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1 General Information for all Students

1.1 MARS, SATURN, *InfoMcGill*, DAS

MARS is McGill's Automated Registration System. Students register and make course changes by using a touch-tone telephone and calling (514) 398-MARS [398-6277]. (Music practical lesson students are the only exception.) MARS offers service in both English and French.

SATURN gives Student Access to University Records on the Web. Students can view their marks and fee information by accessing SATURN (<http://www.is.mcgill.ca/students>). They can also update their own personal information such as home address, mailing address and telephone number.

InfoMcGill is McGill's campus-wide information system which is available 24 hours a day through the McGill Gateway (<http://www.mcgill.ca>), on personal computers and workstations that have communications capability and via most communications software. Many topics of relevance to students such as Timetable and Examinations information can be accessed via *InfoMcGill*.

InfoMcGill workstations which are accessible to all students are located in the Admissions, Recruitment and Registrar's Office; the Bookstore; Bronfman Building; Burnside Hall; Centre for Continuing Education; Dawson Hall; Education Building; Leacock Building (Arts Computer Lab); Macdonald Engineering Building; McLennan Library; Redpath Library; Strathcona Music Building; and on Macdonald Campus in MS2-026/027/028. *InfoMcGill* may also be accessed from the departmental and faculty computer labs.

DAS (McGill's Dial-up Access Services). All new McGill students have a DAS username assigned to them when they are accepted. This allows access via modem to many of the University's computer systems, including McGill's web pages, *InfoMcGill*, email and Internet access. DAS is administered by the Computing Centre, see [section 12.2](#). (Note: charges for DAS usage do not apply when accessing McGill's systems and email from campus. However, lab fees may apply.)

1.2 Language Policy

The language of instruction at McGill is English. Some courses are offered in French. 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.

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.

1.3 Plagiarism and Cheating

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

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

The possession or use of unauthorized materials in any test or examination constitutes cheating. Data generated by the Exam Security Monitoring Program can be used as admissible evidence either to initiate or corroborate an investigation or a charge of cheating under Section 16 of the Code of Student Conduct and Disciplinary Procedures.

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

1.4 Proper Use of Computing Facilities

Students are required to comply with the Code of Conduct for Users of McGill Computing Facilities as approved by the University Senate. The Code is published as a part of the "Student Rights and Responsibilities Handbook" distributed by the Dean of Students and available on the McGill Gateway (<http://www.mcgill.ca>). The Code is also available on the Web at <http://www.mcgill.ca/das> under New User.

1.5 Non-smoking Policy

Quebec law prohibits smoking in public buildings.

1.6 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 9.2.8](#).

Immunization is compulsory for students registered in health care programs, including Dietetics, and should be completed by new students in those programs well before classes begin. Further information is available from the Student Health Service.

1.7 Health Insurance – Canadian Residents

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

1.8 Health Insurance – International Students

By Senate regulation, all students, as well as their accompanying dependents, who do not have Canadian citizenship or Permanent Resident status must participate in a compulsory health insurance plan administered by the University. When registering by MARS, students will be advised of the schedule for enrolment in the plan. Full details will be given at that time. Please refer to the Fees Section for information concerning rates.

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

All inquiries related to this University policy must be directed to International Student Services, Brown Student Services Building, 3600 McTavish Street, Room 3215, Montreal, Quebec H3A 1Y2. Email: intlhealth@stuserv.lan.mcgill.ca or telephone: (514) 398-6012.

1.9 Bookstore

The McGill University Bookstore, at 3420 McTavish, stocks new and used textbooks, a full range of books for the academic and professional community, supplies, and McGill insignia items. Gift certificates are available. Visa, Mastercard, American Express and Interac are accepted. The store is open Monday through Saturday. Website: <http://www.mcgill.ca/bookstore>. Telephone (514) 398-7444.

1.10 Computer Store

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

Repair service is available from the MCS Technical Service group for many types of computer equipment including IBM, Apple Compaq, Hewlett Packard and Lexmark.

Access the MCS website (<http://www.mcgill.ca/mcs>) for more information on products and McGill's 'recommended configurations'.

McGill Computer Store: (514) 398-5025 mcs@cc.mcgill.ca
 Technical Service: (514) 398-3701 techman@cc.mcgill.ca

1.11 Day Care

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

2 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 2000.)

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

2.1 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 is sent to all newly admitted students. Returning students who require a copy should contact the Student Accounts Office, Room 301, James Administration Building. The text of the booklet is also available on the Student Accounts website (<http://www.finance.mcgill.ca>).

2.2 Tuition Fees

The University will charge the following tuition fees in 2000-01, these vary according to the residence and citizenship status of the student.

Students in need of financial support can consult [section 10](#). Further information can be obtained from the Student Aid Office.

Quebec Students

The 2000-01 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 2.3](#) for details. Note: Students who do not submit appropriate documentation during the semester will be billed at the non-Quebec Canadian or the international rate, depending on the documentation submitted.

Non-Quebec Students (Canadian or Permanent Resident)

The 2000-01 tuition fees for non-Quebec students who are Canadian citizens or Permanent Residents are \$114.61 per credit or \$3,438.30 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 2.3](#) for details. Note: Students who do not submit appropriate documentation during the semester will be billed at the international rate.

International Students

The 2000-01 tuition fees for international students can range from \$275.61 to \$640 per credit (\$8,268.30 - \$19,200).

The international fees which are listed in [section 2.2](#) are representative of fees that students could expect to be charged in each degree. Tuition fees may vary depending on the nature of the course taken.

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 are available from the Admissions, Recruitment and Registrar's Office; information can also be obtained from the ARR website <http://www.aro.mcgill.ca>.

2.3 Proof of Citizenship and Quebec Residency

2.3.1 Proof of Citizenship

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

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

2.3.2 Proof of Quebec Residency

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

1. with an "Attestation of Residency in Quebec" form, where the student must qualify for one of the situations indicated on the form and send in the form signed and dated, along with all the documents requested on the attestation. This form will be sent to students by the Admissions Office along with their letter of acceptance.
2. without an "Attestation of Residency in Quebec" form, where the student must qualify for one of the situations indicated below and submit proof to that effect:
 - Student was born in Quebec (documents: Quebec birth or baptismal certificate, valid Canadian passport indicating Quebec as place of birth);
 - Student obtained Landed Immigrant status by virtue of a Certificate of Selection of Quebec (CSQ) (documents: CSQ document, written confirmation from Immigration Quebec that a CSQ was issued);
 - Student's CEGEP transcripts transmitted electronically to McGill from the Ministry of Education of Quebec indicate "Quebec" as the place of residence;
 - Student was approved for a Quebec loan for the current academic year (document: Quebec loan certificate);
 - Student is the member of an aboriginal community of Quebec (document: letter from the band council official, band membership card).

2.3.3 Deadlines for Submission of Proof of Citizenship/ Proof of Residency

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

- Fall Semester – Last day of the Fall Exam Period.
- Winter Semester – Last day of the Winter Exam Period.
- Summer Semester – August 31.

Changes received after these deadlines would only be applicable to the following term. Please note that these deadlines are set by

the Ministry of Education of Quebec (MEQ). Any student who wishes to contest these deadlines is required to send a written request to the contact person in the MEQ for consideration. McGill will not process any retroactive requests without a written approval from the MEQ.

For more information refer to the ARR website <http://www.aro.mcgill.ca> or contact ARR.

2.4 Yearly Fees and Charges by Faculty

Tuition fees at the undergraduate level are based on the number of credits taken. The following tables reflect 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.

2.4.1 Faculty of Agricultural and Environmental Sciences, and School of Dietetics and Human Nutrition – B.Sc.(Agr.), B.Sc.(Agr.Eng.), B.Sc.(FSc.), B.Sc.(Nutr.Sc.)

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	3,438.30	9,168.30
Society and Other Fees	346.53	346.53	278.91
Student Services	269.00	269.00	269.00
Registration and Transcripts Charges	156.00	156.00	156.00
Copyright Fee	5.40	5.40	5.40
Information Technology Charge	60.00	60.00	60.00
TOTAL	\$2,505.23	\$4,275.23	\$9,937.61

2.4.2 Faculty of Arts – B.A.

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	3,438.30	8,268.30
Society and Other Fees	499.23	499.23	431.61
Student Services	269.00	269.00	269.00
Registration and Transcripts Charges	156.00	156.00	156.00
Copyright Fee	5.40	5.40	5.40
Information Technology Charge	60.00	60.00	60.00
TOTAL	\$2,657.93	\$4,427.93	\$9,190.31

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

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	3,438.30	8,268.30
Society and Other Fees	446.23	446.23	378.61
Student Services	269.00	269.00	269.00
Registration and Transcripts Charges	156.00	156.00	156.00
Copyright Fee	5.40	5.40	5.40
Information Technology Charge	60.00	60.00	60.00
TOTAL	\$2,604.93	\$4,374.93	\$9,137.31

2.4.4 Faculty of Education – B.Ed.

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	3,438.30	8,268.30
Society and Other Fees	433.23	433.23	365.61
Student Services	269.00	269.00	269.00
Registration and Transcripts Charges	156.00	156.00	156.00
Copyright Fee	5.40	5.40	5.40
Information Technology Charge	60.00	60.00	60.00
TOTAL	\$2,591.93	\$4,361.93	\$9,124.31

2.4.5 Faculty of Engineering – B.Eng.

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	3,438.30	9,168.30
Society and Other Fees	656.23	656.23	588.61
Student Services	269.00	269.00	269.00
Registration and Transcripts Charges	156.00	156.00	156.00
Copyright Fee	5.40	5.40	5.40
Information Technology Charge	60.00	60.00	60.00
TOTAL	\$2,814.93	\$4,584.93	\$10,247.31

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

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	3,438.30	9,168.30
Society and Other Fees	520.23	520.23	452.61
Student Services	269.00	269.00	269.00
Registration and Transcripts Charges	156.00	156.00	156.00
Copyright Fee	5.40	5.40	5.40
Information Technology Charge	60.00	60.00	60.00
TOTAL	\$2,678.93	\$4,448.93	\$10,111.31

2.4.7 Faculty of Management – B.Com.

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	3,438.30	15,000.00
Society and Other Fees	577.23	577.23	509.61
Student Services	269.00	269.00	269.00
Registration and Transcripts Charges	156.00	156.00	156.00
Copyright Fee	5.40	5.40	5.40
Information Technology Charge	60.00	60.00	60.00
TOTAL	\$2,735.93	\$4,505.93	\$16,000.01

2.4.8 Faculty of Music – B.Mus.

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	3,438.30	9,168.30
Society and Other Fees	749.23	749.23	681.61
Student Services	269.00	269.00	269.00
Registration and Transcripts Charges	156.00	156.00	156.00
Copyright Fee	5.40	5.40	5.40
Information Technology Charge	60.00	60.00	60.00
TOTAL	\$2,907.93	\$4,677.93	\$10,340.31

2.4.9 Faculty of Religious Studies – B.Th.

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	3,438.30	8,268.30
Society and Other Fees	392.05	392.05	324.43
Student Services	269.00	269.00	269.00
Registration and Transcripts Charges	156.00	156.00	156.00
Copyright Fee	5.40	5.40	5.40
Information Technology Charge	60.00	60.00	60.00
TOTAL	\$2,550.75	\$4,320.75	\$9,083.13

2.4.10 Faculty of Science – B.Sc.

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	3,438.30	9,168.30
Society and Other Fees	490.23	490.23	422.61
Student Services	269.00	269.00	269.00
Registration and Transcripts Charges	156.00	156.00	156.00
Copyright Fee	5.40	5.40	5.40
Information Technology Charge	60.00	60.00	60.00
TOTAL	\$2,648.93	\$4,418.93	\$10,081.31

Student Society Fees

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

Note that for International students, the student society fee includes the SSMU Dental Insurance plan of \$76.91. International students will be obliged to participate in the University's compulsory International Health Insurance Plan, which at the 1999-2000 rate, cost \$498 for single coverage. For more information, please contact the Office of the Dean of Students, (514) 398-6012.

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

Student Services

Student Services fees are governed by the Senate Committee on the Coordination of Student Services, a parity committee composed equally of students and university staff. Through the Dean

of Students' Office, these services are available on campus to help students achieve greater academic, physical and social well-being. They include athletics facilities, student health and mental health, financial aid, counselling, tutorial service, off-campus housing, services for students with disabilities, chaplaincy, the Career and Placement Service, the International Student Adviser, and the administration of the McGill "Student Rights and Responsibilities Handbook".

Registration Charge

The University will charge a per term registration charge to all students in courses and programs. This will be assessed as follows:

Undergraduate Students and part-time Graduate Students:

0 - 3 credits	\$14.00
> 3 - 6 credits	\$28.00
> 6 - 9 credits	\$42.00
> 9 - 12 credits	\$56.00
> 12 credits	\$70.00

Graduate Students:

Full-time	\$70.00
Half-time/additional session	\$35.00

Transcript Charge

The University will charge a per term transcript charge to all students. This will entitle students to order transcripts free of charge and will be assessed as follows

Full-time	\$8.00
Half-time/additional session	\$4.00

Copyright Fee

All Quebec universities pay an annual fee to Copibec (a consortium that protects the interests of authors and editors) for the right to photocopy material protected by copyright. A fee of \$5.40 per 30 credits taken will be charged to all students, with certain specific exceptions. This fee will be prorated based on the number of credits taken.

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 per term charge will be assessed as follows:

Undergraduate Students and part-time Graduate Students:

0 - 3 credits	\$ 6.00
> 3 - 6 credits	\$12.00
> 6 - 9 credits	\$18.00
> 9 - 12 credits	\$24.00
> 12 credits	\$30.00

Graduate Students:

Full-time	\$30.00
Half-time/additional session	\$15.00

2.5 Other Fees

International Student Health and Accident Plan (compulsory) (Based on 1999-2000 rates)

Single	\$ 498.00
Dependent (one student with one dependent)	1,038.00
Family (one student with two or more dependents)	2,034.00
Application for Admission	
All faculties except M.B.A.	60.00
M.B.A.	100.00
Admission appeals charge	100.00
Audition Fee (Music)	35.00
Late Music Placement Examination Fee	50.00
Late Registration	

After regular registration deadline:

- All eligible returning students, except Special students and Graduate Faculty part-time and additional session students. 50.00

• Special students and Graduate Faculty part-time and additional session students.	20.00
<i>As of the second day of classes</i>	
• All students except Special students and Graduate Faculty part-time and additional session students.	100.00
• Special students and Graduate Faculty part-time and additional session students.	40.00
Late Payment	25.00
– (charged on balances >\$50 as of the end of October (end of February for the Winter semester)	
Interest on outstanding balances (rate determined in February, to be applicable on June 1st)	
Minimum Charge upon withdrawal	100.00
Re-reading Examination Paper (refundable if the letter grade is increased)	35.00
Credit by Exam (Music)	25.00
Supplemental Examinations, each written paper	35.00
Supplemental Practical Examination in Music; also applies to students not registered for practical instruction during the term in which they take a practical examination*	150.00
Late Course Change Fee	25.00
Late application fee for Music Performance examination (requires permission from Chair, Performance Dept.)	25.00
Music Summer Practice Fee	
– for June, July and August	150.00
– or per month	60.00
Returned cheque	20.00
Graduation Fee (charged at the end of the first term of the student's U3 year)	60.00
Duplicate ID Card	20.00
Duplicate IncomeTax Receipt	10.00

* in addition to regular Credit by Exam Fee (\$25.00), plus other applicable charges.

Published by the Student Accounts Office.

2.6 Payment of Fees

New students are required to make a deposit on tuition shortly after receiving notice of their acceptance to the University. A fee statement indicating the required deposit amount will be mailed to all accepted students and payment will be due at the end of the month in which the statement is mailed.

All students will receive a fee statement once their registration has been confirmed, due at the end of the month in which the statement is mailed. For most returning students this will take place in the month of August (December for the Winter term). For most new students this will take place in the month of September (January for the Winter term). Students must ensure that their mailing address is up-to-date. Interest will not be cancelled due to non-receipt of fee statements.

Late Payment Fees

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

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.

All students who have accessed MARS to register must officially withdraw in writing from the University if they decide not to attend the session(s) for which they have registered. Otherwise they will be liable for all resulting tuition and other fees.

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, residence fees or loans on their due date.

Access to MARS for the Registration functions will be denied until these debts are paid in full. Students must pay all debts before the end of the registration period to be permitted to register.

2.7 Access to Fee Information

Students may view their latest fee information, including a detailed breakdown of the fees they are being charged, by accessing SATURN (<http://www.is.mcgill.ca/students>), see [section 1.1](#).

An updated fee account balance may be obtained by calling MARS (514) 398-6277.

2.8 Deferred Fee Payment

Students with Sponsors

Students whose fees will be paid by an outside agency such as the Department of Veterans Affairs, CIDA, a foreign government; or their University department (i.e. teaching assistants or demonstrators), must have written evidence to that effect. Students in any of the above categories should go to the Student Accounts Office with the appropriate documentation, where a "Tuition Payment Deferral" may be issued (if applicable). The University reserves the right to insist upon payment. If the outside party does not pay the fees within 90 days of invoicing, the student is ultimately responsible for paying the fees plus the late payment fee and accrued interest.

Students with Loans, Bursaries, Scholarships

McGill scholarships or awards are normally credited to the recipient's fee account by August 16 (January 4 for the winter term). The fee balance may be verified on MARS or SATURN.

Interest and late payment charges resulting from late tuition payments for students awaiting government funding will be cancelled UPON RECEIPT of such assistance by the Student Aid Office, 3600 McTavish Street Telephone: (514) 398-6013 or 398-6014.

Students are reminded that tuition and residence fees have first call upon financial aid received from any source.

3 Registration

Refer also to Registration information in each faculty section.

All students who have accessed MARS to register must officially withdraw in writing from the University if they decide not to attend the session(s) for which they have registered. Otherwise they will be liable for all resulting tuition and other fees.

As stated in the Fees section, students who have outstanding fees or fines due the University will not be permitted to register. Access to MARS for the Registration function will be denied until these debts are paid in full. Students must pay all debts before the end of the registration period to be permitted to register.

3.1 Registration

Registration for newly admitted and returning students is by MARS (514) 398-6277. The system is accessible only by touchtone telephone.

Returning Students:

Returning students register by MARS between Tuesday, March 14 and Wednesday, July 19. 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.

New Students:

Newly admitted students entering in September register by MARS between Thursday, August 3 and Tuesday, September 5. Some faculties and departments require that students be advised before registration and set specific dates for advising and registration within these dates. Registration for newly admitted students entering in January is held between Tuesday, December 5 and Wednesday, January 3.

Please refer to the faculty sections of this Calendar as well as to the "Welcome" book sent 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 by MARS from Thursday, August 3 until and including Tuesday, September 5 with the payment of a late registration fee of \$50 (\$20 for Special Students)

New and Returning Students:

may register late by MARS from Wednesday, September 6 until Sunday, September 17 with the payment of a late registration fee of \$100 (\$40 for Special Students)

SPECIAL LATE REGISTRATION:

Students whose records are not available through MARS 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 Legal Name

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

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

In the case of a variation in the spelling of the name among these documents, the University will use the name on the document that appears first on the above list. Students should also note that this name will appear on their diploma or certificate on graduation.

3.3 Proof of Citizenship and Proof of Quebec Residence

As per the Ministry of Education of Quebec, students who are citizens or Permanent Residents (landed immigrants) of Canada must provide proof of their status, in order to avoid being charged the international rate of tuition fees.

Canadian or Permanent Resident students who also wish to qualify for the Quebec rate of tuition fees, must provide proof of their residency status in Quebec.

Please note that all documents pertaining to Proof of Citizenship and Quebec residency must be received by the Admissions, Recruitment and Registrar's Office prior to the dates below in order to take effect for the requested semester:

- Fall Semester – Last day of Fall Semester Exam Period.
- Winter Semester – Last day of Winter Semester Exam Period.
- Summer Semester – August 31.

Changes received after these deadlines would only be applicable to the following term.

For more information regarding the criteria and procedures pertaining to proof of citizenship and residency, refer to [section 2.3](#) or access the ARR website <http://www.aro.mcgill.ca>.

3.4 Permanent Code (code permanent)

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

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

Newly accepted students who *do not* hold a Permanent Code will receive information in their acceptance package on how to obtain one. For more information on this subject, please refer to the ARR website <http://www.aro.mcgill.ca> or contact the ARR.

3.5 ID Cards

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

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

from Monday, August 28 to Friday, September 15 in Leacock Building, Room 232, or

from Monday, September 18, at the Admissions, Recruitment and Registrar's Office, James Administration Building, Room 205.

Students pursuing their studies on the Macdonald Campus should go to the Student Affairs Office, Room 106, Laird Hall, Monday, September 11 to Friday, September 15, between 09:15 and 11:30.

Students who do not register for consecutive terms should retain their ID card to avoid having to replace it when they reregister. The Student Identification Card is, however, the property of the University and students withdrawing from all of their courses must attach the Card to the withdrawal form.

Further information may be obtained from the Admissions, Recruitment and Registrar's Office, (514) 398-7248.

3.6 Course Load

The normal course load in most undergraduate faculties is 15 credits per term. For students in the Faculty of Engineering and the 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, Education, Management, Religious Studies, or Science whose GPA is above 3.00 may take 18 credits per term.

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

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

Engineering: 13 credits, including repeated courses.

Music: 15 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.

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

3.7 Change of Course (Drop/Add)

Students who wish to add or drop a course for which they are registered must obtain change of course information from the Student

Affairs Office of their respective faculty before making any changes on MARS. These instructions will provide important information such as the following:

- which courses in each faculty are limited by enrolment or program; this information is also available in the timetable;
- which courses require the approval of the adviser, the professor, the Associate Dean, or staff in the Student Affairs Office;
- what the deadline dates are for course changes; this information may also be found in the Calendar of Dates.

Changes made during course change period must not introduce conflicts in the student's timetable nor destroy the required sequence of courses.

After the end of course change (drop/add) period, courses may be added 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.

3.8 Regulations Concerning Withdrawal

3.8.1 Course Withdrawal

There is a one-week period following course change in which withdrawal with a grade of *W* and full refund of course fees will be granted.

Withdrawal from a course will result in a grade of *W*, provided the withdrawal is made prior to the published deadline. Withdrawal after the deadline is permitted only for compelling reasons such as illness, verified and accepted by the Office of the Associate Dean of the student's faculty. (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.

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. The Student Affairs Office will supply the necessary form which must be completed and approved before the student records the withdrawal on MARS. Please consult the withdrawal (*W*) deadline dates listed in the Calendar of Dates. (Additional restrictions for Music courses are indicated in the Faculty of Music section.)

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 telephoned to MARS is the official date of withdrawal, even if the student stopped attending lectures earlier.

After the 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.**) *W* or *WF*, as appropriate, will appear on the transcript but will not be calculated in the GPA.

Fees for the term in which the student withdraws are refundable according to the regulations listed below and apply both to individual courses as well as to complete withdrawal from the University.

3.8.2 University Withdrawal

Students who wish to withdraw from the University must consult their Student Affairs Office for information on procedures. The Student Affairs Office will supply the necessary form which must be completed and approved. As the Student ID card is the property of the University, students must submit their Student ID Card to the Student Affairs Office along with the Withdrawal form. Students considering withdrawal are strongly urged to consult with their adviser and their Student Affairs Office before making a final decision. Please consult the withdrawal (*W*) deadline dates listed in the Calendar of Dates.

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 form is submitted to the Student Affairs Office is

the official date of withdrawal, even if the student stopped attending lectures earlier.

The deadline for withdrawal from the University for students in the Faculty of Arts or Science is the same deadline as for a course withdrawal, see the Calendar of Dates. After the deadline, students may, under exceptional circumstances, be granted permission to withdraw from the University. Such students should contact the Student Affairs Office in Dawson Hall for further information.

Fees for the term in which the student withdraws are refundable according to the regulations listed below and apply both to individual courses as well as to complete withdrawal from the University:

3.8.3 Withdrawal Refunds

FALL TERM

Up to and including September 24:

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

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

After September 24: No refund.

WINTER TERM

Up to and including January 21:

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

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

After January 21: No refund.

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

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

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.

3.9 Changes to Student Records after Normal Deadlines

Each semester students register for their program and courses via MARS and should update their personal information such as home and mailing addresses via SATURN. Students are responsible for the accuracy of their records.

Students are permitted to make record changes, such as course add/drop, course withdrawal, etc., at given times during each semester. 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 student record requests for a given semester. These deadlines, which are set by the Admissions, Recruitment and Registrar's Office, and the procedures that must be followed are described in the following two sections.

3.9.1 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 2.3](#).

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

- Adding/Deleting a session;
- 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.

Such fee-related changes to students' records 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 Semester - February 15.
Winter Semester - June 15.
Summer Semester - October 15.

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 ARR with all available documentation relating to the student's request. The ARR, upon consultation with the Student Account's 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.

3.9.2 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 a narrative.

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 Semester – February 15.
Winter Semester – June 15.
Summer Semester – October 15.

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.

3.10 Academic Standing

Students enter the University in satisfactory standing and their academic standing is determined in accordance with the regulations of their faculty. 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.

3.11 Verification of Student Record

Subject to [section 3.9](#), students are responsible for their registration in the proper courses and programs. There are two verification periods, one in February and one in October.

In February, verification reports are printed for all students in the Faculties of Education and Engineering. Verification reports are printed for students in the Faculties of Agricultural and Environmental Sciences, Arts, Management, Music, Religious Studies, and Science for whom the winter or the summer is their last semester before graduation; however, all other students in these faculties are expected to use SATURN or MARS to verify their records.

In October, verification reports are printed only for students for whom the fall is their last semester before graduation; however, all

other students are expected to use SATURN or MARS to verify their records.

Students should pick up their verification forms at their faculty office during the period(s) which applies to them. If they are in their graduating year or if there are errors to be corrected, students must return the form, signed, to their Student Affairs Office. Students who expect to graduate in February or June of the current academic year or November of the following academic year should check that the expected date of graduation on the form is correct; if it is incorrect, **the student may be overlooked for graduation.** Students may check and correct their expected date of graduation by phoning MARS and accessing the Registration function.

3.12 Updating Personal Information

It is important that all students keep their official records up to date, especially their mailing address as this is used by the University year round for correspondence to them. If all addresses on file are invalid or incomplete, a student's mail may be held. Once the addresses are updated the address hold is automatically removed and future mail will be sent.

Students should update their home address, mailing address, and/or telephone number by accessing SATURN (<http://www.is.mcgill.ca/students>); see [section 1.1](#). Students who are away from campus and who 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, 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.

3.13 Policy Concerning Access to Records

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

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

- the Student Associations recognized by McGill University;
- the McGill Alumni Association;
- the school(s) or college(s) which the student attended;
- the appropriate authorities involved with the external or internal funding of fees;
- professional bodies or corporations (e.g., engineers, dentists).

3.14 Transcript of Academic Record

Certified transcript(s) of a student's academic record may be obtained by applying to the Admissions, Recruitment and Registrar's Office, James Administration Building (or the Student Affairs Office, Macdonald Campus for students registered in the Faculty of Agricultural and Environmental Sciences). With each new order of transcripts, one copy of the transcript is sent to the student (stamped "UNOFFICIAL/STUDENT COPY").

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. Transcripts are

NOT available from faculty offices. Unofficial copies of a student's transcript are available on-line at the ARR counter.

3.15 Summer Session / Summer Studies

The Summer Session at McGill covers the months of May to August. During that period a wide array of credit courses from McGill degree programs are offered. Most are month-long courses with lectures every day. These courses are usually accepted for transfer credit by other universities. For more details, please consult the Summer Studies Calendar or website (<http://www.mcgill.ca/Summer/>) or the Summer Studies Office at (514) 398-5212.

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

Students may enrol in no more than 12 credits (Education students, 15 credits; 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 (IUT) Agreement are limited to 6 credits.

3.16 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 Science, 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 and Science.)

Education: Applications should be made to the Office of the Associate Dean (Student Affairs), Faculty of Education. Deadlines for such applications are June 1 for the fall term and November 1 for the winter term. (Not all programs accept winter term transfers.)

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, or Mechanical Engineering programs for the winter term.)

Management: Students must apply in writing to the Manager, Undergraduate Affairs and Advising, Faculty of Management. 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.

3.17 Re-admission

Students wishing to return after an absence of a portion of an academic year or more must make application in writing 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 some indication that they are ready to resume studies.

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

Unless otherwise specified by the faculty, applications for re-admission must be submitted before August 15 for re-admission in September and December 1 for re-admission in January.

Arts and Science deadlines for submission of applications for re-admission to either Faculty are:

July 15 for re-admission in September, and
November 15 for re-admission in January.

Education deadlines for submission of applications for re-admission are:

June 1 for re-admission in September, and
November 1 for re-admission in January.

Music deadlines for submission of applications for re-admission are:

March 1 for re-admission in September, and
November 1 for re-admission in January.

4 Course Information, Credits and Grading

4.1 Timetable

Course timetable information is accessible via McGill's electronic timetable which can be found on the Web at <http://www.mcgill.ca> (click on *infoMcGill*) or, on campus, by direct access to *infoMcGill*. For information on where to find *infoMcGill* stations on campus, see [section 1.1](#).

Timetable information for the up-coming fall and winter sessions is available starting in early March. This information is subject to change and is updated every workday evening. Course locations are added to the electronic timetable in early June for the fall term, and in early November for the winter term. It is the responsibility of all students to consult the electronic timetable at the time of registration and again before courses begin, to ensure that timetable changes have not resulted in conflicts in their schedule.

When viewing the electronic timetable, the remarks column should be consulted to determine whether the course has special registration instructions, etc. Students are reminded to obtain appropriate permission (e.g. passwords) for all courses for which it is required.

4.2 Course Nomenclature

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

Cours obligatoire: Cours foncièrement obligatoire dans un programme. Tous les étudiants inscrits à ce programme doivent suivre ce (ou ces) cours, à moins de bénéficier d'exemptions.

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

Cours complémentaire: Cours sélectionnés à partir d'une liste limitée, ou de la liste des cours offerts dans une matière particulière ou dans une discipline. Dans certains programmes, les étudiants doivent inclure un certain nombre de ces cours afin de satisfaire aux exigences du programme.

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

Cours au choix: Cours librement choisis (parfois sur le conseil et avec l'approbation d'un conseiller du département).

Prerequisite: Course A is prerequisite to course B if a satisfactory pass in course A is required for admission to course B.

Corequisite: Course A is corequisite to course B if course A must be taken concurrently with (or may have been taken prior to) course B.

4.3 First-Year Seminars

First-Year Seminars (FYS) are limited-enrolment credit courses offered by the Faculties of Arts and Science to students in their first year of undergraduate study at McGill. Students in any faculty can enrol in an FYS, subject to the conditions and/or restrictions of the program in which they are registered.

FYS classes are limited to a maximum of 25 students and are designed to provide closer interaction with the professor and better working relations with peers than are available in large introductory courses. The seminars endeavour to teach the latest scholarly developments and expose participants to advanced research methods. Registration is on a first-come, first-served basis through MARS. Students may take only one FYS.

For a listing of First-Year Seminars, see Faculty of Arts [section 4.2.1](#) and Faculty of Science [section 4.2.1](#).

4.4 Course Numbering System

Courses are given a seven-place designation. The first three for the numerical code which specifies the department or teaching unit; the next three form the course number proper, with the first of these indicating the level of the course; the letter indicates the term or terms during which the course is offered, as follows:

- A – fall term
- B – winter term
- D – fall and winter term
- E – winter term and summer session
- G – summer session and fall term
- N – winter term and fall term
- H – fall term, winter term and summer session
- J – winter term, summer session and fall term
- K – summer session, fall term and winter term
- C – summer session courses starting in May
- L – summer session courses starting in June
- T – summer session courses starting in July or August
- V – winter term and summer session (Continuing Education)
- W – summer session and fall term (Continuing Education)
- X – fall term (Continuing Education)
- Y – winter term (Continuing Education)
- Z – fall and winter terms (Continuing Education)

To illustrate: 107-200A designates Philosophy (107) course 200 given in the fall term; 301-202B denotes Architecture (301) course 202 given in the winter term; 154-230D denotes Economics (154) course 230 which begins in the fall term and ends in the winter term.

A bullet ● beside the course number indicates that the course will not be offered in 2000-01. (As changes may occur after this Calendar goes to press, students interested in a specific course are advised to also consult the Timetable available on [infoMcGill](#).)

A star ★ indicates a course which is taught only in alternate years. Additional symbols are defined in the sections where they are used.

4.5 Departmental Codes

For ease of reference, in the following lists the department code (the first three digits of the course number, also referred to as the teaching unit code) is linked with the name of the department, interdisciplinary unit, or faculty as they are designated in this Calendar. Students should note that in some instances that may differ slightly from what is given in the University Timetable and on MARS.

Agricultural and Environmental Sciences

- 330, 338, 344, 348, 352, 354, 356, 360, 370** – Faculty (non-departmental)
- 333** – Food Science and Agricultural Chemistry
- 334** – Agricultural Economics
- 336** – Agricultural and Biosystems Engineering
- 367** – Plant Science
- 342** – Animal Science

- 349, 350, 362, 372, 373, 374, 375** – Natural Resource Sciences
- 382** – School of Dietetics and Human Nutrition
- 391** – Parasitology

Arts

- 100** – Arts Computing
- 101** – History
- 102** – Comparative Literature (Graduate program only)
- 104** – Linguistics
- 106** – Canadian Studies
- 107** – Philosophy
- 109** – Communications
- 110** – English
- 111** – African Studies
- 114** – Classics
- 117** – East Asian Studies
- 123** – Art History
- 124, 127, 128** – English and French Language Centre
- 125** – French Language and Literature
- 129** – German Studies
- 130** – Danish
- 132** – Italian Studies
- 135** – Jewish Studies
- 138** – Latin American and Caribbean Studies
- 141** – Russian and Slavic Studies
- 144** – Hispanic Studies (Spanish)
- 146** – History and Philosophy of Science
- 151** – Anthropology
- 152** – International Development Studies
- 154** – Economics
- 157** – Québec Studies
- 160** – Political Science
- 163** – Women's Studies
- 166** – Sociology
- 170** – McGill School of Environment
- 193** – Middle East Studies
- 210** – Music - Arts
- 397** – Islamic Studies
- 407** – Social Work

Education

- 411** – Administration and Policy Studies in Education
- 412** – Counselling
- 414** – Inclusive Education
- 415** – Catholic Studies
- 416** – Educational Psychology
- 421** – Protestant Studies
- 422** – Jewish Studies
- 423** – Philosophy of Education
- 424** – Education in Drama
- 425** – Secondary Education
- 426** – Education in the Arts
- 429** – Education in Music
- 431** – Second Language Education
- 432** – Educational Media
- 433** – Elementary Education
- 434** – Physical Education
- 435** – Student Teaching and Field Experience
- 436** – Vocational Education Courses, Technical and Business
- 448** – Core Education Courses
- 449** – College Teaching
- 450** – Adult Education
- 451** – Education in Dance
- 455** – Curriculum and Instruction
- 457** – Education

Engineering

- 300** – Faculty (non-departmental)
- 301** – Architecture
- 302** – Chemical Engineering
- 303** – Civil Engineering and Applied Mechanics
- 304** – Electrical and Computer Engineering
- 305** – Mechanical Engineering
- 306** – Mining and Metallurgical Engineering

309 – Mining Courses at École Polytechnique

399 – Biomedical Engineering

409 – Urban Planning

Management

270 – General

271 – Accounting

272 – Organizational Behaviour and Human Resource Management

273 – Information Systems

274 – Finance

275 – Marketing

276 – Strategic Management

277 – Management Science

278 – International Business

279 – Labour Management Relations/Economics

280 – Core

Medicine

504 – Anatomy

507 – Biochemistry

516 – Experimental Medicine

527 – Social Studies in Medicine

528 – Microbiology and Immunology

531 – Neurology and Neurosurgery

546 – Pathology

549 – Pharmacology

552 – Physiology

555 – Psychiatry

576 – Nursing

Music

211 – Theory and Analysis

212 – Musicianship

213 – Composition

214 – Music History and Literature

215 – Performance Practice

216 – Computer Technology

219 – Graduate Faculty Music Courses

221 – Choral Techniques

222 – General Music Techniques

223 – Instrumental Techniques

240 – Jazz Studies

242 – Other Performance Courses

243 – Ensembles

224-239, 250-259, 262-265 – Instruments

Religious Studies

260 – Religious Studies

Science

170 – McGill School of Environment

177 – Biology

180 – Chemistry

182 – Environmental Studies

183 – Geography

186 – Earth and Planetary Sciences

189 – Mathematics and Statistics

195 – Atmospheric and Oceanic Sciences

198 – Physics

202 – Biotechnology

204 – Psychology

308 – Computer Science

4.6 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. The credit rating of each course is indicated in parentheses beside the course title. Credits also reflect the amount of effort required of students and generally assume two hours of personal study for each contact hour.

4.7 Grading, Letter Grades and Grade Point Averages (GPA)

Courses are graded either by letter grades or in percentages, but the official grade in each course is the letter grade. All verification forms, transcripts and other documents will show both letter grades and reported percentages. 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 Satisfactory/Unsatisfactory option; see [section 4.8](#).

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.

The letter grades and their grade point equivalents are shown in the following table:

Letter Grades	Grade Points	Percentages*
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

* This grading system applies to faculties which report percentage marks. There is no relationship between the percentage grades and the letter grades within the Faculty of Engineering. For specific information on the grading system in Engineering, please refer to the Faculty of Engineering section.

Letter grades are assigned grade points according to the table shown above. Standing will be determined on the basis of a grade point average (GPA) computed by dividing the sum of the course credit times the grade points by the total course credits attempted (credits attempted = attempted for the first time, retaken and re-examined):

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

The cumulative grade point average (CGPA) will be the grade point average calculated using the student's entire record at McGill in the same degree program; if the degree program is changed, e.g. from B.Sc. to B.A., the CGPA starts again. However, all courses where credit has been granted toward the current degree will be considered when determining awards such as Distinction, Great Distinction or Dean's Honour List. All results are included when courses are taken more than once. Thus grades of D or F continue to be used in the calculation of the CGPA even after the course is repeated or a supplemental examination is taken.

Additional credit will not be recognized for a course already passed even if the grade was a D.

4.7.1 Other Letter 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 GPA and CGPA.
- K – incomplete; deadline extended for submission of work in a course (see [section 4.9](#)).
- K* – further extension granted (see Incomplete Courses, [section 4.9](#)).
- KF – failed to meet the extended deadline for submission of work in a course; counts as a failure in the GPA and CGPA.
- KK – completion requirement waived.
- L – deferred examination.
- L* – permitted to defer examination for more than the normal period.

- P** – pass; not included in GPA.
Q – course continued in next term.
R – credit for satisfactory participation (permitted only in Music Dept. of Performance; use must be approved by Department Chair); not included in GPA.
S – Satisfactory; equivalent to C or better in an elective course; not included in GPA. (see [section 4.8](#))
U – Unsatisfactory; equivalent to D or F in an elective course; not included in GPA. (see [section 4.8](#))
W – withdrew; a course dropped, with permission, after the change of course period; not included in GPA.
WF – withdrew failing; a course dropped, with special permission in 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.
&& – grade not yet available (no averages calculated).
 -- -- no grade: student withdrew from the University.

(The following letter grades are not used by the Faculty of Engineering: P, KK, K*, U, L*, WF and &&.)

** Students may appeal the assignment of the grade of J, but circumstances such as appearing at the incorrect time for an examination would not normally be sufficient reason for this grade to be replaced by a deferral. Students who have earned sufficient marks to pass the course even though the final examination is not written may opt to have their grade based on the record to date.

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

4.8 Courses taken under the Satisfactory/Unsatisfactory Option

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 fulfill the degree requirements. Grades will be reported in the normal fashion by the instructor and those of A through C will be converted to "Satisfactory" (S), and grades of D and F will become "Unsatisfactory" (U). The decision to have an elective course graded as Satisfactory/Unsatisfactory must be made by the student before the end of the Drop/Add period, and **no change can be made thereafter**. The courses taken under the Satisfactory/Unsatisfactory option will be excluded from the grade point average calculations, but they will be included in the number of credits attempted. Credits for courses with a final grade of S will be included in the number of credits completed.

NOTE: To be considered for in-course awards and/or the renewal of entrance scholarships, students must complete at least 27 credits in the regular academic session, exclusive of courses completed under the Satisfactory/Unsatisfactory option.

Visiting students are responsible for ensuring that they have chosen an elective course and that the credits are transferable and acceptable by their home university.

This option is not open to Special students.

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

4.9 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 deadline after the end of the course may be granted the student. In this case, the instructor will submit a grade of K (incomplete).

At the time of submission of the grade of K, the instructor will indicate the date by which the work is to be completed. Consult the faculty sections for maximum extensions.

If a new grade is submitted within the deadline by the instructor, this will appear on the student's faculty reports and verification

forms following the K and will replace the K on the student's official transcript.

If the required work is not completed before the deadline, the grade of KF will be recorded in the same way as the grade above. (KF denotes a failed course and has the same effect on the GPA 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 K* will appear. When the extended deadline has not been met, the grade of KF will be recorded as above. Music students who have marks of K not cleared by mid-May are ineligible for scholarships.

Students who have not, without accepted excuse, participated in or written the final examination in a course for which they were registered shall be given a grade of J (absent). In the calculation of the GPA, this is treated as an F. Students with valid reasons for requesting a late withdrawal or a deferred examination should appeal to the Student Affairs Office of their faculty.

5 Examinations

5.1 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.

Data generated by the Exam Security Monitoring Program can be used as admissible evidence either to initiate or corroborate an investigation or a charge of cheating under Section 16 of the Code of Student Conduct and Disciplinary Procedures.

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.

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, Burnside Hall, 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 (Departmental Chair, in Music) 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.

5.2 Final Examination

Formal final examinations are held during an examination period following the term in which the course is given (fall and winter terms only). 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.

5.2.1 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 400 level that are evaluated by the use of written examinations. They shall not apply to clinical, field, laboratory, performance, and seminar courses, or to other courses that are evaluated solely by means of a design, paper, program, or project.
2. Written examinations (including take-home examinations) shall not be held during the last two weeks of scheduled classes during the fall and winter terms, except where a pattern of continuous evaluation has been established, in which case the total value of examinations given in this period shall comprise no more than 10% of the final mark.
3. If the written examinations in a course constitute 50% or more of the final mark, one of these shall be given as a final written examination; and it shall take place during the examination period after the last day of scheduled lectures in December or April.
4. A final examination given during the examination period shall be worth at least 25% of the final mark.
5. Students shall be informed of all course requirements by the end of the course change period. All term work shall be assigned early enough in the term for students to complete the assignment(s) by the last day of class.
6. The due date for term work in courses to which these regulations apply shall be no later than the last day of classes.
7. In full-year (D) courses, 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.

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 or on *infoMcGill*. 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.

5.2.2 Deferred Examinations

Students who, for serious reasons such as illness or family affliction, have been unable to write one or more examinations, may receive the permission of their own faculty Student Affairs Office (Associate Dean in Music) to defer the examination to the next supplemental examination period, except in the Faculties of Agricultural and Environmental Sciences, and Engineering (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 reasons for absences. Final application deadline in Arts and Science for deferred examinations is January 15, for A courses and May 15, for B and D courses. If the request is approved, an L will appear in place of a grade in such courses, followed by the grade obtained in the deferred examination after it has been written.

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 Session 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.

5.2.3 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.

6 Internships, Exchanges and Study at other Institutions

6.1 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 **"Co-op Experience" on page e428**.

Faculty of Management students, see **"Internship Program" on page 274**.

The Internship Year in Engineering and Science Program (IYES) is described on **page 225** in the Faculty of Engineering section.

The Department of Mining and Metallurgical Engineering also offers Co-op programs in Metallurgical and Mining Engineering, see Faculty of Engineering, **page 258**.

Students in the Faculty of Science should refer to **page 351** for a listing of programs available with an Internship component.

6.2 Exchange Programs

McGill University has bilateral exchange programs in Australia, Canada, Columbia, Denmark, France, Germany, Hong Kong, Israel, Italy, Japan, Korea, Mexico, Singapore, Spain, Sweden, the United Kingdom, and the United States of America. Information on the 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 section of the Admissions, Recruitment and Registrar's website (<http://www.aro.mcgill.ca>).

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 is the same as participation in McGill's bilateral student exchange programs. The CREPUQ homepage is hot-linked to the Student Exchanges and Study Abroad section of the ARR 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 full-time, degree-seeking students and have completed at least one year of study and have maintained an average of 3.0 or better. Further information on faculty requirements is contained in the document entitled, "Steps to a Successful Exchange", which can be found in the Student Exchanges and Study Abroad section of the ARR website.

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 but faculty-specific agreements are only open to students in the specified faculty. Students can participate in exchanges for one semester or for a full academic year (two semesters). McGill does not administer summer session exchange programs.

Further information can be obtained from Student Exchanges and Study Abroad, James Administration Building Annex.

Telephone: (514) 398-8342.

Fax: (514) 398-8343.

Email: exchange@aro.lan.mcgill.ca

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

6.3 Canadian University Study Abroad Program (CUSAP)

A new opportunity for international study is now available for 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 the Canadian University Study Abroad Program are offered in a seminar setting that provides 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.

6.4 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 second year of a 90-credit program or the third year of a 120-credit program. Permission must be obtained from the Student Affairs Office.

6.5 Quebec Inter-University Transfer Agreement (IUT)

Regular undergraduate and graduate degree, 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. These courses, subject to faculty regula-

tions, 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. A minimum residency requirement of 60 credits must be completed at McGill in order to qualify for a McGill degree.

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 its courses;
- the obligation of the student to follow the curriculum laid down by McGill is not affected;
- the student is responsible for ensuring that the McGill timetable permits these courses to be taken without conflict;
- the universities concerned are not responsible for special arrangements in cases of examination or timetable 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 may take advantage of this agreement by completing the Inter-University Transfer (IUT) form available from the Admissions, Recruitment and Registrar's Office. This form permits the student to obtain the required authorizations.

6.6 Transfer Credits

In certain cases, credit may be granted for courses passed with a grade of C or better at other universities, up to the limit imposed by McGill residency requirements and program requirements in some faculties. Grades of C-, P, S are not acceptable for transfer credit. The letter grades applied by the host institution take precedence over the numerical grade if both are provided. Approval by the Student Affairs Office is necessary and must be obtained prior to taking the course. Prior approval of the academic adviser is also necessary where such a course is taken as part of a student's program requirements. Normally a maximum of 30 credits may be so recognized. Students must be in satisfactory standing in order to be granted the transfer credits.

A minimum of 60 credits must be completed at McGill in order to qualify for a McGill degree.

Grades for transfer courses are not entered on the student's McGill transcript and are not included in the calculation of the GPA or CGPA.

It is the student's responsibility to ensure that an official transcript is sent to the Senior Adviser, Student Affairs Office (Arts or Science); the Student Records Officer (Music); or the Office of the Associate Dean (all other faculties).

Transcripts for transfer courses must meet the following deadlines:

- April 30 for June graduation;
- September 15 for November graduation;
- January 15 for February graduation.

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

Further information may be obtained from the Admissions, Recruitment and Registrar's Office website <http://www.aro.mcgill.ca>.

7 Graduation

The student must complete faculty and program requirements in order to graduate. It is the responsibility of the student to ensure that all faculty requirements are met before graduation. All students should check with their advisers (Associate Dean, in Music)

early in the graduating year if they have any questions about whether they will meet all program requirements by graduation time.

It is essential that students indicate the expected date of graduation when they register and verify this date on MARS and on verification forms. The Student Affairs Office should be notified immediately when a final-year student changes the expected date of graduation.

The minimum CGPA required to graduate is 2.00.

If all requirements for graduation are met, a notice to that effect is added to the MARS grade reporting function as of March 1 for winter graduates, late May for spring graduates, and mid-October for fall graduates.

Information pertaining to the convocation ceremonies can be obtained on *info*McGill and on the Admissions, Recruitment and Registrar's Office website (<http://www.aro.mcgill.ca>).

8 Professional and Graduate Studies

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

Students intending to proceed into graduate studies at McGill should note that admission is not automatic. Further information is available in the Faculty of Graduate Studies Calendar or on their Website (<http://www.mcgill.ca/fgsr/>).

8.1 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. The professional corporation will require this 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 expect to 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, Tour de la Bourse (Place Victoria), 13ième étage, P.O. Box 316, Montréal, Québec, H4Z 1G8. Telephone (514) 873-8361.

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

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

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.

9 Student Services

9.1 Office of the Dean of Students

The Dean of Students and the Associate Dean of Students coordinate all student services on campus 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.

3600 McTavish Street, Suite 4100

Montreal, QC H3A 1Y2

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

Dean/Associate Dean, telephone: (514) 398-4990

Fax: 514) 398-3857

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

9.2 Services Offered by the Office of the Dean of Students

Further Information regarding these services can be accessed via the Web (<http://www.mcgill.ca/stuserv>).

Students at Macdonald Campus should note that there is a Student Services Office located in Rowles House. For further information, refer to the Faculty of Agricultural and Environmental Sciences section of this Calendar or telephone (514) 398-7992.

9.2.1 Student Aid Office and International Student Services

This office is located at 3600 McTavish Street and provides the following services:

Student Aid, telephone (514) 398-6013 /6014 /6015

- assesses financial need for both graduate and undergraduate students, and grants McGill loans and bursaries.
- distributes applications and information for all provincial government loan and bursary programs as well as U.S. student loan plans.
- coordinates a Work Study Program.

International Student Services, telephone (514) 398-4349

- deals with all non-academic matters concerning international students such as student authorizations, immigration regulations, health insurance, etc. and runs a buddy program to welcome new international students.

9.2.2 Athletics

The Department of Athletics offers a wide range of sports and recreational activities designed to meet the needs and interests of the entire McGill community. Among the numerous facilities available are swimming pools, indoor and outdoor tennis courts, squash courts, weight rooms, indoor and outdoor running tracks, gymnasium, an arena, and a state-of-the-art fitness centre. The Campus Recreation Program offers competitive intramural sports, non-credit fitness and recreation courses, along with scheduled drop-in recreational activities.

McGill is proud of its outstanding reputation in intercollegiate sports and strongly encourages student athletes to participate. The University fields 41 men's and women's teams in intercollegiate competition. McGill teams provide an opportunity to compete at the highest level in the Canadian university sports system. The McGill Sport Medicine Clinic offers athletes "priority access" to equipment, services and internationally recognized sports medicine experts.

Further information on the Athletics programs and services can be obtained at the Athletics Complex, 475 Pine Avenue West,

from the Website (<http://www.athletics.mcgill.ca>), by email (sports@stuserv.lan.mcgill.ca), or by telephoning:
Athletics - General Information (514) 398-7000
Campus Recreation (514) 398-7011

9.2.3 Career and Placement Service (CAPS)

The Career and Placement Service (CAPS) is funded by McGill Student Services and assists students in their search for permanent, part-time, summer, or temporary jobs. CAPS is available to all full-time students and graduates up to one year after the end of the term in which they last paid their student services fees. An extended service was recently introduced for young alumni (a maximum of three years after graduation) at a nominal fee for a 12-month package.

Students can search for full-time, part-time, and summer job vacancies on the CAPS Website (<http://www.mcgill.ca/stuserv/caps>). The website also gives information about all CAPS services. As well, bulletin boards are located throughout the Campus with useful advice related to the job search.

The CAPS "on-campus recruitment" campaign brings national and international companies and organizations to McGill each fall and spring to interview selected students for both permanent and summer positions. Information for all events can be found on the Website and bulletin boards.

Job search strategy workshops are given through the academic year on over 15 topics including C.V. writing, networking, and interview techniques. A large Career Resource Library has the information necessary for a successful job search. In addition Career Advisors are available, by appointment, to discuss individual questions related to the job search. Students are encouraged to use the full range of these services. Phone or drop by one of the three offices for further details.

McGill Career and Placement Service
Room 2200, 3600 McTavish Street, Montreal H3A 1Y2
Telephone: (514) 398-3304 Fax: (514) 398-1831

McGill Engineering Career Centre (MECC)
(for Engineering and Computer Science students)
Room 20, 3450 University Street, Montreal H3A 2A7
Telephone: (514) 398-8100 Fax: (514) 398-2169

Career and Placement Service – Macdonald Campus
Student Service Centre, Rowles House
Ste-Anne-de-Bellevue H9X 3V9
Telephone: (514) 398-7992 Fax: (514) 398-7610

9.2.4 Chaplaincy Service

This service exists to serve the needs of all students through individual counsel, group encounters, fellowship, volunteer activities, and cultural events. It is sponsored by various religious organizations. Information may be obtained by calling telephone (514) 398-4104, from the sponsoring organizations, or by visiting Suite 4400, 3600 McTavish (entry off Dr. Penfield).

9.2.5 Counselling Service

The Counselling Service is designed to help students who encounter difficulties in coping with the pressures, challenges and opportunities of a university environment. Various psychological services are available for personal, academic and vocational issues. The Career Resource Library, located in Room 2200, contains academic and vocational materials as well as information and applications for tests such as the Graduate Record Examination (GRE), Law School Admission Test (LSAT), Graduate Management Admission Test (GMAT), and the Medical College Admission Test (MCAT).

Hours of operation are 09:00 to 17:00, Monday to Friday.
Location: 3600 McTavish Street, Room 4200
Telephone: (514) 398-3601
Email: counselling@stuserv.lan.mcgill.ca

9.2.6 First Peoples' House

The First Peoples' House strives to foster a sense of belonging, community and voice for Aboriginal undergraduate and graduate

students who are studying at McGill. The First Peoples' House can be conceptualized as a "home away from home" providing Aboriginal students with a locus where they can support one another in their academic endeavours. The First Peoples' House promotes innovative partnerships between Aboriginal students, Aboriginal communities and McGill University through collaborative research and mutual learning.

First Peoples' House is located at 3505 Peel Street. The Coordinator can be reached by telephone (514) 398-3217 or by email: tdiabo@po-box.mcgill.ca

9.2.7 First-Year Coordinator

To ensure that the transition into the academic and social life at McGill is as smooth as possible, McGill's First-Year Coordinator acts as a resource person to new students and parents requiring information related to services available across campus. This service will ease the new student's integration into life at McGill and make the process more enjoyable by providing pertinent information at one central location. Of special interest to incoming Francophone CEGEP students will be the newly appointed First-Year Assistant for Francophone students, Cathy Giulietti.

The office is in the William & Mary Brown Building, Suite 2100, 3600 McTavish Street. Leslie Copeland, the First-Year Coordinator, can be reached at (514) 398-6913 or email: firstyear@stuserv.lan.mcgill.ca

9.2.8 Student Health Services

The McGill Student Health Service consists of an ambulatory clinical centre located at 3511 Peel Street. The service has on its staff male and female doctors, as well as Nurse Health Educators experienced in student health problems. Consultation is available by appointment. There is also a drop-in clinic for emergencies. Dermatology, Gynecology and Wellness Clinics are held on site. Students who have particular medical needs are requested to have their physician submit appropriate information on a confidential basis to the Health Service. Students using the service must bring their student I.D. card and Medicare card or equivalent. Canadian students from outside the province of Quebec should check with their own provincial medicare office to ensure validity of their health coverage while studying at McGill. All information is completely confidential and forms no part of any University record.

The service is open from 09:00 to 17:00, Monday through Friday. For Downtown Campus Health Service appointments and information call (514) 398-6017 or email: body@stuserv.lan.mcgill.ca.

9.2.9 Mental Health Service

The Mental Health Service offers consultations and treatment for a wide range of emotional and personal problems to the McGill student body. Psychotherapy and psychiatric treatment is provided by a team of experienced psychiatrists and psychologists. Strict confidentiality of records is maintained.

In addition to their student I.D. cards, students must present valid health insurance cards. While there is presently no charge for this service, in order to ensure that Student Service's dollars are not wasted, students who cancel appointments without 24 hours notice will be held responsible for part of the cost of their unused appointment.

The Service is open from 08:00 to 17:00. Appointments are necessary. An emergency service, where students will be seen quickly but briefly to determine their immediate needs, is available daily from 08:00 to 16:00. Students requiring care outside of clinic hours are advised to call McGill Nightline at 398-6246 for advice.

Appointments and Information: (514) 398-6019
Director: Dr. Norman Hoffman

9.2.10 University and Faculty Orientation – "Discover McGill"

All new undergraduate students are required to attend "Discover McGill", a one-day, campus-wide University and Faculty Orientation. It is offered by the First-Year Office, the Office of the Dean of

Students and the individual faculties during Orientation Week. (Students entering the University in January 2001 will attend a University Orientation session at that time.)

"Discover McGill" is designed to introduce students to the individual faculty programs and resources as well as University services that are available on campus to help them achieve greater academic, physical and social well being. "Discover McGill" sessions include: University & Faculty Orientation, Student Question and Answer Panels, Campus Tours, and introductions to Student Services and the Students' Society of McGill University.

Students accepted through the Admissions, Recruitment and Registrar's Office will receive information in their acceptance package; other new students should contact their faculty Student Affairs Office for further information.

9.2.11 Office for Students with Disabilities

This Office ensures that students with disabilities obtain the services which enable them to pursue their academic life at the University. Students with visual, hearing or mobility impairments, or with diagnosed learning disabilities or chronic medical problems can obtain notetakers, tutors, sign interpreters; materials in large print, braille, or on tape; they can access specialised equipment, and make special arrangements for exams. On-campus transport is available, but the campus is not fully accessible and students should check classroom accessibility with the Director

The information submitted in the student's application file is confidential to the Admissions, Recruitment and Registrar's Office. Nevertheless, it may be helpful to the Director of the Office for Students with Disabilities (OSD) and can be transferred to the Director at the direct request of a student. Students who wish to do so should send a letter to the OSD, specifying that they are releasing the information in their file to the Director.

To ensure that the appropriate services and assistance are available to students for Orientation, for Frosh Week, and for the beginning of the semester, it is essential that students contact the Director as soon as they accept the offer of admission. The Office is open 09:00 to 17:00 from Monday to Friday (closed Fridays from June to late August).

Students with temporary disabilities are also eligible to receive service.

Should it be necessary to contact other McGill offices, students who normally use TDD may call (514) 398-8198 and ask that a message be forwarded for them.

Telephone: (514) 398-6009 Fax: (514) 398-3984
TDD: (514) 398-8198
Email: osd@stuserv.lan.mcgill.ca
Website: <http://www.mcgill.ca/stuserv/osd/osd.htm>

9.2.12 Off-Campus Housing Service

Students unable to secure a room in residence, or who prefer to live off-campus, should contact the Off-Campus Housing Service, located at the McGill Student Housing Office, 3641 University St., Telephone: (514) 398-6010, Email: offcampus@residences.lan.mcgill.ca, Website: <http://www.residences.mcgill.ca/offcampus>

This office maintains up-to-date computerized lists of available off-campus housing including rooms, apartments of various sizes and a list of students who have apartments to share.

Students living off campus may purchase a meal card at the Business Office of Bishop Mountain Hall which would allow the to eat regularly at the Residences. Individual meals can be taken both at the Co-ed Residences and at Royal Victoria College by both men and women students living off-campus. Additional information about the meal plans can be obtained by calling (514) 398-6363.

9.2.13 Tutorial Service

The Tutorial Service operates during both the regular academic year and the Summer session. Individual tutoring is available to all McGill students at a cost of \$15 per hour. The tutors are senior undergraduate or graduate students recommended by their department and screened by the Tutorial Service. The Tutorial

Office is located in the Counselling Service. Office hours are 09:00 to 17:00, Monday to Friday.

Location: 3600 McTavish Street, Room 4200
Telephone: (514) 398-6011
Email: tutoring@stuserv.lan.mcgill.ca

9.3 Extra-Curricular Activities

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

9.4 Ombudsperson for Students

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

10 Scholarships and Financial Aid

Refer to [page 12](#) for information on entrance scholarships; federal and provincial student assistance; McGill loans and bursaries; loans available to U.S. citizens, e.g. Stafford and PLUS.

10.1 Awards to McGill Students in Course

Once a student is in-course at McGill, all undergraduate scholarships, prizes, medals awards and honorific designations such as Dean's Honour List are awarded on the basis of grades obtained during the regular session and *no applications are 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 session 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 SGPA as well as the global SGPA which will include the IUT credits.

Students who maintain an academic load of at least 24 credits during the regular session are allowed to hold scholarships and awards granted to them on the basis of the previous year's work. Final year students who, because of degree program requirements, do not need a full 24 credits to complete their degrees should contact the Scholarships Office in the James Building Annex.

A maximum of the top 10% of the students in each faculty based on sessional GPA 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 \$3500. 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 in the graduating faculty, 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.

All awards, with the exception of prizes, are credited to the tuition fee accounts of students for the following academic year. As a general rule, scholarships and awards are tenable only at McGill, and awards made to students who do not return to McGill the following year are considered relinquished. Students who pursue studies at another university for credit towards a McGill degree may, however, be granted permission to retain their scholarships and/or awards for a maximum of one academic year away from McGill. Students should consult the Scholarships Office for further information. Students who have relinquished their awards may, upon their return to McGill, request reinstatement. Students requesting reinstatement should explain their activities during the time away from McGill and provide transcripts of marks from any other educational institution attended during that time and a copy of their letter of readmission.

Full information concerning undergraduate awards and bursaries is contained in the Undergraduate Scholarships and Awards Calendar which may be obtained from the Admissions, Recruitment and Registrar's Office or from the Office Website (<http://www.aro.mcgill.ca>).

10.2 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 them with practical work experience which may enhance future employment opportunities. Further information is available from the Student Aid Office.

10.3 Graduate Fellowships

Full information concerning postgraduate awards is contained in the Graduate Fellowships and Awards Calendar which may be accessed on the Faculty of Graduate Studies Research website (<http://www.mcgill.ca/fgsr/>).

Inquiries about graduate fellowships, etc., which are open to graduates of other universities as well as of Canadian universities, should be addressed to the Fellowships Office, Faculty of Graduate Studies and Research, 4th floor, James Administration Building, 845 Sherbrooke Street West, Montreal, QC, H3A 2T5. Inquiries about assistantships should be directed to the individual departments.

11 Residential Facilities

11.1 University Residence

Residence Admissions Office
3641 University Street
Montreal, QC, H3A 2 B3
Telephone: (514) 398-6368 Fax: (514) 398-2305
Email: housing@residences.lan.mcgill.ca
Website: <http://www.residences.mcgill.ca/>

McGill offers the following types of residence accommodation:

Royal Victoria College (RVC) houses undergraduate women students. It is on campus close to the major shopping and cultural areas of the city. Bus and metro (subway) stops are nearby.

Bishop Mountain Residences, consisting of Douglas, Gardner, McConnell and Molson Halls, house undergraduate men and women. They are located on the wooded slopes of Mount Royal, adjacent to the University playing fields and are approximately two blocks away from the main campus, and a ten-minute walk from the centre of downtown Montreal.

Solin Hall apartment complex, located at 3510, Avenue Lionel Groulx, is a five-minute metro ride (4 stops) from the University. It houses undergraduate men and women.

McGill Residences also administers several studio apartments and shared-housing units close to McGill's downtown campus, collectively known as the M.O.R.E. (McGill's Off-Campus Residence Experience) network.

The academic staff of each hall consists of a Residence Director or Warden, Assistant Directors, Residence Fellows or Dons and MORE Fellows in M.O.R.E housing. One of the main functions of the academic staff is to get to know students individually and, if a student requests it, to give advice on personal or academic matters.

For information on off-campus housing, see [section 9.2.12](#).

11.1.1 Royal Victoria College (RVC) and Bishop Mountain Residences

Except for a few double rooms, rooms are for single occupancy and in each, besides a bed, there is a desk, chair, chest of drawers and closet. Linen is supplied at RVC only and is exchanged weekly. In all halls residents are responsible for the cleanliness of their rooms. 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. There is limited storage space for ski equipment, trunks, and suitcases in every hall. Limited parking space is available on a first-come, first-served basis.

The halls have TV and recreation rooms. The Bishop Mountain Residences have a sauna; RVC has the use of a swimming pool located in the adjacent building.

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 a week while the Bishop Mountain Residences offer 15 meals a 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 hot or cold snacks at any time. In addition, vending machines dispense soft drinks, sweets and pastries. Students can rent small refrigerators for their rooms.

The rates for the regular session (September 1 to April 30) in 1999-2000 were \$6,780 for single room and all meals (RVC only), and for room and five-day meal plan \$5,950 (Douglas Hall only), \$5,404 (Gardner, McConnell and Molson Halls). Residents are not accepted on a room-only basis. Fees for a limited number of double rooms (in above mentioned halls) were approximately \$300 less than those quoted above.

These rates did not include meals during a 16-day period at Christmas, or on certain holidays like Labour Day, Thanksgiving, Easter, etc. Students may, however, occupy their rooms free of charge during the Christmas holiday period.

11.1.2 Solin Hall

Solin Hall, situated in a residential area south west of campus, has approximately 110 apartment units which have two, three or four bedrooms per unit and a few studio units. Most rooms are single occupancy with suite mates sharing common facilities. Each apartment has its own kitchen, living and dining area, a bathroom, and outlets wired for telephone, computer and cable TV hook-up.

Basic furniture such as stove, fridge, bed, desk, table, chairs, sofa, lamps and drapes are provided. 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 rooms in Solin Hall are leased on a 11½ month basis (August 23 to August 7). The rates for a regular room in 1999-2000 were \$4,869.

11.1.3 M.O.R.E. – McGill's Off-Campus Residence Experience

There are 10 smaller buildings in the M.O.R.E. network, all located within walking distance of main campus. The accommodations (mostly single) vary from building to building and include private, self-contained studio apartments as well as shared facilities whereby each student has her/his own bedroom but shares a common kitchen, washroom and living areas. All rooms and apartments are fully furnished and rent for a period of 11½ months (August 23 to August 7). Rents range from \$320 to \$550 per month and although there is no mandatory meal plan, meal tickets may be purchased for use in any of the Residences cafeterias.

11.1.4 Student Government – University Residences

Each hall has a Residents' Council, elected yearly by the residents at a designated time during 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. In each hall there is a House Committee which is elected from the student body at the beginning of each year to deal with any problems that may arise.

Note: All fees include an activity fee of \$20 collected by the University on behalf of the Residents' Council of each hall.

11.2 Residence at Macdonald Campus

Laird Hall and the EcoResidence house Macdonald Campus students. Applicants who wish to be considered for residence accommodation should indicate that on their Application for Admission. For further information, please refer to the Faculty of Agricultural and Environmental Sciences [section 4.2](#) or the Faculty website (<http://www.agrenv.mcgill.ca/>).

12 Libraries, Computing Facilities, Archives, Museums

12.1 Libraries

All registered students have access to the McGill University Library system. This comprises 14 libraries, two reading rooms, and a number of affiliated collections in various specialized departments. The Library website can be accessed at <http://www.library.mcgill.ca>.

Two programs, the acquisition of digitized information as a growing adjunct to traditional collections building and the digitization of unique McGill collections, form two important features of the virtual McGill Library. The virtual McGill library includes an ever-expanding fund of digitized information databases plus some unique McGill collections.

McGill Libraries' electronic databases may be queried on MIDAS workstations in any library or – in many instances – searched from remote computers. The Library has over 200 databases currently available. Included in these resources are abstracting and indexing sources, full text journals (JSTOR, the John Hopkins Project, MUSE, LEXIS-NEXIS, IEEE, Web of Science) as well as numeric databases.

The Humanities and Social Sciences Area Library located in the McLennan-Redpath Library Building is the largest library. There are separate libraries for law, health sciences, and physical sci-

ences 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.

12.2 Computing Facilities

The Computing Centre (CC) facilitates access to and the use of computing and communications services and facilities which most appropriately meet the needs of research, instructional and administrative areas of the University. Services offered by the CC are: consultation, workshops, documentation, software licences and packages such as anti-virus software. The CC provides access to the Internet (World Wide Web, electronic mail, newsgroups, etc.), the Library's on-line systems MUSE (catalogue) and PERUSE (periodical index) and the McGill Gateway (<http://www.mcgill.ca>). The CC also supports RISQ, Quebec's regional network, and the campus backbone inter-connecting local area networks on campus.

Most of the CC's services are located on the second floor of Burnside Hall. Consultants are available to answer questions by phone, email and in person. Access codes and information can be obtained at the reception desk. Documentation is available via the Web (<http://www.mcgill.ca/cc/publications>).

Each term, the CC provides **free orientation workshops** designed to help students access and use McGill's computing and communications services and facilities. Information concerning scheduled workshops can be found on the Web (<http://www.mcgill.ca/cc/workshops>).

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

More information concerning the Computing Centre and available services can be found on the Computing Centre homepage (<http://www.mcgill.ca/cc>).

CC Services

Help Desk: (514) 398-3700 help@cc.McGill.CA
Workshops: (514) 398-3706 workshops@cc.McGill.CA
Operations, 24-hour service:

(514) 398-3699 oper@cc.McGill.CA
General Information: (514) 398-3711 info@cc.McGill.CA
Dial-up modem phone number: (514) 398-8211

Computer Labs

In addition to the Computing Centre's facilities, many departments and faculties provide computer labs for students in their programs. A list of computing facilities at McGill and software available there, can be found on the Web (<http://www.mcgill.ca/labs>). Contact the department or faculty directly for information concerning facilities and accessibility.

12.3 Archives

Director – Ms. Johanne Pelletier

The McGill University Archives preserves and makes available to researchers (including students) of all disciplines more than 4,000 metres of records of permanent value generated over the past 175 years by members of the McGill University community. The Archives 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 the Quebec archives and records legislation.

The Archives also offers an on-site reference room available for consulting records in the collection, including the papers of many individuals and organizations affiliated with the University or from the Montreal area. Sources include textual records, photographs, slides, audio-tapes, film and video, University publications, and some artifacts. Appointments with staff of the Archives are recom-

mended for students wishing to use the collection for research or projects. Anyone interested in the collection is also encouraged to consult the website which includes a virtual exhibit on student life, on-line searching of the Archives holdings and access to digitized images.

University Archives and Records Management
McLennan Library - Ground Floor
Telephone: (514) 398-3772 Fax: (514) 398-8456
Website: <http://www.archives.mcgill.ca>

Opening hours:

Monday to Friday 09:00 - 12:30 and 13:45 - 17:00
Closed on summer Fridays.

12.4 Museums

12.4.1 Redpath Museum

Director – Dr. Graham Bell

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 extends a permanent invitation to McGill staff and students to visit its exhibits, which currently include Pharaonic mummies, dinosaurs and displays of Quebec biodiversity. The public is admitted free of charge.

General information - (514) 398-4086

Opening hours:

Monday to Friday 09:00 - 17:00
Sunday, 13:00 - 17:00

Closed on summer Fridays and holiday weekends

12.4.2 McCord Museum of Canadian History

Director – Dr. Victoria Dickenson

The Museum's collection encompasses the following collection fields: Ethnology and Archaeology; Costume and Textiles; Notman Photographic Archives; Paintings, Prints and Drawings; Decorative Arts; and Archives. With a corpus of over 13,000 aboriginal artifacts drawn from across Canada, the McCord's Ethnology and Archaeology collection is the most important of its kind in Quebec. Comprised of more than 16,000 costumes and accessories, the McCord's Costume holdings represent the most important collection of Canadian costumes in the country. The Notman Photographic Archives, containing a total of 850,000 historical photographs and some 200,000 glass plate negatives, form a unique pictorial record of Canada from pre-Confederation days to the present. More than 450,000 portraits, composite photographs and landscapes by other Canadian photographers complement the some 400,000 works produced by the Notman studio to form a corpus that represents the range of photographic processes employed between 1841 and 1935. The McCord houses paintings by such well-known artists as Théophile Hamel, James Pattison Cockburn and George Heriot, and others by a number of lesser known but interesting recorders of the Canadian scene like Henry Bunnett and William Hind. The Museum's textual archives include 176 linear metres of documents relating to Canadian history.

The McCord offers exhibitions, guided tours, school program, archives, cultural activities, and lectures. Researchers welcome by appointment. Café, Boutique and access for the physically challenged.

Website: <http://www.musee-mccord.qc.ca>

General Information: (514) 398-7100

Hours: Tuesday to Friday, 10:00 – 18:00

Saturday and Sunday, 10:00 – 17:00

(free admission – Saturday, 10:00 – 12:00)

12.4.3 Lyman Entomological Museum and Research Laboratory

Director – Professor T.A. Wheeler

Curator – Professor C.-C. Hsiung, (514) 398-7915.

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 interested parties are encouraged to visit by appointment.

12.4.4 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. For visits to either collection, phone Dr. Montague Cohen at (514) 398-7498.

13 The University

13.1 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 the 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 stu-

dents. 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 12 faculties and 10 schools. At present over 20,000 students are taking regular university courses; one in four is registered in the Faculty of Graduate Studies and Research.

The University is also active in providing courses and programs to the community through the Centre for Continuing Education which serves nearly 10,000 students per semester.

13.2 Incorporated and Affiliated Colleges

INCORPORATED COLLEGE

Royal Victoria College

3425 University Street, Montreal, QC, H3A 2A8

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

AFFILIATED THEOLOGICAL COLLEGES

Montreal Diocesan Theological College

3473 University Street, Montreal, QC, H3A 2A8

Principal —

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

Presbyterian College of Montreal

3495 University Street, Montreal, QC, H3A 2A8

Principal —

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

United Theological College of Montreal

3521 University Street, Montreal, QC, H3A 2A9

Principal —

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

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

13.3 University Governmen

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.

13.4 Student Government

All students registered in the University are members of the Students' Society except for students governed by the constitutions of the Macdonald College Students' Society and the Post Graduate Students' Society, those students registered in the Faculty of Graduate Studies and Research 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.

14 University Governance

14.1 Administrative Officers

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

ROBERT RABINOVITCH, B.Com. (McG.), M.A., Ph.D. (Penn.)

Chair of the Board of Governors

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