

GENERAL UNIVERSITY INFORMATION AND REGULATIONS

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1. 1998-99 Health Sciences Calendar of Dates

This Calendar of Dates is divided into three sections. It is the responsibility of the student to ensure that the appropriate sections are consulted.

- A. RETURNING STUDENTS – 1998/99 SESSION
- B. NEW STUDENTS – SEPTEMBER 1998 ADMISSION
- C. SESSIONAL DATES

Given are key dates for the undergraduate programs in Dentistry, Dietetics and Human Nutrition (Dietetics), Medicine, Nursing, Physical and Occupational Therapy (P&OT).

For information concerning other programs/units, consult the appropriate calendar: Continuing Education; Graduate Studies and Research; Law; Undergraduate Programs (Agricultural and Environmental Sciences, Arts, Education, Engineering, Management, Music, Religious Studies, Science); Summer Studies.

In most instances, students are expected to use MARS (514) 398-6288 [398-MARS] for registration and course changes.

A. RETURNING STUDENTS – 1998/99 SESSION

REGISTRATION

March 17, Tues. to July 22, Wed. All faculties and schools set their own dates within this period; these dates must be obtained from each unit prior to March 17.

July 22, Wed. Last day to register without a late fee.

July 23, Thurs. to Aug. 4, Tues. **MARS cannot be accessed for registration.**

Aug. 24, Mon. Dentistry – in-faculty confirmation of registration for 3rd and 4th year students.

Aug. 31, Mon. Deadline for cancellation of registration without penalty.

LATE REGISTRATION

Aug. 5, Wed. to Sept. 1, Tues. Late registration, with \$50 late fee.

Sept. 2, Wed. to Sept. 13, Sun. Late registration, with \$100 late fee.

FEE PAYMENT

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.

B. NEW STUDENTS – SEPTEMBER 1998 ADMISSION

ADVISING/ORIENTATION/REGISTRATION

June 30, Tues. Medicine, Four-Year Program – last day for cancellation with refund of acceptance deposit.

Aug. 5, Wed. to Sept. 1, Tues. Dentistry, Dietetics, Nursing, P&OT – registration dates set during this period; see acceptance package.

Aug. 12, Wed. Dentistry and Medicine – Faculty registration (all day).

Aug. 20, Thurs. to Sept. 4, Fri. Orientation Centre opens daily at 10:30, University Centre, Room 107/108, 3480 McTavish Street.

Aug. 24, Mon. to Aug. 28, Fri. University Orientation for all new undergraduate students, downtown campus. See acceptance package for details.

Aug. 25, Tues. Nursing – academic advising and orientation begins at 09:30.

Aug. 31, Mon. Dietetics, Nursing, P&OT – deadline for cancellation of registration for Fall term, 1998 (registration deposit is forfeited).

Sept. 1, Tues. Last day to register without a late fee. P&OT – orientation and start of classes.

Sept. 1, Tues. and Sept. 2, Wed. Dietetics – Macdonald Campus orientation. From 14:30 Tuesday; from 12:00 Wednesday.

LATE REGISTRATION

Sept. 2, Wed. to Sept. 13, Sun. Late registration, with \$100 late fee.

FEE PAYMENT

New students are required to make a deposit on tuition shortly after receiving notice of their acceptance to the University. With the exception of Medicine and Dentistry, who will contact their students directly upon acceptance, 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 new students this will take place in the month of September.

C. SESSIONAL DATES**1998**

<i>March 2, Mon.</i>	Nursing – application deadline for supplemental exams for A term courses from the fall term.
<i>March 31, Tues.</i>	P&OT - application deadline for inter-faculty transfer into P&OT for Fall term, 1998.
<i>April 10, Fri.</i>	Good Friday. No classes. Administrative Offices closed. Library hours to be announced.
<i>April 13, Mon.</i>	Easter Monday. Administrative Offices closed.
<i>April 20, Mon. to May 1, Fri.</i>	Dietetics, Nursing and P&OT – final exam period for B and D term courses.
<i>May 4, Mon. and May 5, Tues.</i>	Nursing – supplemental exams in A term courses.
<i>May 18, Mon.</i>	Victoria Day. No classes. Libraries and Administrative Offices closed.
<i>May 27, Wed.</i>	Health Sciences Convocation.
<i>June 1, Mon.</i>	Nursing – application deadline for inter-faculty transfer into Nursing for Fall term, 1998.
<i>June 5, Fri.</i>	Dietetics – Macdonald Campus Convocation.
<i>June 19, Fri.</i>	Dentistry and Medicine, 1st year students (fall '97 entry) – last day.
<i>June 24, Wed.</i>	La Fête Nationale du Québec. Classes cancelled. Libraries and Administrative Offices closed.

Between June 26 and August 28, Administrative Offices will be closed each Friday, unless otherwise posted (except Admissions and Registrar's Office, Student Accounts, and Welcome Centre).

<i>July 1, Wed.</i>	Canada Day. No classes. Libraries and Administrative Offices closed.
<i>July 15, Wed.</i>	Nursing – application deadline for supplemental exams in B and D term courses from the winter term.
<i>Aug. 17, Mon.</i>	Dentistry, 1st year (fall '98 entry) and 2nd year students; Medicine, 1st year (fall '98 entry), 2nd and 3rd year students – first day of fall term lectures.
<i>Aug. 24, Mon.</i>	Dentistry, 3rd and 4th year students – first day of fall term lectures.
<i>Aug. 25, Tues. and Aug. 26, Wed.</i>	Nursing – supplemental exams in B and D term courses.
<i>Aug. 31, Mon.</i>	Dietetics, Nursing, and P&OT – deadline for cancellation of registration: without penalty for returning students; with forfeiture of registration deposit for new students.
<i>Aug. 31, Mon.</i>	Dietetics - orientation for 382-410A Professional Practice Level IV
<i>Sept. 1, Tues.</i>	Dietetics, Nursing, and 1st and 2nd year P&OT students – first day of fall term lectures.
<i>Sept. 7, Mon.</i>	Labour Day. Libraries and Administrative Offices closed.
<i>Sept. 8, Tues.</i>	P&OT 3rd year students – first day of fall term lectures.
<i>Sept. 13, Sun.</i>	Dietetics, Nursing and P&OT – course change deadline for A and D term courses.
<i>Sept. 20, Sun.</i>	Deadline to withdraw from the University with refund (for returning students, less \$100 minimum charge in case of complete withdrawal; for new students, less registration deposit).
<i>Oct. 12, Mon.</i>	Thanksgiving Day. Classes cancelled. Libraries and Administrative Offices closed.
<i>Oct. 13, Tues. to Oct. 16, Fri.</i>	Verification period by printed form for students for whom the fall is their last semester before graduation; on MARS or OASIS for all other students.

<i>Oct. 18, Sun.</i>	Dietetics, Nursing and P&OT – deadline for withdrawal (W) from A term courses.
<i>Oct. 28, Wed.</i>	Fall Convocation. (Classes as usual.)
<i>Nov. 2, Mon.</i>	Nursing – application deadline for inter-faculty transfer into Nursing for Winter term.
<i>Nov. 3, Tues. to Jan. 17, Sun.</i>	Dietetics, Nursing and P&OT – final course change period for B term courses.
<i>Nov. 16, Mon. to Dec. 18, Fri.</i>	P&OT - clinical affiliation, 3rd year students.

Fee Payment:

All students registering for the Winter Term will receive a fee statement. Payment will be due at the end of the month in which the statement is mailed, for most students this will take place in the month of December.

<i>Dec. 4, Wed.</i>	Dietetics, Nursing and P&OT – last day of fall term lectures.
<i>Dec. 7, Mon. to Dec. 21, Mon.</i>	Dietetics, Nursing and P&OT – final exam period for A term courses.
<i>Dec. 11, Fri.</i>	Dentistry, 3rd and 4th year students – last day of fall term lectures.
<i>Dec. 17, Thurs.</i>	Dentistry and Medicine, 2nd year students – last day of fall term (exam day).
<i>Dec. 18, Fri.</i>	Dentistry and Medicine, 1st year students – last day of fall term (exam day).
<i>Dec. 24, Thurs.</i>	Administrative Offices closed.
<i>Dec. 25, Fri.</i>	Christmas Day. Libraries and Administrative Offices closed.
<i>Dec. 26, Sat. to Dec. 31, Thurs.</i>	Library hours available at Reference Desks. Administrative Offices closed.

1999

<i>Jan. 1, Fri.</i>	New Year's Day. Libraries and Administrative Offices closed.
<i>Jan. 4, Mon.</i>	Medicine, 1st and 2nd year students; all Dentistry, Dietetics, Nursing, and P&OT – winter term lectures begin.
<i>Jan. 4, Mon. to Feb. 5, Fri.</i>	P&OT - clinical affiliation, 3rd year students.
<i>Jan. 17, Sun.</i>	Dietetics, Nursing and P&OT – last day of course change period for B term courses. Dietetics and P&OT – deadline for withdrawal (W) from D courses. Winter term fees will be refunded. Students may not withdraw from D courses after this date.
<i>Jan. 24, Sun.</i>	Dietetics, Nursing and P&OT – deadline for withdrawal from B term courses with fee refund. Deadline for withdrawal from the University for the winter term with refund (less \$100 minimum charge in the case of complete withdrawal for returning students not registered in the fall; less registration deposit for new students).
<i>Feb. 1, Mon. to Feb. 5, Fri.</i>	Dietetics – Study Break for Professional Practice Level III
<i>Feb. 8, Mon.</i>	Dietetics - orientation for 382-409B, Professional Practice Level III
<i>Feb. 8, Mon. to Feb. 12, Fri.</i>	Verification period by printed form for all students.
<i>Feb. 21, Sun.</i>	Dietetics, Nursing and P&OT – deadline for withdrawal (W) from B term courses.
<i>Feb. 22, Mon. to Feb. 26, Fri.</i>	Study Break. Classes cancelled for Dietetics, Nursing and P&OT. No interruption to P&OT Field Work Placement or Dietetics Professional Practice Level III.
<i>March 1, Mon.</i>	Nursing – application deadline for supplemental exams in A term courses from the fall term.

March 16, Tues. to July 21, Wed.	Registration Period for students returning in 1999/2000. Individual faculties and schools set their own dates within this period; these dates must be obtained prior to March 16. Advising may or may not occur during this period.
March 22, Mon. to April 30, Fri.	P&OT - clinical affiliation, 1st year students.
April 2, Fri.	Dentistry, 4th year students – last day of winter term lectures.
April 2, Fri. and April 5, Mon.	Easter. No classes. Administrative Offices closed. Library hours to be announced.
April 12, Mon. to April 23, Fri.	Dentistry, 4th year students – examination period.
April 14, Wed.	Dietetics, Nursing and P&OT – last day of winter term lectures.
April 16, Thurs. to April 30, Fri.	Dietetics, Nursing and P&OT – final exam period for B and D term courses.
April 30, Fri.	Dietetics – orientation for 382-208J Professional Practice Level I.
TBA	P&OT – supplemental exams.
May, June, July, Aug.	P&OT – clinical affiliations, 2nd year students.
May 3, Mon.	Dietetics – orientation for 382-311C Professional Practice Level IIb.
May 3, Mon. and May 4, Tues.	Nursing – supplemental exams in A term courses.
May 5, Wed.	P&OT – classes reconvene for 1st year student
May 24, Mon.	Victoria Day. Classes cancelled. Libraries and Administrative Offices closed.
May 28, Fri.	P&OT – end of Term B.
June 1, Mon.	Nursing – deadline for inter-faculty transfer into Nursing.
June 21, Mon.	Dentistry and Medicine, 1st year students – last day of winter term lectures (including exams).
June 24, Thurs.	La Fête Nationale du Québec. No classes. Libraries and Administrative Offices closed.
June 25, Fri.	Dentistry, 3rd year students – last day of winter term lectures (including exams).
July 1, Thurs.	Canada Day. No classes. Libraries and Administrative Offices closed.
July 15, Thurs.	Nursing – application deadline for supplemental exams in B and D term courses from the winter term.
Aug. 24, Tues. and Aug. 25, Wed.	Nursing – supplemental exams in B and D term courses.

2. General Information

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

2.1 Proof of Proficiency in English

The language of instruction at McGill is English. Students may, if they wish, write term papers and examinations in French.

Students are **not** required to submit proof of proficiency in English if their primary language is English, or if they have completed both Secondary V and a Diploma of Collegial Studies in Quebec, or if they have studied for at least five years in an institution where English is the primary language of instruction.

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

Test of English as a Foreign Language (TOEFL)
with a minimum score of 550.

University of Michigan English Language Test
with a minimum mark of 85%.

International English Language Testing Systems (IELTS)
with a minimum band score of 6.5.

McGill Certificate of Proficiency in English.

For further information contact the Department of Languages and Translation, Centre for Continuing Education, 770 Sherbrooke Street West, Montreal, Quebec, H3A 1G1. Telephone (514) 398-6160. E-mail: info@conted.lan.mcgill.ca

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

2.2 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 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 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.

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, 770 Sherbrooke Street West, 3rd floor; telephone (514) 398-6200; e-mail: info@conted.lan.mcgill.ca.

2.3 Immigration Information

Students other than Canadian citizens and Permanent Residents of Canada must obtain proper authorization from both Quebec and Canadian Immigration officials prior to proceeding to Canada and/or commencing studies. The process begins with a Letter of Acceptance from McGill University.

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

In addition, the International Student Adviser prepares a detailed handbook for international students which is sent to all accepted applicants. For further information, please contact the International Student Advisor, Powell Student Services Building, 3637 Peel Street, Montreal, Quebec, H3A 1X1.

2.4 Vaccination Requirements

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

- 1) Proof of primary series vaccinations for Diphtheria, Tetanus and Polio. This must include the dates for each vaccination.

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

THERE ARE NO EXCEPTIONS TO THESE REQUIREMENTS.

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

2.5 Health Insurance – Canadian Residents

Canadian students from provinces other than Quebec are advised to consult with the medicare and hospital insurance offices of their own province before coming to McGill. This is particularly important since residents of other provinces are not covered by Quebec Medicare and Hospitalization while studying at McGill.

2.6 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 see Other Fees on page 15 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 the Office of the Dean of Students, Powell Student Services Building, 3637 Peel Street, Room 211, Montreal, Quebec, H3A 1X1. E-mail: intlhealth@stuserv.lan.mcgill.ca

2.7 MARS, SATURN, OASIS, infoMcGILL, DAS

MARS is McGill's Automated Registration System. With few exceptions, students are expected to register and make course changes by using a touch-tone telephone and calling (514) 398-MARS [398-6277]. MARS offers service in both English and French.

SATURN gives Student Access to University Records on the Net. 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. It is very important that all students keep their addresses and telephone numbers up to date on the central student record system.

OASIS provides On-line Access to Student Information Services, offering the same services as SATURN for students who do not have easy access to the Internet.

OASIS stations are located in the Admissions and Registrar's Office, and the Student Accounts Office in the James Administration Building, and in many other campus buildings including Bishop Mountain Hall, the University Bookstore, Davis House, Hosmer House, Powell Student Services Building, Redpath Library, Sir Arthur Currie Memorial Gymnasium, Stewart Biology Building and University Centre.

infoMcGill is McGill's Campus-wide information system which is available 24 hours a day through Internet, 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 can be found in many locations including the Health Sciences Library, McLennan Library, Redpath Library, the Admissions and Registrar's Office, the Bookstore, and on Macdonald Campus in MS2-026/027/028. *infoMcGill* may also be accessed from departmental and faculty computer labs.

DAS (McGill's Dial-up Access Services). All new undergraduate 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*, e-mail and Internet access. DAS is administered by the Computing Centre, [see page 9](#). (Note: charges for DAS usage do not apply when accessing McGill's systems and e-mail from campus.)

3. Facilities

3.1 Buildings

McIntyre Medical Sciences Building

3655 Drummond Street, Montreal, QC, H3G 1Y6

This 15-storey building, completed in 1965, contains the administrative offices of the Faculty of Medicine and Continuing Medical Education, the Centre for Medical Education, the Faculty Development Office, the Health Sciences Library, the Osler Library of the History of Medicine, the Departments of Biochemistry, Social Studies of Medicine, Pharmacology and Therapeutics, Physiology, the Animal Resources Centre, a number of special research units (e.g. Anesthesia Research, Aerospace Medical Research, Artificial Cells and Organs Research Centre, the McGill Cancer Centre, Centre for Nonlinear Dynamics) and the Area Personnel Office.

Strathcona Anatomy and Dentistry Building

3640 University Street, Montreal, QC, H3A 2B2

This building, opened in 1911, houses the administrative offices of the Faculty of Dentistry, the Department of Anatomy and Cell Biology, and the Protein and Polypeptide Laboratory of the Department of Medicine.

Lyman Duff Medical Sciences Building

3775 University Street, Montreal, QC, H3A 2B4

Opened for use in October 1924, the building is situated on the northeast corner of University Street and Pine Avenue, adjacent to the Montreal Neurological Hospital and the Royal Victoria Hospital. It is occupied by the Biomedical Engineering Unit, the Departments of Microbiology and Immunology, and Pathology and the Sheldon Biotechnology Centre. The building has extensive facilities for teaching, research and diagnosis.

Allan Memorial Institute

1025 Pine Avenue West, Montreal, QC, H3A 1A1

Research and Training Building

1033 Pine Avenue West, Montreal, QC, H3A 1A1

In 1943 a large building and site were donated as a basis for the development of an Institute of Psychiatry. The building was reconstructed to permit the establishment of a 50-bed unit, together with extensive research laboratories, and was officially opened on July 12, 1944.

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

The Research and Training Building was added by McGill University in 1963, providing one of the most extensive and modern research areas.

Donner Building

740 Doctor Penfield Avenue, Montreal, QC, H3A 1A4

The Donner Building for Medical Research, adjacent to the Strathcona Anatomy and Dentistry Building, was completed in Septem-

ber 1948 through the generosity of the late William D. Donner of Philadelphia.

The Building is shared by the Faculty of Dentistry and the Division of Surgical Research of the Department of Surgery. Offices for the Faculty of Dentistry, as well as research facilities for projects in surgery, immunology, and cancer are located in this building.

Lady Meredith House

1110 Pine Avenue West, Montreal, QC, H3A 1A3

This building currently houses the Respiratory Epidemiology Unit, Experimental Medicine, and Medical Education.

Charles Meredith House

1130 Pine Avenue West, Montreal, QC, H3A 1A3

This elegant building, built for Charles Meredith, houses the majority of the offices and teaching rooms of the Department of Occupational Health on the main and upper floors (the balance is at 1140 Pine), while the basement houses the laboratories and offices of the McGill University – Medical Research Council of Canada Biomedical Mass Spectrometry Unit.

Purvis Hall

1020 Pine Avenue West, Montreal, QC, H3A 1A2

Purvis Hall is situated at the corner of Peel and Pine. The Department of Epidemiology and Biostatistics moved into Purvis Hall in October, 1984 and occupies the entire building.

The Respiratory Epidemiology Unit is situated at 1110 Pine Avenue West, Lady Meredith House.

Davis House

3654 Drummond Street, Montreal, QC, H3G 1Y5

Built in 1909 for contractor James T. Davis, this heritage building, designed by architects Edward and W.S. Maxwell, has housed teaching and research facilities, as well as the administrative offices of the School of Physical and Occupational Therapy, since 1956.

Hosmer House

3630 Drummond Street, Montreal, QC, H3G 1Y5

Built in 1901, for Ogilvie Flour Mill founder Charles Hosmer, this heritage building and its coach house, designed by architect Edward Maxwell, have housed teaching and research facilities of the School of Physical and Occupational Therapy since 1969.

Wilson Hall

3506 University Street, Montreal, QC, H3A 2A7

The School of Nursing moved into Wilson Hall in 1962, and shares this main campus building with the School of Social Work.

3.2 Hospitals

MCGILL UNIVERSITY TEACHING HOSPITALS

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

McGill University Health Centre (MUHC)

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

Montreal General Hospital
1650 Cedar Avenue, Montreal, QC, H3G 1A4
Montreal Children's Hospital
2300 Tupper Street, Montreal, QC, H3H 1P3

Montreal Neurological Hospital
3801 University Street, Montreal, QC, H3A 2B4

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

The Royal Victoria Hospital is situated on 35 acres of land bordered by Pine Avenue and University Street. Its complex of seven pavilions houses a bed complement of 610. The hospital has annual in-patient admissions of over 21,000 and ambulatory services visits (out-patients, emergency day surgery and day care, etc.) of over 450,000. Residents and fellows at the hospital total 225. It provides teaching programs for medical students as well as students of the other health professions.

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

On April 1, 1994, the Montreal Chest Hospital Centre, a 124-bed institution specializing in the treatment of respiratory diseases, integrated with the Royal Victoria, becoming the Montreal Chest Institute of the Royal Victoria Hospital.

The Montreal General Hospital has a bed complement of 672. In a typical year, there are approximately 15,000 admissions and 350,000 consultations in the Emergency and Out-patient Departments. The resident staff numbers 275. The Montreal General was founded in 1821 and its record in clinical teaching is one of the longest in North America. Students were first received in 1823, in what was the first medical school in Canada. This school agreed to form the Faculty of Medicine in 1829.

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

The Montreal Children's Hospital, located on Tupper Street, near the Atwater Metro Station, has 214 beds and, in a typical year, admits approximately 9,000 patients. The Ambulatory Services have over 200,000 visits, 90,000 of which are through the Emergency Room and over 100,000 in the clinics. The hospital has a provincial mandate for several tertiary care programs including newborn intensive care and surgery, major pediatric trauma, extra-corporeal membrane oxygenation, and organ transplantation, among others. The hospital also provides pediatric and technical services to Baffin Island and several hospitals in Northern Quebec.

An active teaching program is maintained for the medical students and for residents and fellows numbering over 100. There are also teaching programs for nursing students and other health professionals. The McGill University-Montreal Children's Hospital Research Institute pursues research and postgraduate education in many areas, all related in some way to diseases and problems encountered in the period of life from the fetus through adolescence.

The Montreal Neurological Institute and Hospital are housed in an eight-story building, adjacent to the Pathology Building and the Royal Victoria Hospital. The Institute was opened on September 27, 1934 and as the cornerstone states is "Dedicated to relief of sickness and pain and to the study of Neurology". The McConnell Wing was opened in 1953, doubling both the clinical and laboratory space. A nine-story addition, the Penfield Pavilion, was officially opened in September 1978. The Webster Pavilion, completed in 1984, centralizes brain imaging resources, provides laboratory spaces, and includes a 350-seat amphitheatre.

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

The Sir Mortimer B. Davis – Jewish General Hospital has 637 beds and admits approximately 23,275 patients per year. The hospital has earned a reputation for excellence in many specialties: the Department of Oncology has an active clinical research program

which includes Experimental Pharmacology; the Department of Family Medicine is recognized for the quality of its training program; the Geriatrics Division includes a Memory Clinic which studies and cares for Alzheimer's patients; the Obstetrics service oversees approximately 4,000 births per year and is designated as a provincial high risk referral centre; the Neonatology service has set international records for high survival rates, with good quality of life, of low birthweight infants. The hospital has a comprehensive Cardiology service and Cardiac Surgery program. The Emergency Department, one of the busiest in Montreal, has an extensive teaching and research program. The Institute of Community and Family Psychiatry offers a wide range of outpatient services for adults, adolescents and families, as well as a broadly based research program in the psychosocial aspects of illness. Basic research in many fields is carried out in the hospital's Lady Davis Institute for Medical Research. This includes the McGill AIDS Centre, the Bloomfield Centre for Research on Aging, the Molecular Oncology Research Group, and research programs in genetics, perinatology, cardiac and pulmonary disease, and endocrinology. The Jewish General Hospital Centre for Epidemiology and Community Studies is essential to the hospital's clinical research program. Teaching residents and medical students is a priority for the hospital's large geographic full-time staff.

St. Mary's Hospital Centre

3830 Lacombe Avenue, Montreal, QC, H3T 1M5

St. Mary's is an acute care specialized hospital with 414 adult beds and 65 bassinets. About 4,000 babies are delivered annually at the Hospital. There is a progressive and active Family Medicine Centre recognized for its teaching. The Emergency Department is very busy and supervised by a staff physician 24 hours per day. The Hospital also provides numerous highly specialized services such as renal dialysis, oncology, organized geriatric and psychogeriatric, nuclear medicine and C.T. scanning services. The volume of activity keeps increasing annually and in 1993-94 there were 48,984 out-patient clinic visits, 22,840 visits to the family medicine clinic, 31,051 visits to emergency, 3,937 procedures through the surgical day center and over 6,444 dialysis treatments. The Hospital is noted for its devotion to patients, motivation to the achievement of excellence, and good spirit and relationships among all staff.

SPECIALTY TEACHING HOSPITAL

Douglas Hospital

6875 LaSalle Boulevard, Verdun, QC, H4H 1R3

The Douglas Hospital is a McGill affiliated teaching and research centre for the specialized care of mental illness. The only English psychiatric hospital in the province of Quebec, it is part of an integrated network in cooperation with various departments of psychiatry of general hospitals. Short and long term hospitalization in addition to out-patient services are offered in specialized and ultraspecialized settings to children and persons of all ages. With 614 beds, admissions total 900 per year and out-patient contacts 50,000 per year. Patients, who are treated in the least restrictive manner possible, are offered a vast gamut of services. Services are organized in five programs: the Community Psychiatric Centre, the Child and Adolescent Services, the Specialized Treatment and Rehabilitation Program, the Psychogeriatric Program, and the Newman Rehabilitation Centre.

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

HOSPITALS AFFILIATED WITH MCGILL UNIVERSITY

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

Jewish Rehabilitation Hospital

3205 Place Alton Goldbloom, Laval, QC, H7V 1R2

Lakeshore General Hospital

160 Stillview Road, Pointe Claire, QC, H9R 2Y2

LaSalle General Hospital

8585 Terrasse Champlain, LaSalle, QC, H8P 1C1

Maimonides Hospital Geriatric Centre

5795 Ave. Caldwell, Montreal, QC, H4W 1W3

Shriner's Hospital For Crippled Children

1529 Cedar Avenue, Montreal, QC, H3G 1A6

3.3 Clinical Facilities for Dentistry

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

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

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

3.4 Research Centres

Artificial Cells and Organs Research Centre

3655 Drummond Street, Montreal, QC, H3G 1Y6

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

Biomedical Ethics Unit

3960 Peel Street, Montreal, QC, H3A 1W9

Telephone: (514) 398-6980. Fax: (514) 398-8349

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

in research, teaching and clinical activities. There are currently five academic members located on a full-time basis in the Unit offices, representing the disciplines of philosophy, religious studies, medicine and law. The current director of the Unit is Edward W. Keyserlingk, LL.M., Ph.D. E-mail: keyser_e@falaw.lan.mcgill.ca

Centre for Clinical Immunobiology and Transplantation

Hôpital Royal Victoria, 687, avenue des Pins Ouest, salle R2.05, Montréal, QC, H3A 1A1

Clinical Immunobiology and Transplantation brings together individuals to support research, scholarship and education for students at all levels in the field of transplantation science. Research projects range from fundamental to applied clinical, as well as computers in education. Participants co-hold appointments in clinical and basic science departments.

Centre for the Study of Host Resistance

Montreal General Hospital, 1650 Cedar Avenue, Room B7118, Montreal, QC, H3G 1A4

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

Centre for Translational Research in Cancer

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

Novel cancer treatments developed by the Centre are brought to the Clinical Trials Operations of the Department of Oncology for further development and contribute to the Department's Basic Research, Pharmacokinetics, and Clinical Trials Divisions.

The Centre includes members of the McGill departments of Anatomy and Cell Biology, Medicine (Haematology, Experimental Medicine), Microbiology and Immunology, Oncology (Clinical Research, Basic Cancer Research, Pharmacokinetics), Pathology, Pediatrics, and Pharmacology and Therapeutics.

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

Department of Human Genetics

1205 Doctor Penfield Avenue, Montreal, QC, H3A 1B1

The Department provides a corporate base for human and medical geneticists working at McGill University and in the research laboratories of its teaching hospitals. Its purpose is to coordinate teaching in human/medical genetics, encourage teaching and consultative programs in areas where genetics is underrepresented, foster communication and collaboration between genetics units and promote the progress of research in genetics and its application to health care. Current research interests include: mam-

malian gene structure/regulation; oncogenetics; biochemical/molecular genetics of various inborn errors of metabolism; genetic screening, counselling and therapy; application of recombinant DNA technologies to human genetic epidemiology. The Department Office is in the Stewart Biological Sciences Building.

McGill AIDS Centre

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

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

McGill Cancer Centre

3655 Drummond Street, Room 701, Montreal, QC, H3G 1Y6

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

McGill Centre for Studies in Aging

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

The specific goals of the Centre are: i) to bring together investigators in the basic sciences, the clinical sciences, the social sciences, and other disciplines, to create a greater knowledge base for understanding of the aging process; ii) to serve as a focus for education and training of those individuals concerned with the elderly; iii) to transfer the newly created knowledge to those institutions and organizations actually giving service and care to the aged; and iv) to identify those parts of the aging process which are preventable or capable of being modified, to assist the individual aged person in coping with the problems of being elderly and ultimately, through those processes, to benefit mankind.

McGill Nutrition and Food Science Centre

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

Established in 1982 in recognition of the increasing importance of nutrition in clinical medicine, the Centre has a four-fold function. The first is the development and integration of research at the basic and clinical level, involving investigators at the Crabtree Laboratory of the Centre at the Royal Victoria Hospital, and at other locations in the University, and to encourage existing faculty to interact in nutrition-related investigations. The second function is the provision of opportunities for graduates in medicine, nutrition and other disciplines to do graduate and postdoctoral research in the laboratories of full-time and associate members. The third is to

provide contemporary nutrition teaching at the relevant levels of the medical curriculum, during residency training and thereafter. The Centre is committed to providing reliable information to the public on nutrition-related matters. Finally, nutrition consulting activities in the clinical setting are supported and further developed. The Centre is administratively related to the Faculties of Medicine and the School of Dietetics and Human Nutrition.

3.5 Libraries

All of McGill's libraries are available to health sciences users but two of those in the Life Sciences Area are likely to be of particular interest. These are the Health Sciences Library and the Osler Library of the History of Medicine.

The Macdonald Campus Library collection, which includes materials on food and nutritional sciences, is a primary resource for Dietetics and Human Nutrition students.

Life Sciences Area Librarian – David S. Crawford

Health Sciences Library

The Health Sciences Library is located in the McIntyre Medical Sciences Building, 3655 Drummond Street, and has a collection of approximately 250,000 volumes in all aspects of dentistry, medicine, nursing and physical and occupational therapy. One of the strengths of this library is its extensive journal collection of over 150,000 bound volumes. The Library receives approximately 1,500 current subscriptions. In addition to print resources, the Library has a small collection of audio-visual material.

The Library offers access to a full range of data-bases, both internal and external. The McGill University Library System's online catalogue, MUSE, contains records for almost 90% of the McGill University library collections. All material in the Health Sciences Library is listed in MUSE and information is also given about material on order and on loan. Users of the Health Sciences Library have easy direct access to a number of biomedical databases (including MEDLINE and other specialized files from the U.S National Library of Medicine) on McGill University's periodical index database PERUSE. McGill users can access PERUSE from all McGill libraries, from many hospital libraries and by modem from home, office or laboratory. Other, more specialized, databases are available for searching on CD-ROM or can be searched for users by library staff.

The Library is open to all who need to use its collections. Borrowing privileges are given to all McGill faculty, staff and students. The Library is open seven days a week from early September until late June and on weekdays only in July and August. Details are posted in the Library or can be obtained by phoning 398-4755. A valid McGill University ID card is necessary to enter the McIntyre Medical Sciences Building during evening and weekend hours.

Osler Library of the History of Medicine

History of Medicine Librarian – June Schachter

This library, also located in the McIntyre Medical Sciences Building, is entered through the Health Sciences Library. The Osler Library has a collection of over 50,000 books and journals in the history of medicine and related subjects and a large collection of manuscripts and artifacts. The nucleus of the Library is the collection of over 8,000 volumes presented by one of McGill's most famous medical graduates and teachers, Sir William Osler. This part of the collection is especially rich in medical books published before 1800. The Library also collects currently published material in the history of the health sciences.

All material in the Library is available for consultation and current material is also available for loan. Borrowing privileges are given to all McGill faculty, staff and students. The library is open on weekdays only from 09:00 to 17:00 and is closed on Fridays in July and August.

3.6 University 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 admin-

istrative areas of the University. Services offered by the CC are: consultation, seminars, documentation, software licences and packages such as anti-virus software and communications software (McGill Internet Access Kits for PC or Mac), and computer sales and service. The CC provides access to the Internet (World Wide Web, electronic mail, newsgroups, etc.), the Library's on-line systems MUSE (catalog) and PERUSE (periodical index) and the campus-wide information system, *infoMcGill*. 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, electronically and in person. Access codes and information can be obtained at the reception desk. Documentation is available on the Internet via the World Wide Web at <http://www.mcgill.ca/cc/publications>.

The McGill Computer Store, located in room 112 on the first floor, sells a full range of PC, Macintosh and UNIX hardware and software at educational prices. Financing for students is available.

Technical Services, located in the basement, room 1B50 repairs and maintains many types of computer equipment including IBM, Apple, Packard Bell and more.

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 and seminars can be found on the Web at <http://www.mcgill.ca/cc/seminars>.

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

In addition to the Computing Centre's facilities, many departments and faculties provide computer labs for students in their programs. A detailed list, A06--how to...Find Computer Facilities on Campus, or A08--how to...Find Software Usage on Campus can be found on the Web at <http://www.McGill.CA/cc/howto...>

More information concerning the Computing Centre and available services can be found on the Computing Centre Homepage on the World Wide Web at <http://www.mcgill.ca/cc>.

4. Academic Policies and Information

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

4.1 ID Cards

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

Registered students may obtain an ID card between 09:00 and 17:00 from Monday to Friday, from Monday, August 24 to Friday, September 4 in Leacock Building, Room 232, or from Tuesday, September 8, at the Admissions and Registrar's Office, James Administration Building, Room 205.

Students in Dietetics and Human Nutrition should go to the Macdonald Campus Student Affairs Office, Room LH 106, Laird Hall, Wednesday, September 9 to Friday, September 11, between 09:00 and 12:00.

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.

4.2 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.

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. The Code may also be obtained from the Dean of Students' Office and is posted on *infoMcGill*.

4.3 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 is available on *infoMcGill*.

4.4 Course Nomenclature

Required Course: Courses absolutely required in a program. All students in that program must take this (these) courses(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).

4.5 Policy Concerning Access to Records

Reports of standing, 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 accordance with provincial legislation, 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 following recipients unless students signify their opposition on forms available at the Admissions 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).

4.6 Transcript of Academic Record

Certified transcript(s) of a student's academic record may be obtained by applying to the Admissions 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 students (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 Admissions and Registrar's Office counter.

4.7 Regulations Concerning Final Examinations

Preamble

The objectives of these regulations are:

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

Regulations

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

5. Student Services

5.1 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 and will direct concerns of an academic nature to the proper individual, office or department.

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

Location: 3637 Peel Street
General Information: (514) 398-8238

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

Office of Student Aid and International Student Adviser

The Student Aid Office (514) 398-6013 assesses financial need for both graduate and undergraduate students and grants McGill loans and bursaries. This office also distributes applications and information for all provincial government loan and bursary programs, as well as U.S. student loan plans. In addition, it coordinates a work-study program.

Look for information on government student aid on McGill's Financial Aid website (<http://www.mcgill.ca/stuserv/aid.htm>).

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

Location: 3637 Peel Street
General Information: (514) 398-6015

Athletics

McGill University's Department of Athletics offers a wide range of sports and recreational activities. Campus Recreation and Intercollegiate Programs are designed to meet the varied needs and interests of the entire McGill community.

The Campus Recreation Program gives individuals the chance to learn and participate in a spectrum of life-time sports. Competitive sporting opportunities are offered through the Intramural Program while Active Living opens doors to a variety of non-credit physical education and recreational courses. Student-organized recreational clubs serve as an excellent format for individuals to learn or improve sports skills, to make friends and to have fun. Brochures and schedules detailing further information can be obtained from the Campus Recreation Office.

The University fields 38 men's and women's teams in Intercollegiate competition. These teams provide an opportunity for athletes to compete at the highest level in the Canadian university sports system. Interested student-athletes should contact the Intercollegiate Office.

The McGill Sports Medicine Clinic is a leader in the field. It houses state-of-the-art equipment and services, offering the patient "priority access" to an internationally recognized team of sports medicine experts at reasonable prices. The Clinic is open to the community at large, in addition to serving McGill students, staff and alumni.

Programs take place at the McGill Sports Complex, located at 475 Pine Avenue West. The indoor and outdoor facilities include gymnasiums, swimming pools, weight rooms, running tracks, multi-purpose rooms and courses, turf and grass fields, and an arena.

Complete information concerning the McGill athletics facilities and intercollegiate, intramural, and recreational sports programs may be obtained via the Internet (<http://www.mcgill.ca/athletics>), by telephone: (514) 398-7000 or E-mail: sport@stuserv.lan.mcgill.ca.

Career and Placement Service (CAPS)

The Career and Placement Service is funded by McGill Student Services fees 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 Service fee.

Full-time, part-time, and summer job vacancies are posted in the CAPS office as well as on the CAPS bulletin boards on both campuses. Job postings are also available through the CAPS web site (<http://www.mcgill.ca/stuserv/caps>) and on *info*McGill. For its on-campus recruitment campaign, CAPS brings many national

and international organizations to McGill to interview students for both permanent and summer positions.

As part of its Career Education program, CAPS offers job search strategy workshops on a variety of search-related topics including C.V. writing, networking, and interview techniques. There is also a large Career Resource Library at CAPS which includes a corporate documentation centre. Counsellors are available, by appointment, to discuss individual questions related to the job search. Phone or drop in for further information.

Location: Room 308, 3637 Peel Street
Telephone: (514) 398-3304
Fax: (515) 398-1831

Chaplaincy Service

A Pastoral Service is available through the campus chaplains independent of McGill administration. This service exists to serve the needs of all McGill students, families and staff. The service provides support in matters of faith, identity and values, pre-marriage and marriage counselling, fellowship and worship; it also offers opportunities to work in social service programs and on social justice issues. Information concerning individual denominational services is available.

Location: 3484 Peel Street
General Information: (514) 398-4104

Counselling Service

The Counselling Service provides a place where students of all faculties may discuss any problem confidentially. Among the services offered are personal, vocational and academic counselling, both individually and in groups. Couple counselling, psychological assessment, educational and career planning are also offered. A Career Resource Library is located in Room 308. The Counselling Service also provides 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).

Location: 3637 Peel Street
Appointments: (514) 398-3601

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

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 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.

University TTY/TDD numbers are: Admissions and Registrar's Office (514) 398-5044 and OSD (514) 398-8198. Should it be necessary to contact other McGill offices, students may call (514) 398-8198 and ask that a message be forwarded for them.

Location: Room 107, Burnside Hall
 Information: (514) 398-6009
 Fax: (514) 398-3984
 TTY/TDD: (514) 398-8198

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 incoming students and to parents requiring information related to services available across campus. This service will ease the integration of the new student into life at McGill and make the process more enjoyable by providing pertinent information in one central location.

Location: Room 211, 3637 Peel Street
 Telephone: (514) 398-6913
 E-mail: firstyear@stuserv.lan.mcgill.ca

First People's House At McGill

The First People's House at McGill fosters a sense of community for First Nations and Inuit students at McGill. The House can be conceptualized as a "home away from home" providing First Nations and Inuit students with a connection to a wealth of indigenous knowledge systems, cultures, and peoples. As well, the House will assist First Nations and Inuit students to succeed academically by providing a liaison to McGill's support services.

Location: 3505 Peel Street
 Telephone: (514) 398-3217

Health Service

The Health Service provides complete, ambulatory medical and nursing care including a broad range of treatment and preventive activities. Nurses/health educators and physicians are available for consultation by appointment, and there is a drop-in clinic for emergency care. 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. All information is completely confidential and forms no part of any University record.

Location: 3637 Peel Street
 Appointments and Information: (514) 398-6017
 E-mail: body@stuserv.lan.mcgill.ca

Mental Health Service

The Mental Health Service offers psychological and psychiatric services to all full-time students, undergraduate and graduate, and to part-time students who have paid their Student Services fees. Assessment, psychotherapy, and psychiatric treatment is available for any student experiencing psychological distress. All contacts with the Mental Health Service are completely confidential. An emergency service, where students will be seen quickly but briefly to determine their immediate needs, is available Monday to Friday from 08:00 to 16:00.

Location: 3637 Peel Street
 Appointments: (514) 398-6019

Residence Facilities

McGill has four co-educational residences (Douglas, Gardner, McConnell and Molson Halls) and one women's residence (Royal Victoria College) primarily for undergraduate students, which are located on, or in the immediate vicinity of, the downtown campus. The rates for the regular session (September 1 to April 30) in 1997-98 were \$6,412.00 for single room and all meals (RVC only), and for room and five-day meal plan \$5,578.00 (Douglas Hall only), \$5,070.00 (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.

In addition, Solin Hall, an apartment-style residence located at 3510 Avenue Lionel Groulx, a five-minute metro ride from the University, houses undergraduate students. The rooms in Solin Hall

are leased on a 11 1/2 month basis (September 1 to August 15). The rates for a regular room in 1997-98 were \$4,693.15.

To contact the Residence Admissions Office, telephone (514) 398-6368, or fax: (514) 398-6770. The mailing address is 3641 University Street, Montreal, QC, H3A 2B3.

Off-Campus Housing

Students unable to secure a room in residence, or who prefer to live off-campus, should contact the Off-Campus Housing Service, 3637 Peel Street, Room 206. Telephone: (514) 398-6010.

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 them 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.

5.2 Additional Services for Students

University-owned Apartments

Under the administration of the Student Housing Office, the University maintains a limited number of apartments, furnished and unfurnished, in several locations within walking distance of the main campus. Apartment leases are for a 12 month period - September 1 to August 31. A waiting list is maintained. Apartments are allocated on a first-come, first-served basis. Applications should be filed at the same time as the application for admission to McGill. There is no deadline for filing applications. Information packages and application forms may be obtained from the Student Housing Office, 3641 University Street, Montreal, QC, H3A 2B3. Telephone: (514) 398-6050; fax: (514) 398-2305; e-mail: housing@residences.lan.mcgill.ca

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. Telephone (514) 398-7444.

Day Care

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

Extra-Curricular Activities

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

Ombudsperson for Students

At McGill there is an Ombudsperson for students filled on a half-time basis by an academic staff member. The Ombudsperson provides a confidential service that is independent of any university body. The mandate of the Ombudsperson for Students is the impartial resolution of complaints by students who feel their rights

have not been respected by some member of the McGill community. The Ombudsperson, advises, guides, refers or, if necessary, intervenes on behalf of students in order to solve problems in an informal way through discussion, negotiation or mediation.

6. Fees

The University reserves the right to make changes without notice in the published scale of fees. [See the Student Accounts website <http://www.finance.mcgill.ca>]

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

6.1 Tuition Fees

The University will charge the following tuition fees in 1998-99 which vary according to the residence status of the student.

Students in need of financial support should consult McGill's Financial Aid website (<http://www.mcgill.ca/stuserv/aid.htm>) or contact the Student Financial Aid Office, see page 11.

Quebec Students

The 1998-99 tuition fees for Quebec students who are Canadian citizens or Permanent Residents are \$55.61 per credit.

In accordance with provincial government requirements, students must provide proof that they qualify for assessment of fees at the Quebec rate. A list of the categories of Quebec residents who qualify for the Quebec rate, as well as the required application form is available through the Admissions and Registrar's Office. New students will automatically be sent this information and the application form.

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 1998-99 tuition fees for non-Quebec students who are Canadian citizens or Permanent Residents are \$95.61 per credit.

In accordance with provincial government requirements, students must provide proof that they qualify for assessment of fees at the non-Quebec Canadian rate. Proof may be in the form of a certified copy of a Canadian birth certificate, a Canadian citizenship card or certificate, a valid Canadian passport, or a Record of Landing (Immigration Form IM1000).

Students who do not submit appropriate documentation during the semester will be billed at the international rate.

International Students

The 1998-99 tuition fees for international students are \$305.61 per credit for courses taken in the disciplines of medicine, pure & applied sciences, perimedical and paramedical. Refer to the tables below for the fees applicable to each faculty.

Exemption from International Tuition Fees may be claimed by students in certain categories. A list of these categories and required application forms are available at the Admissions and Registrar's Office. Such students are then assessed at the Quebec student rate.

Fee Information Booklet

A Fee Information Booklet is published in June of each year by the Student Accounts Office and contains additional and current fee information. A copy 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 *infoMcGill* or via the Web at <http://www.finance.mcgill.ca>

Students are bound by the policies and procedures contained therein.

YEARLY FEES AND CHARGES BY FACULTY

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

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

FACULTY OF DENTISTRY – D.D.S.

Fees / Charges	Year 1 (*64 credits)	Year 2 (*66 credits)	Year 3 (*50 credits)	Year 4 (*29 credits)
Tuition				
Quebec students	3,559.04	3,670.26	2,780.50	1,612.69
Out-of-province students	6,119.04	6,310.26	4,780.50	2,772.69
International students, admitted since 1997	32,000.00	32,000.00		
International students, admitted prior to 1997			15,280.50	8,862.69
Society Fees	317.05	317.05	317.05	317.05
Student Services	244.00	244.00	244.00	244.00
Registration and Transcripts Charges	96.00	96.00	96.00	96.00
Information Technology Charge	60.00	60.00	60.00	60.00
Equipment Rental & Purchase	207.00	320.00	825.00	1,502.86
Total Fees –				
Quebec students	4,483.09	4,707.31	4,322.55	3,832.60
Out-of-province students	7,043.09	7,347.31	6,322.55	4,992.60
International students**	**32,856.43	**32,969.43	**16,754.93	**11,014.98

* Average number of credits taken each year.

** Society fees for international students have been reduced by \$67.62 due to inclusion in the Dental Health Plan only.

FACULTY OF MEDICINE – M.D.,C.M.

Fees / Charges	Year 1 (*64 credits)	Year 2 (*57 credits)	Year 3 (*48 credits)	Year 4 (*32 credits)
Tuition				
Quebec students	3,559.04	3,169.77	2,669.28	1,779.52
Out-of-province students	6,119.04	5,449.77	4,589.28	3,059.52
International students	19,559.04	17,419.77	14,669.28	9,779.52
Society Fees	399.05	399.05	399.05	399.05
Student Services	244.00	244.00	244.00	244.00
Registration and Transcripts Charges	96.00	96.00	96.00	96.00
Information Technology Charge	60.00	60.00	60.00	60.00
Equipment Rental & Purchase	207.00	0.00	0.00	0.00
Total Fees				
Quebec students	4,565.09	3,968.82	3,468.33	2,578.57
Out-of-province students	7,125.09	6,248.82	5,388.33	3,858.57
International students**	**20,497.47	**18,151.20	**15,400.71	**10,510.95

* Average number of credits taken each year.

** Society fees for international students have been reduced by \$67.62 due to inclusion in the Dental Health Plan only.

SCHOOL OF DIETETICS AND HUMAN NUTRITION (Faculty of Agricultural & Environmental Sciences) – B.Sc.(Nutr.Sc.), based on 30 credits per year

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	2,868.30	9,168.30
Society and Other Fees	346.53	346.53	278.91
Student Services	244.00	244.00	244.00
Registration Charge and Transcripts	96.00	96.00	96.00
Information Technology Charge	60.00	60.00	60.00
TOTAL	\$2,414.83	\$3,614.83	\$9,847.21

SCHOOL OF NURSING – B.Sc.(Nursing), based on 30 credits per year

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	2,868.30	9,168.30
Society and Other Fees	342.73	342.73	275.11
Student Services	244.00	244.00	244.00
Registration Charge and Transcripts	96.00	96.00	96.00
Information Technology Charge	60.00	60.00	60.00
TOTAL	\$2,411.03	\$3,611.03	\$9,843.41

SCHOOL OF PHYSICAL AND OCCUPATIONAL THERAPY – B.Sc.(Phys.Ther.), B.Sc.(Occ.Ther.), based on 30 credits per year

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	2,868.30	9,168.30
Society and Other Fees	334.73	334.73	267.11
Student Services	244.00	244.00	244.00
Registration Charge and Transcripts	96.00	96.00	96.00
Information Technology Charge	60.00	60.00	60.00
TOTAL	\$2,403.03	\$3,603.03	\$9,835.41

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 1997/98 rate, cost \$588 for single coverage. For more information, please contact the Office of the Dean of Students at (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 Advisor, and the administration of the McGill "Student Rights and Responsibilities" Handbook.

Registration Charge [See Addendum for updates.]

The University will charge a per session 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	\$ 8.00
> 3 - 6 credits	\$16.00
> 6 - 9 credits	\$24.00
> 9 - 12 credits	\$32.00
> 12 credits	\$40.00

Graduate Students:

Full-time	\$40.00
Half-time/additional session	\$20.00

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 session 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

Transcript Charge

The University will charge a per session 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

6.2 Other Fees

International Student Health and Accident Plan (compulsory) (Based on 1997-98 rates)

Single	\$ 588.00
Dependent (one student with one dependent)	1,223.00
Family (one student with two or more dependents)	2,580.00

Application for Admission	
All faculties except M.B.A.	60.00
M.B.A.	100.00
Admission appeals charge (excluding Medicine)	100.00
Late Registration	
<i>After regular registration deadline:</i>	
I All eligible returning students, except Special students and Graduate Faculty part-time and additional session students.	50.00
I Special students and Graduate Faculty part-time and additional session students.	20.00
<i>As of the second day of classes</i>	
I All students except Special students and Graduate Faculty part-time and additional session students.	100.00
I 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 (1.36% applicable on June 1st)	
Minimum Charge upon withdrawal	100.00
Re-reading Examination Paper (refundable in some faculties)	35.00
Supplemental Examinations, each written paper	35.00
Late Course Change Fee	25.00
<i>Ad eundum</i> ¹ Fee, Dentistry and Medicine	
Returned cheque	20.00
Prepayment Fee:	
Dentistry – Quebec residents	50.00
Non-Quebec residents	1,000.00
Medicine	500.00

¹Students entering the Medical and Dentistry curriculum in any year above the first pay this special *Ad eundum* Fee.

Communication Sciences and Disorders Fees

M.Sc.(Applied) program, lab materials	\$50.00
M.Sc.(Applied) ID badge (1st year)	\$25.00

Dentistry - Purchases of Equipment

In addition to the fees shown on the list of fees for Dentistry, certain items of equipment and supplies are purchased by each student through the Faculty of Dentistry. Payment for these items will be on delivery.

The estimated cost of these purchases is as follows:

Second Year	\$10,000.00
Third Year	\$5,000.00
Fourth Year	\$200.00

Dentistry and Medicine – Microscopes

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

Nursing Fees

Books, Uniform, Stethoscope, etc.	\$1,200.00
Transportation	\$150.00
Graduate Pins (3rd year)	\$40.00 to \$150.00

Physical and Occupational Therapy Fees

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

6.3 Fee Payment

New students are required to make a deposit on tuition shortly after receiving notice of their acceptance to the University. With the exception of Medicine and Dentistry, who will contact their students directly upon acceptance, 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 session). For most new students this will take place in the month of September (January for the Winter session). 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 whose accounts remain unpaid at the end of October (end of February for the Winter semester) 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.

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.

6.4 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>) or using an OASIS terminal, [see page 5](#).

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

6.5 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. As soon as this information becomes available, a student in any of these 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 17. The fee balance may be verified on MARS, SATURN, or OASIS.

Student who have applied to the provinces of Quebec, Ontario, or British Columbia for government aid will automatically be granted permission to delay payment of fall tuition fees, unless there are fees or fines outstanding from the previous year.

Students may contact MARS (using the LIST function), SATURN, or OASIS as of August 13, for confirmation of permission to delay their payment.

Students applying for aid from other provinces who are unable to pay their fees as per the due date on their fee statement may obtain a "Tuition Payment Deferral" at the beginning of the school term, from the Student Aid Office, Powell Student Services Building, 3637 Peel Street, Room 200, (514) 398-6013 or 398-6014. Tuition payment deferrals will have the effect of suspending interest until the end of October. Late payment fees will be charged at

the end of October if fees remain unpaid, unless there are mitigating circumstances.

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

7. History of the University

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

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

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

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

In 1907 Sir William Macdonald established Macdonald College at Sainte-Anne-de-Bellevue, as a residential college for Agriculture, Household Science, and the School for Teachers. Those components have since become the Faculty of Agricultural and Environmental Sciences, which includes the School of Dietetics and Human Nutrition on the Macdonald Campus, and the Faculty of Education located on the downtown campus. The University's general development has been greatly facilitated by the generosity of many benefactors, and particularly by the support of its graduates, as regular public funding for general and capital expenditures did not become available until the early 1950s. Since that time government grants have become a major factor in the University's financial operations, but it still relies on private support and private donors in its pursuit of excellence in teaching and research.

The University now comprises 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.

8. University Administrative Officers

GRETTA CHAMBERS, C.M., O.Q., B.A.(McG.) **Chancellor**
 RICHARD W. POUND, O.C., O.Q., Q.C., C.A., B.Com.(McG.),
 B.A.(Sir G.Wms.), B.C.L.(McG.) **Chair of the
 Board of Governors**

BERNARD J. SHAPIRO, B.A.(McG.), M.A.T., Ed.D.(Harv.)
Principal and Vice-Chancellor

TAK-HANG (BILL) CHAN, B.Sc.(Tor.), M.A., Ph.D.(Prin.), F.C.I.C.,
 F.R.S.C. **Vice-Principal (Academic) and
 Vice-Principal (Macdonald Campus)**

PHYLLIS L. HEAPHY, B.A., Dip.Pub.Acct.(McG.), C.A.
Vice-Principal (Administration and Finance)

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

BRUCE PENNYCOOK, B.Mus., M.Mus.(Tor.), D.M.A.(Stan.)
Vice-Principal (Information Systems and Technology)

PIERRE BÉLANGER, B.Eng.(McG.), S.M.,E.E., Ph.D.(M.I.T.)
Vice-Principal (Research)

VICTORIA LEES, A.B.(U.C.Berk.), M.Phil.(Lond.), Ph.D.(McG.)
Secretary-General

FRANCES GROEN, B.A.(Penn.) B.L.S.(Tor.), M.A.(Pitts.)
Director of Libraries

MORTY YALOVSKY, B.Sc., M.Sc., Ph.D. (McG.)
Dean of Continuing Education

ROSALIE JUKIER, B.C.L., LL.B.(McG.), B.C.L.(Oxon.)
Dean of Students

NICHOLAS DE TAKACSY, B.Sc., M.Sc.(Montr.), Ph.D.(McG.)
Associate Vice-Principal (Academic)
 (from June 1, 1998)

MARTHA CRAGO, B.A., M.Sc.A., Ph.D.(McG.)
Associate Vice-Principal (Graduate Studies)

T.B.A. **Associate Vice-Principal (Research)**

MARIELA JOHANSEN **Registrar and
 Director of Admissions**

JOHN LIMEBURNER, B.Comm.(Loyola), M.B.A.(Queen's),
 B.C.L., LL.B.(McG.) **Treasurer**

MLADEN PALAMETA, B.Com.(Sir G.Wms.)
Director of Finance

LINE THIBAUT, LL.B.(Montr.) **General Counsel and
 Director of Legal Services**

CYNTHIA WESTON, B.A.(Georgetown), M.L.S.(S.U.N.Y.),
 D.Ed.(Wash.) **Director, Centre for
 University Teaching and Learning**

ROBERT DUBEAU, B.A.(Sir G.Wms.), B.P.E.(McM.)
Director, Athletics

ALLAN GREENBERG, B.Sc., M.Sc.(McG.) **Director,
 Computing and Telecommunications**

ROY DALEBOZIK, B.Sc., M.Sc.(Man.), Dip.Ed., M.B.A.(McG.)
Executive Director, Facilities Development

T.B.A. **Director, Facilities Management**

ROBERT SAVOIE, B.Sc.(Montr.), Dip.Mgmt.(McG.)
Executive Director, Human Resources

DOUGLAS JACKSON, B.Sc.(McG.) **Acting Director,
 Information Systems Resources**

DENIS SAVARD, C.A.(Laval), M.B.A.(H.E.C.)
Director of Internal Audit

HONORA SHAUGHNESSEY, B.A.(Loyola), M.L.S.(McG.)
Executive Director, McGill Alumni Association

ALEX NAVARRE, B.Sc.(Laval), M.Sc., M.B.A.(W.Ont.),
 Ph.D.(McG.) **Director, Office of Technology Transfer**

R. IAN McKINNON, B.Sc.(St.F.X.) **Director,
 Pensions and Risk Management**

ANNE ROUSSELL

**Executive Director,
 Recruitment and Liaison Office**

FLORENCE TRACY, B.A.(C'odia) **Director of Residences**

KATE WILLIAMS, B.A., M.A.(U.N.B.) **Director,
 University Relations Office**