinations – General Information

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

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

Students will not be permitted to write an examination in any course unless they have fulfilled the requirements of the course to the satisfaction of the instructor and the Associate Dean. Once students have presented themselves for an examination or test, they must submit all written work to the invigilator before leaving.

Students writing examinations must have with them their valid McGill student ID card. Forgetfulness cannot be considered an acceptable excuse.

Students are reminded that cheating in any examination is considered a serious offence which could lead to expulsion from the University. Students are not permitted to have in their possession, or to use, any unauthorized materials during an examination.

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

All students are responsible for knowing the University Examination Regulations and the Code of Student Conduct and Disciplinary Procedures. The former are normally posted during the examination period and both may be obtained from the Office of the Associate Dean.

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

Class Tests

Members of the teaching staff may from time to time give interim class tests if they think them necessary.

Special Facilities

Students with visual or other disabilities should consult the Coordinator, Office for Students with Disabilities, Brown Building, about the possibility of special examination facilities.

Credit by Examination

In certain exceptional cases and in certain faculties, students may apply to the Associate Dean to write a final examination in order to obtain credit in a course for which they were not registered. This is possible only in those courses where there is no other assessment except the final examination.

6.2 Final Examinations

Formal final examinations are held during an examination period following the term in which the course is given. The dates of the examination periods are listed in the Calendar of Dates. **Students are warned not to make travel arrangements to leave Montreal prior to the scheduled end of any examination period.** In some courses there is no final examination; standing in these courses is determined on the basis of term work and class tests.

6.2.1 University Regulations Concerning Final Examinations

Preamble

The objectives of these regulations are as follows:

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

Regulations

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

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

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

6.2.2 Deferred Examinations

Students who, for serious reasons such as illness or family affliction, have not written one or more examinations, may receive the permission of their own faculty Student Affairs Office to defer the examination to the next supplemental examination period, except in the Faculties of Engineering and Management (where students write the examination the next time the course is given). Students should be aware that deferred examinations are granted only for compelling reasons, verified and accepted by the Student Affairs Office. Supporting evidence such as an appropriate medical report is required. The Student Affairs Office must be informed as soon as possible after the examination of the reason for their absence from the examination.

Final application deadline in Arts, and Science, Education, and Engineering for deferred examinations is January 15, for Fall Term courses and May 15, for Winter Term courses and courses that span the Fall and Winter Terms. The Faculty of Agricultural and Environmental Science (FAES) also offers deferred exams for the Fall and Winter period. FAES students should verify dates in the Calendar of Dates and consult their Student Affairs Office for procedures.

If the request is approved, an L will appear in place of a grade in such courses. The grade obtained in the deferred examination after it has been written will replace the grade of L on the student's official transcript.

No supplemental examinations are available for students who receive a grade of D, F, J, or U in a course after a deferred examination. Such students must either re-register in the same course the following term or in an approved course substitute.

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

If deferred status is not granted, the student will receive a grade of J in the course, which will count as a failure in the GPA and CGPA. The student may, however, be allowed to write a supplemental examination. **Please note there are no supplemental exams in Agricultural and Environmental Sciences, Architecture, Engineering, or Management courses.**

Students in Summer Term courses should check with their Student Affairs Office on the availability and restrictions on deferred and supplementary examinations in such courses.

In the event of illness, it is recommended that students consult the McGill Health Service. A medical note may be helpful in support of a request to the Associate Dean of a faculty or a Program Director of a school, as appropriate, for deferred examinations.

Students who have already written an examination may not subsequently request that the exam be deferred. Such students should consult their faculty office regarding the availability of supplemental examinations.

6.2.3 Reassessments and Rereads

In accordance with the Charter of Student Rights, and subject to the conditions stated therein, students have the right to consult any written submission for which they have received a mark and the right to discuss this submission with the examiner. If, after such discussion, students want to have a formal final examination reread, they must apply in writing to the Student Affairs Office (in Music, the Department Chair). Students should check with that office regarding application deadlines for formal rereads.

For more detailed regulations concerning reassessments and rereads, students should consult their faculty section in the appropriate University Calendar.

7 Internships, Exchanges and Study at other Institutions

7.1 Internships and Co-op Programs

Several faculties at McGill offer undergraduate students the opportunity to participate in an internship or co-op program.

Faculty of Agricultural and Environmental Sciences students, see "Internship Opportunities and Co-op Experience" on page 352.

Faculty of Management students, see "Internship Program" on page 234.

For IYES: Internship Year for Engineering and Science, see page 205 in the Faculty of Engineering section. The Department of Mining, Metals and Materials Engineering, see page 223, also offers Co-op programs in Metallurgical and Mining Engineering.

Students in the Faculty of Science should refer to "Internship Programs – Internship Year for Engineering and Science (IYES)" on page 301 for a listing of programs available with an Internship component.

Students in the Faculty of Arts should refer to the Arts Internships Website: www.mcgill.ca/arts-internships.

7.2 Exchange Programs

McGill University has bilateral exchange programs in Australia, Canada, Denmark, France, Germany, Hong Kong, Israel, Italy, Japan, Korea, Mexico, New Zealand, Singapore, Spain, Sweden, the United Kingdom, and the United States of America. Information on bilateral exchange programs, including the criteria for participation and a list of institutions with which McGill has bilateral student exchange agreements, is available on the Student Exchanges and Study Abroad (SESA) Website: www.mcgill.ca/student-records/exchanges.

McGill also participates in student exchange programs established by the Conference of Principals and Rectors of Quebec Universities (CREPUQ). The criteria for participation in these student exchange programs are the same as participation in McGill's bilateral student exchange programs. The CREPUQ homepage is hot-linked from the SESA Website.

Both the bilateral and CREPUQ student exchange programs are open to McGill students of all nationalities. To participate in a student exchange program, applicants must be currently registered in a full-time, degree program at McGill and have a minimum CGPA of 3.00, including the previous term's grades. Further information on faculty requirements is contained in the document entitled "Steps to a Successful Exchange" available on the SESA Website: www.mcgill.ca/student-records/exchanges.

Exchange programs can be university-wide or faculty-specific. Students from all faculties, except Dentistry and Medicine, are welcome to participate in the university-wide agreements; faculty-specific agreements are only open to students from the specified faculty. Students can participate in exchanges for one term or for a full academic year (two terms). McGill does not offer summer exchange programs.

Further information is available on the web at www.mcgill.ca/student-records/exchanges; by e-mail: studentexchanges@mcgill.ca; by telephone: (514) 398-8342; by fax: (514) 398-8343, or from the SESA office located in the James Administration Building Annex.

7.3 Field Studies

McGill offers students a chance to put theory into practice through local, regional, and international field study programs and individ-

ual courses. Field studies provide practical experience and a chance to integrate and apply knowledge gained in the classroom. In many cases, field courses can be counted towards major program requirements. Students should see their adviser for details.

Field Study Semesters are packages of McGill courses aimed at senior year students which focus on the physical and social aspects of the environment. They are offered in various regions around the world in either the Fall or Winter Term. Currently, Field Study Semesters are offered in East Africa (Kenya or Tanzania), Barbados, and Panama. Enrolment is limited, and application deadlines and costs vary, so students should consult the relevant sections of the Calendar for details. Students who are interested in participating should begin planning their courses well in advance of their final year, as some of the field courses require prerequisites:

Africa Field Study Semester, Winter Term; for details, see section "African Field Study Semester"

Barbados Field Study Semester, Fall Term; for details, see section "Barbados Field Study Semester"

Panama Field Study Semester, Fall Term; for details, see section 9.3 "Panama Field Study Semester"

A smaller package of courses is offered each summer on the Macdonald Campus which explores the Human Impacts on the Environment. For details, see section 9.4 "Macdonald Campus Summer Field Study Human Impacts on the Environment".

7.4 Canadian University Study Abroad Program (CUSAP)

The opportunity for international study is also available to McGill students through the Canadian University Study Abroad Program (CUSAP). CUSAP offers programs of study at Herstmonceux, a 15th-century castle in East Sussex, England, housing the International Study Centre. Classes in CUSAP are offered in a seminar setting, and provide students with an enriched academic experience through daily interaction with other students and instructors. CUSAP is open to both first-year and upper-year students.

Further information is available on the web at www.mcgill.ca/student-records/exchanges/cusap or from the SESA office: James Administration Building Annex; by telephone: (514) 398-8342; by fax: (514) 398-8343, or by e-mail: studentexchanges@mcgill.ca.

7.5 Study away from McGill

In addition to studying at another university as part of an officially recognized McGill exchange program, students may be permitted to register on their own as a visiting student at another accredited university for a term or a year away.

To be eligible, students must be in satisfactory standing and have maintained a CGPA of not less than 2.70. In addition, students would normally be entering the year prior to their graduation year. Permission must be obtained from the Student Affairs Office of one's faculty.

7.6 Quebec Government Ministry of Education Travel Awards for Quebec Residents

The Quebec Government has made awards available for Quebec residents (as defined by the rules established by the Ministry of Education of Quebec) pursuing an Exchange or Study Abroad Program outside of the province of Quebec.

Undergraduate students must have completed 24 McGill credits prior to the start of their Exchange or Study Abroad Program to be eligible for the award.

Further eligibility criteria information for the Quebec Government Ministry of Education Travel Awards for Quebec Residents is available on the Web at www.mcgill.ca/student-records/exchanges, or from the SESA office: James Administration Building Annex; by telephone: (514) 398-8342; by fax: (514) 398-8343, or by e-mail: studentexchanges@mcgill.ca.

7.7 Quebec Inter-University Transfer Agreement (IUT)

The IUT Agreement permits concurrent registration at McGill and another Quebec institution.

Regular undergraduate and graduate degree, exchange, diploma or certificate candidates registered at McGill may, with the written permission of the Dean of their faculty or delegate, register at any university in the province of Quebec for three (3), or exceptionally six (6), credits per term in addition to their registration at McGill. These courses, subject to faculty regulations, will be recognized by McGill for the purpose of the degree for which the student is registered up to the limit imposed by the residency requirements of the program. (Normally, a minimum residency requirement of 60 credits must be completed at McGill in order to qualify for a McGill degree - students should check with their faculty.) This privilege will be granted if there are valid academic reasons.

Students wishing to take advantage of this agreement should consult their Student Affairs Office for details, and are informed that this agreement is subject to the following conditions:

- The other universities concerned may, at their discretion, refuse the registration of a student for any of their courses.
- The obligation of the student to complete their faculty and program requirement.
- The student is responsible for ensuring that the McGill Class Schedule permits these courses to be taken without conflict.
- The universities concerned are not responsible for special arrangements in cases of examination or class schedule conflicts.
- Marks earned at the host university will not appear on McGill transcripts or be included in McGill grade point averages.

Scholarship holders should consult with their Student Affairs Office and the Scholarships Coordinator concerning eligibility for continuation or renewal of their awards.

Students must initiate an on-line Inter-University Transfer (IUT) application to request the required authorizations. McGill students are advised to access the IUT application via the Web at www.mcgill.ca/student-records/transfers. Students may also find additional information posted at their faculty Website.

Note: Once the IUT application is approved by both the home and host universities, the student remains responsible for registering in the same course for which they have obtained electronic approval. The method of registration of the host university will vary (e.g., web, in-person, phone etc.). The student is advised to initiate the electronic application allowing enough time to meet the host university's registration deadlines. Furthermore, the student is responsible for adhering to all registration deadlines of the host institution.

8 Scholarships and Financial Aid

Refer to "Financial Aid" on page 25 for information on entrance scholarships, federal and provincial student assistance, McGill loans and bursaries, and loans available to U.S. citizens.

8.1 Awards to McGill Students in Course

Faculty scholarships and awards are made by the individual Faculty Scholarships Committees, and students should consult the appropriate section of this Calendar for regulations and information concerning these awards.

Most undergraduate scholarships and awards are granted on the basis of the combined GPA for the Fall and Winter Terms and applications are not required unless specifically indicated in the terms of an award.

To be considered for in-course awards and/or the renewal of entrance scholarships, students must complete at least 27

graded credits in the regular academic year exclusive of courses completed under the Satisfactory/Unsatisfactory option. Summer courses are not considered. Courses taken at other Quebec universities through the Inter-University Transfer Agreement may be counted towards the requirements for scholarship renewal or for consideration for other academic awards. Eligibility will be based on all courses taken during the regular academic year and on both the McGill GPA as well as the global GPA which will include the IUT credits.

To receive full payment of an award, students must be registered as full-time (i.e., at least 12 credits per term) in a McGill undergraduate degree program for the entire academic year; otherwise, the award, or part of it, may be cancelled. For instance, a student who is registered full-time for only one-half of the academic year will receive only one-half of the value of the award.

A maximum of the top 10% of the students in each faculty based on the combined GPA for the Fall and Winter Terms are named to the Dean's Honour List. This designation, while carrying no monetary reward, is an official University recognition of the student's achievements and is recorded on the transcript. Outstanding students, who rank in a maximum of the top 5% of their faculties, may also be considered for the J.W. McConnell and James McGill Awards which range in value from \$500 to \$5,000. These awards are made by the University Committee on Scholarships and Student Aid to top students as ranked and recommended by each faculty. In making such recommendations, faculties may consider program content, number of credits, etc. in addition to GPA. A maximum of the top 10% of the graduating students in each faculty are named to the Dean's Honour List. This honorary designation is based upon the cumulative academic record and the minimum required CGPA is determined annually by each individual faculty. Individual faculties should be consulted regarding any additional criteria which may be used. These designations may be withdrawn, in the case of transfer students, if their CGPA in another faculty or at another university is not comparable to the CGPA earned in the current faculty.

All awards, with the exception of prizes, are credited to the tuition fee accounts of students for the following academic year. Awards made to students who do not return to McGill the following year are considered relinquished. However, students who pursue studies at another university for credit towards a McGill degree may be granted permission to retain their scholarships and/or awards for a maximum of one academic year away from McGill. **Students holding renewable scholarships granted by the University Committee on Scholarships and Student Aid will be eligible for renewal if they meet the McGill standards for renewal, i.e., the equivalent of a 3.50 on the combined GPA for the Fall and Winter Terms and at least 27 graded credits.** Students who have relinquished their awards may, upon their return to McGill, request reinstatement. Such students requesting reinstatement should be sure that the Scholarships Office receives a copy of the letter of readmission.

Full information concerning undergraduate awards and bursaries is contained in the Undergraduate Scholarships and Awards Calendar available on the Web at www.mcgill.ca or from the Scholarships Office.

8.2 Work Study Program

The Work Study Program provides students with financial assistance through part-time employment on campus. Acceptance to the program is based primarily on financial need. Academic standing is also considered. Work Study positions are varied and range from clerical jobs to more challenging work such as research or computer programming. In addition to helping students cope with their financial obligations, Work Study also provides practical work experience which may enhance future employment opportunities.

Further information is available on McGill's Work Study Website at www.is.mcgill.ca/studentaid/workstudy.

9 Graduation

In order to graduate, a student must complete faculty and program requirements. **It is the student's responsibility to ensure that all faculty requirements are met before graduation.** All students should contact their advisers (Associate Dean, in Music) early in the graduating year with any questions as to whether they will meet the necessary program requirements by graduation time.

Students must indicate their expected graduation term on Minerva using the "apply for graduation" option under the Student Records menu and should verify this information on unofficial transcripts and verification forms. For more information, see section 5.6 "Verification of Student Record". The Student Affairs Office should be notified immediately when a final-year student changes his/her expected graduation term. Failure to do so may result in the postponement of a student's graduation.

A student must complete a minimum residency requirement of 60 credits at McGill in order to qualify for a McGill degree.

The minimum CGPA required to graduate is 2.00.

If all requirements for graduation are met, the student's record on Minerva will be updated with the "degree awarded" notation at the appropriate time:

- late February, if Term of graduation is Fall (degree granted February, Convocation in Spring)
- early June, if Term of graduation is Winter (Convocation in Spring)
- late October, if Term of graduation is Summer (Convocation in Fall)

Note:

Information regarding the Convocation ceremonies can be obtained on the McGill Website at www.mcgill.ca/secretariat/convocations.

10 Professional and Graduate Studies

Students intending to proceed into Dentistry, Law or Medicine should consult the faculties concerned about their prerequisites for admission.

10.1 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 corporation 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, H2X1X4. 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.

Students already proficient in French but who wish to keep up practice might consider courses in the Department of French Language and Literature, Faculty of Arts.

Note: Non-credit language courses completed at the Centre for Continuing Education may not be applied to program/degree requirements. Consult your Faculty for clarification.

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

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

10.2 Graduate Studies

Students intending to proceed into graduate studies at McGill should note that admission is not automatic. Further information is available on the Web at www.mcgill.ca/applying/graduate and in the *Graduate and Postdoctoral Studies Calendar* also available on the Web at www.mcgill.ca/courses.

Additional information regarding postgraduate awards is available on the Web at www.mcgill.ca/gps or from the Graduate and Postdoctoral Studies Office, James Administration Building, 845 Sherbrooke Street West, Montreal, QC, H3A 2T5.

Inquiries about graduate assistantships should be directed to the individual departments.

11 Student Services

11.1 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.

11.2 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: 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

E-mail: athletics@mcgill.ca

Website: 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

E-mail: careers.caps@mcgill.ca

Website: www.caps.mcgill.ca

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

Brown Building, Suite 4400 (514) 398-4104

E-mail: 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

E-mail: counselling.service@mcgill.ca

Website: www.mcgill.ca/stuserv/counselling

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

3505 Peel Street (514) 398-3217

E-mail: firstpeopleshouse@mcgill.ca

Website: www.mcgill.ca/fph

First-Year Office: helps ease the transition of all students new to McGill. Coordinates "Discover McGill", a one-day, campus-wide University and Faculty Orientation.

Brown Building, Suite 2100 (514) 398-6913

E-mail: firstyear@mcgill.ca

Website: www.mcgill.ca/stuserv/1styear/firstyr.htm

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 international students on non-academic matters (immigration, health insurance, etc.), runs a Buddy Program and an orientation program.

Brown Building, Suite 3215 (514) 398-4349

E-mail: 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

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

E-mail: 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

E-mail: offcampus.housing@mcgill.ca

Website: www.mcgill.ca/offcampus

Residences: offers accommodation for approximately 1 700 students.

Student Housing Office (514) 398-6368

Website: www.mcgill.ca/residences

Office for Students with Disabilities: coordinates services to meet the special needs of students with disabilities.
 Brown Building, Suite 3100 (514) 398-6009
 E-mail: disabilities.students@mcgill.ca TDD: (514) 398-8198
 Website: www.mcgill.ca/osd

Tutorial Service: sponsors an extensive tutorial program for students.
 Brown Building, Suite 4200 (514) 398-6011
 E-mail: tutorial.service@mcgill.ca

11.3 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 on the Web at www.mcgill.ca/macdonald/resources/studentservices and the Student Services Website 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) 398-7992

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: athletics offices are located in the Stewart Athletic Complex, just west of the Centennial Centre. Available at no charge to Macdonald students is a wide selection of activities, as well as the use of an excellent array of equipment. Facilities include a gymnasium, pool, weight room (with monitors on hand four evenings per week), arena, tennis courts, playing fields and large expanses of green space.

In addition to providing many open times for your enjoyment, there are also instructional, recreational, intramural and intercollegiate activities. There are nominal fees for instructional courses.

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

11.4 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, 3480 McTavish Street, provides club rooms for these activities in a four-storey building with cafeterias,

a ballroom, lounges and an experimental theatre. Activities for graduate students are centred in David Thomson House at 3650 McTavish Street. On the Macdonald Campus facilities are located in the Centennial Centre (refer to FAES section).

11.5 Ombudsperson for Students

The position of Ombudsperson for Students is filled on a half-time basis by an academic staff member. The Ombudsperson receives complaints from students and assists in the resolution of those complaints through informal means including information, advice, intervention, and referrals with a view to avoiding the more formal grievance procedures that already exist in the University.

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

Office of the Ombudsperson, Brown Building, Room 5202
 Website: www.mcgill.ca/ombudsperson

11.6 Bookstore

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

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

On Macdonald Campus the Bookstore is located in the Centennial Centre, telephone: (514) 398-8300.

11.7 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, computer software and consumer electronics at educational prices.

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

11.8 Day Care

The McGill Childcare Centre is an independently-run centre 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 Centre is located at 3491 Peel Street, Montreal, H3A 1W7, telephone (514) 398-6943.

12 Residential Facilities

12.1 University Residences – Downtown

Residence Admissions Office
 3641 University Street
 Montreal, QC, H3A2B3
 Telephone: (514) 398-6368
 Fax: (514) 398-2305
 E-mail: housing.residences@mcgill.ca
 Website: www.mcgill.ca/residences

McGill Residences collectively house approximately 2300 undergraduate students in dorms, apartments and shared facilities houses. McGill offers six dormitory-style residences with full meal service. These more traditional residences house, almost exclusively, first-year students. McGill's apartment-style residences and shared-facilities houses are popular with first-year and upper-year students seeking a different style of residence living. Student

Animators (Floor Fellows) and Academic Staff (Directors) provide support to all undergraduate residents and live in or nearby all McGill Residences. An elected Residence Council serves as the voice of students.

12.1.1 Dormitory-style residences

McGill offers six dormitory-style residences with full meal service. The Bishop Mountain Residences (Gardner, McConnell, Molson and Douglas Halls) are located on the slope of Mount Royal, overlooking the campus, and house both male and female students. Royal Victoria College (RVC), the all-women's residence, is located one block from the McGill gates. McGill's newest residence hall is fully co-ed and is located a short walk from the main campus.

Rooms at RVC and the Bishop Mountain Residences are mostly single occupancy. The New Residence Hall offers mostly double rooms. Each student is provided a bed, a desk, chair, chest of drawers, closet and small fridge (one fridge per double room). Linen is supplied at RVC only and is exchanged weekly. In all halls residents are responsible for the cleanliness of their rooms. Common bathrooms and showers are located on each floor, except in the New Residence Hall where there are private bathrooms in each room. Each hall has coin-operated automatic washers and dryers, as well as ironing facilities. Pay telephones are located in each building. In addition, all rooms are wired for a private telephone and internet service. There is limited storage space for ski equipment, trunks, and suitcases in every hall. All halls have TV and recreation rooms.

There are on-site cafeterias and the meal plan is compulsory for students living in the dormitory-style residences.

12.1.2 Apartment-style residences

Solin Hall is a modern award-winning apartment-style residence that has two, three and four bedroom apartments. Located four short Metro stops west of the main campus, Solin features large common areas (TV and games rooms) and a computer lab and houses mostly first-year and a few upper-year undergraduate students. Each apartment has its own living room, dining room, kitchen and bathroom(s), with basic furniture such as stove, fridge, table, chairs, sofa, lamps and drapes. Bedrooms are furnished with bed, desk, chair and chest of drawers. All apartments and public area floors are carpeted. There is electrical heating with individual thermostats in each room. Shopping areas are within walking distance from the Hall. Limited indoor parking is available.

The Greenbriar Apartments residence building is located one block from the main campus. It houses first-year and upper-year undergraduate students in self-contained studio and double occupancy, one-bedroom apartments. Apartments have fully equipped kitchens (stove, fridge, sink) and are furnished with bed, desk, table, chairs, drawers and blinds.

Although these residences do not offer meal plans, residents may purchase one at the residence cafeterias.

12.1.3 Shared-facilities houses

McGill Residences also offers a number of beautifully renovated older buildings, each housing between 13 and 20 first-year students. These shared-facilities houses are all located within a few blocks of the main campus and have single and double occupancy bedrooms with shared kitchens, bathrooms and common areas. Bedrooms are furnished with desks and chairs, beds (many are loft beds), chest of drawers, closet and blinds. Common areas are also fully furnished. Although these residences do not offer meal plans, residents may purchase one at the residence cafeterias.

12.1.4 Residence Fees

Residence fees for the 2004-2005 session had not been set at the time this Calendar went to print. Fees for the 2003-2004 session were as follows.

Rates for Gardner, McConnell, Molson and Douglas Halls ranged from \$7 624 to \$8 318 for a single room and from \$7 154 to \$7 862 for a double room. Rates include the mandatory 5-day per week meal plan. The rates at Royal Victoria College include a mandatory 7-day per week meal plan and were \$9 050 for single

rooms and \$8 620 for double rooms. These rates are for the regular session, September 1 to April 30.

At the New Residence Hall room rates, excluding meal plan, were \$5 200 per person for double rooms and \$6 200 for a single room. The mandatory meal plan is charged separately and started at \$3 350 per year depending on the type of meal plan purchased. These rates are for the regular session, September 1 to April 30.

The rooms in Solin Hall and the Greenbriar apartments are leased on an 11-month basis (September 1 to July 31). The room rates were \$6 226 for a single room and \$4 818 for a double room in a multi-bedroom apartment at Solin Hall. Single-occupancy studio apartments at Greenbriar were \$7 183 and double-occupancy one-bedroom apartments were \$4 950 per person. Rates do not include meal plan.

Shared facilities houses are also leased on an 11-month basis (September 1 to July 31). Room rates ranged from \$5 775 to \$6 779 for a single room and from \$4 356 to \$4 829 for a double room, depending on the dimensions of the room. Rates do not include meal plan.

12.1.5 Meal Plans

Residents at Molson, McConnell and Gardner Halls take their meals together in a large centrally located dining hall. Douglas Hall and RVC have their own dining areas. RVC offers 19 meals per week (7 days per week), while the Bishop Mountain Residences offer 15 meals per week (Monday to Friday). Bag lunches and bag dinners are available. There are kitchenettes in all the Halls where residents may keep food and prepare snacks or meals at any time.

Residents of the New Residence Hall have access to the on-site cafeteria with extended hours, 7 days per week, and may purchase a meal plan that allows them to eat at certain on-campus cafeterias as well. There are kitchenettes on each floor where residents may prepare hot or cold snacks at any time.

Solin Hall, the Greenbriar Apartments and the shared-facilities houses do not offer meal plans. The apartments and houses have fully equipped kitchens where students prepare their own meals. However, residents are welcome to purchase a meal plan at the residence cafeterias.

12.1.6 Student Government

Each hall has a Residents' Council, elected at the start of the academic year. It is the job of Council to gather hall opinions, supervise financial affairs, and organize sporting and recreational activities within the residences. McGill's residences are run for the convenience and advantage of the students living in them. Rules and regulations are decided upon and administered by the students themselves. Note: All fees include an activity fee of \$20 collected by the University on behalf of the Residents' Council of each hall, and is included in the residence fees.

12.2 University Residences – Macdonald Campus

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 undergraduate, graduate, and Farm Management Technology students. Residents enjoy comfortable rooms, modern kitchens, cozy lounge facilities, and other amenities that help make their residence life a complete and meaningful part of their university experience.

The 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 H9X3V9
Telephone: (514) 398-7716 Fax: (514) 398-7953
E-mail: residences@macdonald.mcgill.ca
Website: www.mcgill.ca/macdonald/resources/residences

12.2.1 Residence Fees – Macdonald Campus

Residence fees are paid separately from tuition in accordance with regulations of the Fee Payment Option selected at the time of signing a Residence Lease.

The residence fees for the 2004-05 session had not been set at the time this Calendar went to print. The 2003-04 session rates for Laird Hall are (Double occupancy) \$2,193 and (Single occupancy) \$2,440. Rates for the EcoResidence vary from \$334 to \$344 per month. An updated fee sheet will be available with the residence application forms when an offer of accommodation is made.

Board Meal Plan was offered to Macdonald Campus Residents in 2003-04 by the Company Sodexo. Sodexo is planning to offer a complete meal plan for 2004-05. Details will be sent later with the Residence information package. Meals are also available on a cash basis and may be obtained from the Centennial Centre Cafeteria. The cafeteria is open for breakfast and lunch only, 5 days per week, exclusive of Saturday, Sunday and holidays designated by the University. Students may buy individual meals on a cafeteria basis.

For budgeting purposes, the cost of meals per person per session is approximately \$3,000.

12.2.2 Application for Residence – Macdonald Campus

The Campus Housing Office will send residence information and an application to those applicants who have indicated on their application form that they wish to be considered for residence. The Residence application form should be completed and returned to the Campus Housing Office as soon as possible after receipt. The form is also available on-line at www.mcgill.ca/macdonald/resources/residences. Students pursuing their studies on Macdonald Campus are normally guaranteed residence space but applications are also welcomed from students in other programs.

Applicants should note that, if offered accommodation, it is not possible to alter the terms of the original application (lease) except under exceptional circumstances.

12.2.3 Residence Occupancy – Macdonald Campus

In 2003-04, the residence fees covered the period August 24 to May 7; students must vacate their rooms at the end of the lease term. For the fiscal year 2004-05, the lease term had not been set at the time this Calendar went to print. The term will not exceed nine months. Only under exceptional circumstances will a student be granted permission to arrive prior to beginning date of the lease or remain in residence during the summer months. In these cases, students must apply to the Campus Housing Office and an additional fee will be charged if permission is granted.

Students may request permission to extend their stay in residence (at the normal weekly charge) if they are taking extended courses after the regular session, employed on the Campus, or registered for summer courses.

International students or those coming from a distance may be admitted early in exceptional circumstances. Permission from the Campus Housing Office must be obtained prior to the student leaving home. Student Officers may be admitted before the opening date of courses, if permission is granted by the Campus Housing Office.

12.2.4 Facilities for Non-Resident Students – Macdonald Campus

Common rooms for studying are provided in the Centennial Centre. Lockers are available in the Macdonald-Stewart Building. These may be rented at the Students' Society Office in Centennial Centre. Meals may be obtained from the Snack Bar facility of the

Centennial Centre. The Snack Bar is open for breakfast and lunch only, 5 days per week, exclusive of Saturday, Sunday, and holidays designated by the University.

Note: Non-resident students may not stay overnight in any residence without permission of the Campus Housing Office.

12.2.5 Student Parking – Macdonald Campus

Students who hold parking permits will be allowed to park automobiles on Macdonald Campus provided they observe the parking regulations and other applicable rules. Permits must be obtained from the Campus Security Office, Laird Hall, Room 101, during regular office hours.

13 Information Technology Resources

13.1 Computing Facilities

13.1.1 IST Customer Services (ICS)

McGill ICS provides technical support for the following student services: E-mail, Dialup Access Service (DAS), Virtual Private Network (VPN), REZ Voice and Data Service (post-installation), Wireless Network and WebCT.

They may be reached on-line via the Virtual Help Desk at www.mcgill.ca/ics/vhd or by phone at (514) 398-3398, or in person at Burnside Hall in room 112.

13.1.2 Network and Communications Services (NCS)

McGill NCS provides data services including access to Local Area Networks (LANs), the Internet, e-mail, McGill central systems, and the McGill University Website - all from virtually anywhere on campus (wired or wireless) and remotely. They also provide voice service (with long distance and voice mail) to students in McGill Residences. The Website at www.mcgill.ca/ncs lists products and services offered by McGill NCS.

13.1.3 WebCT

WebCT is McGill's on-line course management system. WebCT is used in a large number of McGill courses. Currently most of them are taught in a hybrid fashion with WebCT serving as a component within a traditional class structure. As an on-line environment, WebCT provides key tools for extending the educational experience. Students can access content in various forms, post assignments, take quizzes and participate in on-line discussions.

The WebCT Student Resources Website at www.mcgill.ca/webct/students provides an overview of WebCT tools, task-oriented how-tos and general advice for student success with educational technology. Help is available on-line via the Virtual Help Desk at www.mcgill.ca/ics/vhd and by phone at (514) 398-3398.

13.1.4 Computer Labs

The computer labs are provided by many faculties and departments for students in their programs. A list of these can be found on the Web via the McGill Gateway at www.mcgill.ca/index/computer. Check the unit listings or contact the unit directly for information concerning facilities and accessibility.

13.1.5 Instructional Communications Centre

The Instructional Communications Centre (ICC) provides services related to the use of technology in teaching. It is McGill's central facility for the loan of audiovisual equipment and support for video production.

The ICC Audiovisual Arrangements Section located in the lobby of the Redpath Library and the ICC office at the Macdonald Campus house a full range of audio, video, computer, and projection equipment available for loan to McGill students. Equipment is provided free of charge for credit course activities. Training in equipment use is available and advance reservations are highly recommended. Further details are available on the ICC Website www.mcgill.ca/icc/equipment/loan.

The ICC also maintains two video editing suites available for staff and students who wish to produce their own programs. These suites are self-instructional, and sessions should be reserved in advance. For more information or to reserve a session, please contact the ICC Main Office, 688 Sherbrooke St. W., Suite 1600, (514) 398-7200.

14 Resources for Study and Research

14.1 Libraries

All registered students have access to the McGill University Library system. This comprises well over three million volumes in 14 libraries, two reading rooms, and a number of affiliated collections.

McGill's virtual library consists of an ever-expanding network of electronic databases plus some unique McGill collections. MUSE: the Online Catalogue is the key to print and electronic resources of the McGill Libraries and is accessible from the Library's Website at www.library.mcgill.ca. McGill Libraries' electronic databases may be searched on computer workstations in any library. Most can also be accessed remotely from computers on or off campus. The Library has around 600 on-line databases currently available, mostly indexing and abstracting resources. In addition McGill students have access to approximately 10,000 full text journals (JSTOR, ScienceDirect, Project MUSE, Kluwer Online, Lexis-Nexis, IEEE, Web of Science, etc.) and e-books as well as hundreds of numeric databases.

The Humanities and Social Sciences Library located in the McLennan-Redpath Library Building is the largest library. There are separate libraries for law, health sciences, and physical sciences and engineering, as well as specialized libraries in various fields. In addition, the Macdonald Campus Library (agriculture, food science and environmental sciences) is located 20 km from the Downtown Campus.

14.2 University Archives

The McGill University Archives (MUA) acquires, preserves and makes available to researchers (including students) of all disciplines more than 4,000 metres of records dating from 1811 to the present. These records document the history of McGill University faculty research, alumni and student organizations, and select Montreal-based organizations all in a variety of media (including textual records, photographs, slides, audio-tapes, film, video, University publications, and artifacts). The MUA also manages the University's corporate memory and information assets through its Records Management Program. The Records Management Program regulates the flow of administrative records and protects vital evidence of University functions and activities according to Quebec archives and records legislation.

The MUA Reading Room is open to the public Monday-Friday, 9:00-12:30 and 1:45 to 4:45; however, appointments are recommended. The MUA Website includes virtual exhibitions, on-line searching of the MUA holdings, the largest campus database of digitized images, and access to the McGill History Portal (focusing on historical information about McGill University and its community).

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

14.3 Museums

14.3.1 Redpath Museum

The Redpath Museum exists to foster the study of the history and diversity of the natural world. Its mandate includes geological, biological and cultural diversity. Its collections have been growing for over a century, and provide resources for research and for graduate and undergraduate education in biology, geology, anthropology and other fields. Among the largest collections are fossils from the ancient sea floor of eastern Quebec, the oldest land plants, a vast range of minerals, molluscs from around the world, Egyptian and classical antiquities, and artifacts from Central Africa. The Museum also houses research laboratories and classrooms.

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

859 Sherbrooke Street West
Telephone: (514) 398-4086
Website: www.mcgill.ca/redpath
E-mail: redpath.museum@mcgill.ca

14.3.2 McCord Museum of Canadian History

The McCord Museum conserves and presents over 1.2 million objects, images and manuscripts, all irreplaceable reflections of the social history and material culture of Montreal, Quebec and Canada. The Museum's collection includes: Ethnology and Archaeology; Costume and Textiles; Notman Photographic Archives; Paintings, Prints and Drawings; Decorative Arts; and Textual Archives.

With a corpus of over 13,000 Aboriginal objects from across Canada, the McCord's Ethnology and Archaeology collection is the most important of its kind in Quebec. Comprising more than 16,000 garments and accessories, the McCord's Costume holdings represent the world's leading collection of Canadian dress. The McCord's Notman Photographic Archives contain over 1,000,000 historical photographs, offering a unique pictorial record of Canada from pre-Confederation to the present. The McCord also houses paintings by renowned artists such as Théophile Hamel, Cornelius Krieghoff, James Pattison Cockburn and George Heriot. The Museum's Textual Archives include some 185 linear metres of documents relating to Canadian history. Finally, the McCord's Website (www.mccord-museum.qc.ca) features award-winning virtual exhibitions, innovative learning resources and a vast searchable database of information on the Museum's collections.

The McCord offers exhibitions, guided tours, school programs, cultural activities and lectures. Researchers welcome by appointment. Café, Boutique and access for the physically challenged.

690 Sherbrooke Street West Telephone: (514) 398-7100
Website: www.mccord-museum.qc.ca
Email: info@mccord.mcgill.ca

14.3.3 Lyman Entomological Museum and Research Laboratory

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

14.3.4 Other Historical Collections

In addition to the above, there are other collections and exhibits of a specialized nature, ordinarily open only to students but to which access may be gained by application to the department concerned. These include the Anatomical and Pathological Museums.

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

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