

# GENERAL UNIVERSITY INFORMATION AND REGULATIONS

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## 1. Application

### Mailing address:

Admissions and Registrar's Office  
McGill University  
James Administration Building  
847 Sherbrooke Street West  
Montreal, QC H3A 3N6 Canada

### Internet:

<http://www.aro.mcgill.ca/admissions> (to request an electronic application or an application kit)  
McGill University home page: <http://www.mcgill.ca>

Telephone: (514) 398-3910

TTY/TDD: (514) 398-5044

Fax: (514) 398-4193

The academic year at McGill is made up of two sessions, the fall/winter or regular session, and the summer session. These are subdivided into the fall term (or semester), September to December; the winter term (or semester), January to May; and the four months of the summer session (May, June, July and August). While the majority of students enter in September, it is possible to be considered for admission to some undergraduate programs in January.

The Admissions and Registrar's Office handles admission to the programs contained in this Calendar, with the exception of the Faculties of Music and Religious Studies which have their own admissions offices. See the faculty sections for further information.

Applications to Music (and all related documents, transcripts and correspondence) should be sent to the Faculty of Music Admissions Office. (Those wishing to follow a B.A. program in Music apply for entry to the Faculty of Arts.)

Applicants to the B.Th. program should contact the Faculty of Religious Studies directly. (Those wishing to follow a B.A. program in Religious Studies apply for entry to the Faculty of Arts.)

### 1.1 Application Deadlines

Applications must be postmarked on or before the dates listed. Late applications for admission may be considered in some cases, but this is not guaranteed.

**Note:** Individuals who wish to be considered for scholarships and/or residence accommodation must submit their application by the dates listed below. Deadlines cannot be extended for scholarships or for residences. Documents in support of a scholarship application must be submitted with the form.

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

#### APPLICATION DEADLINES FOR SEPTEMBER ADMISSION

##### January 15

Candidates studying outside Canada, unless otherwise indicated.

Music: candidates who wish to do the February Music Entrance Scholarship auditions.

##### February 1

Candidates studying in high schools in Canadian provinces other than Quebec, unless otherwise indicated.

##### March 1

Candidates studying in CEGEP in Quebec, unless otherwise indicated.

Candidates with previous or current university studies.

Mature student candidates.

Music: all remaining candidates.

##### May 1

Exchange students: all faculties (except Music).

##### July 1

Special and Visiting students, unless otherwise indicated.

##### August 1

Theology (Faculty of Religious Studies): all candidates.

#### APPLICATION DEADLINES FOR JANUARY ADMISSION

Subject to the availability of places, it is possible to apply for January admission to Agricultural and Environmental Sciences, Arts, Education (except Elementary and Secondary Education), Engineering (except Electrical and Computer Engineering), Science, Theology, and some programs in Music. If applications for January admission to these programs cannot be considered because of enrolment limitations, students will be notified that their applications will be reviewed for the following September.

##### May 1

Exchange students: all faculties (except Music).

##### September 1

Candidates studying outside the province of Quebec, unless otherwise indicated.

##### November 1

Candidates studying in the province of Quebec, unless otherwise indicated.

Music: Canadians and Permanent Residents only.

Special and Visiting students.

Theology (Faculty of Religious Studies): all candidates.

#### APPLICATION DEADLINE FOR MAY ADMISSION

##### December 1

Special B.S.W only: all candidates.

## 1.2 Application Fee

All applications must be accompanied by a non-refundable fee of C\$60 (or US\$60 if more convenient), payable by certified cheque or money order. (The Admissions and Registrar's Office also accepts payment by credit card.) Applicants to the Faculty of Music also submit a separate, non-refundable audition fee of \$25.

## 1.3 Electronic Application

The McGill electronic application can be downloaded directly from the Web (<http://www.aro.mcgill.ca/admissions>), click on "Request/Download Application Kits". Those without easy access to the Web may obtain a copy on diskette by e-mailing, writing, or telephoning the Admissions and Registrar's Office.

The electronic application can be used to apply to undergraduate programs in Agricultural and Environmental Sciences, Arts, Architecture, Education, Engineering, Management, Nursing, Occupational Therapy, Physical Therapy, Science, and Social Work. It can be used by Special, Visiting or Exchange students, as well as regular applicants.

## 2. Admission Requirements

For admission information for:

Agricultural and Environmental Sciences, Architecture, Arts, Education, Engineering, Management, Science – see this section.

**Music (B.Mus.) – see Faculty of Music section.**

(Those wishing to follow a B.A. program in Music apply for entry to the Faculty of Arts.)

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

**Theology (B.Th.) – see Faculty of Religious Studies section.**

(Those wishing to follow a B.A. program in Religious Studies apply for entry to the Faculty of Arts.)

Dentistry, Medicine, Nursing, and Physical and Occupational Therapy – see the Health Sciences Calendar.

Common and Civil Law – see the Faculty of Law Calendar.

Applicants are reminded that admission to McGill is competitive, and fulfilment of the minimum entrance requirements does not guarantee acceptance.

**The general criteria for admission are outlined below to serve as a guide for potential applicants.** For some programs there are additional requirements such as letters of reference or interviews. In all cases, full information is contained in the application package. Although the Admissions and Registrar's Office staff are always pleased to meet prospective students, a personal interview is not required for admission to most programs.

## 2.1 Enrolment Limits

The number of applicants who meet the minimum requirements for admission to most programs is usually considerably in excess of the available places.

Applicants are encouraged to indicate a second choice of program on their application form. If not offered admission to the first choice of program, the applicant will automatically be considered for the second choice.

An applicant whose request for admission has been denied may submit a written request for review of the admissions decision.

## 2.2 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

**Note:** Outside of Canada and the United States, TOEFL is generally given every second month. Closing dates for registration are about five weeks before the test date. The results reach McGill approximately eight weeks after the test has been completed. It is the applicant's responsibility to ensure that the results are forwarded directly to the correct McGill Admissions Office by the TOEFL Office. (The institutional code for the Admissions and Registrar's Office at McGill is 0935-00. Applicants should only indicate a departmental code if test results are to be directed to the faculties of Music or Religious Studies.) An institutional version of this test is not acceptable. It is important that the TOEFL score report, the application for admission, and supporting documents all carry an identical name.

## 2.3 Placement Tests in Mathematics and Basic Sciences

Applicants from outside Quebec who believe that they have taken the equivalent of one or more introductory college level science courses (algebra, calculus, biology, chemistry, physics) but who do

not have acceptable certification to that effect, should inquire at the Admissions and Registrar's Office as to their eligibility to take placement examinations at McGill for credit. These examinations will be held prior to, or during, the first week of classes.

Prior to their first registration, students entering the Faculty of Engineering from a Quebec CEGEP program are eligible to receive advanced credit in 189-260 Intermediate Calculus upon successful completion of the Advanced Credit Examination. [See the Engineering entry below.](#)

## 2.4 Applicants from Quebec CEGEPs

(CEGEP: Collège d'enseignement général et professionnel/ College of General and Professional Education.)

Holders of the Diplôme d'études collégiales (DEC)/Diploma of Collegial Studies (DCS) are considered for admission to the first year of a program requiring the completion of a minimum of 90 credits, unless otherwise noted. Students who complete the "DEC en sciences, lettres et arts" may be considered for any university program. Students who have completed a technical or professional DEC will be considered on an individual basis.

Applicants who have completed a French Baccalaureate or an International Baccalaureate in Quebec are also considered for admission to the first year of a program requiring the completion of a minimum of 90 credits, unless otherwise noted.

The course numbers listed below are the CEGEP course numbers which are standard throughout Quebec.

Possession of the DEC does not guarantee admission. Consideration is given to marks in profile courses, in language courses, overall marks in relation to class averages, number of failures, and the length of time taken to complete the program.

**Agricultural and Environmental Sciences, Dietetics and Human Nutrition:** A DEC in Science or equivalent. In addition, the following courses are required: B.Sc.(Agr.Eng) - Mathematics 201-105; B.Sc.(Nutr.Sc.) - Biology 101-401 and Chemistry 202-202. For the B.Sc.(Agr.) Major in Economics, required courses are Mathematics 201-103, 201-203, Physics 203-101\*, Chemistry 202-101\*, Biology 101-301\* (\*if not completed prior to admission these or equivalent courses must be completed in addition to regular program requirements).

**Architecture:** A DEC in Science which includes Mathematics 201-103, 201-105, 201-203; Chemistry 202-101, 202-201; Physics 203-101, 203-201, 203-301. A bound 8½" x 11" portfolio is required of applicants. Applicants who have completed a DEC in Architectural Technology also need the above prerequisites and a reference letter from the head of their department.

**Arts:** A DEC in any program. Particular attention is paid to marks in English and Humanities or French and Philosophy courses.

It is recommended that applicants in the social sciences or commerce who plan to apply for admission to a Bachelor of Arts program in Psychology complete the following courses: one course in Intro. Psych, either 350-101 or 350-102; one course in Biology, either 101-301, 101-401, 101-911 or 101-921; one course in Intro. Stats, either Mathematics 201-307 or 201-337, or Quantitative Methods 360-300 with Mathematics 201-300.

It is recommended that students who plan to apply for admission to the McGill School of Environment B.A. Faculty Program complete Mathematics 201-103 and 201-203.

If necessary, equivalent courses may be taken at McGill in the first year.

**Education:** A DEC in any program. It is recommended that students who plan to apply for admission to the B.Ed. Physical Activity and Health Sciences program complete a DEC in Health Sciences or Pure and Applied Sciences, or equivalent. Applicants to the Concurrent B.Sc./B.Ed. must meet the entrance requirements of both Faculties. All programs require the completion of a minimum of 120 credits; some programs are longer. Particular attention is paid to marks in English or French courses.

**Engineering:** A DEC in Science which includes Mathematics 201-105 or equivalent. All programs in Engineering are a minimum of seven semesters. Prior to their first registration, students entering the Faculty of Engineering from a Quebec CEGEP program are eligible to receive advanced credit in 189-260 Intermediate Calculus upon successful completion of the Advanced Credit Examination. That examination, which is given in June, will cover material that is similar to the syllabus of the CEGEP Calculus III (Mathematics 201-303) course. In all regular engineering programs, students who are successful in the exam will automatically have the number of credits required for the completion of their program reduced by three.

**Management:** A DEC which includes Mathematics 201-103, 201-105, and 201-203. The University recognizes and stresses the desirability for students to receive as broadly based a background as possible in their CEGEP program before proceeding to a Bachelor of Commerce degree. To this end, applicants are strongly discouraged from taking Commerce-oriented courses while in the pre-university program.

**Music:** A DEC in Music or equivalent. Applicants with a DEC in a field other than Music must have the equivalent Music prerequisites. Applicants must have keyboard skills sufficient to use the piano as a tool in their studies; admissibility to any program is determined by audition. [See Faculty section for further details.](#)

**Religious Studies (B.Th.):** A DEC in any discipline. [See Faculty section for further details.](#)

**Science:** A DEC in Science or equivalent. Students intending to follow the programs listed below are advised to complete either Mathematics 201-105 or Biology 101-401 and Chemistry 202-202 in addition to the basic science profile in order to ensure a smooth transition to the University program.

Atmospheric and Oceanic Sciences, Computer Science, Physics – Mathematics 201-105.

Anatomical Sciences, Biochemistry, Biology, Interdepartmental Honours program in Immunology, Microbiology and Immunology, Physiology, Physiology and Physics – Biology 101-401 and Chemistry 202-202.

Although the patterns of study described above are strongly recommended, students who have obtained a DEC with other concentrations will be considered for admission.

Applicants to the Concurrent B.Sc./B.Ed. must meet the entrance requirements of both Faculties.

**Social Work:** A DEC in any discipline. Particular attention is paid to marks in English or French courses. Preference is given to those who have had social work-related experience, paid or volunteer, and those who demonstrate personal suitability for the social work profession. See School section for further details.

## 2.5 Applicants from High Schools in Provinces of Canada other than Quebec

Applicants from Ontario must have completed the OSSD and six or more OACs. For Ontario applicants the prerequisites referred to below are all at the OAC level.

Applicants from provinces other than Ontario and Quebec must hold a Grade 12 diploma. For those applicants, prerequisites referred to below are all at the Grade 12 level.

The application is reviewed taking into account the overall record of study and individual marks in relevant subjects completed at the Grade 11, 12 and OAC levels. Where students have studied in a school where French is the main language of instruction, the prerequisite English courses may instead be French courses.

Students are normally admitted to a program requiring the completion of a minimum of 120 credits; some programs are longer.

**Agricultural and Environmental Sciences, Dietetics and Human Nutrition:** Grade 12 or OAC courses in mathematics (calculus or algebra and geometry) and two of biology, chemistry and physics.

**Architecture (Pre-Architecture program):** Grade 12 or OAC courses in English, mathematics (calculus or algebra and geometry), chemistry and physics. A bound 8½" x 11" portfolio is required of applicants. As there are very few spaces, those interested may wish to indicate Engineering or Science as a second choice on their application and, upon completion of first year basic mathematics and sciences, apply for an inter-faculty transfer to Architecture. The total length of the program is the same in both instances.

**Arts:** Grade 12 or OAC English.

**Education:** Grade 12 or OAC English. In addition, applicants to the Concurrent B.Sc./B.Ed. degree require Grade 12 or OAC mathematics (calculus or algebra and geometry) and normally at least two of biology, chemistry or physics.

**Engineering:** Grade 12 or OAC English, mathematics (calculus or algebra and geometry), chemistry and physics.

**Management:** Grade 12 or OAC mathematics (calculus or algebra and geometry) and English.

**Music:** No specific prerequisite courses. Applicants must have keyboard skills sufficient to use the piano as a tool in their studies; admissibility to any program is determined by audition. [See Faculty section for further details.](#)

**Religious Studies (B.Th.):** No entry directly from high school.

**Science:** Grade 12 or OAC mathematics (calculus or algebra and geometry) and normally at least two of biology, chemistry or physics.

**Social Work:** No entry directly from high school.

## 2.6 Applicants from High Schools in the United States

The application is reviewed taking into account the overall record of study and individual marks in relevant subjects completed in Grades 10, 11, and 12. Students must hold a high school graduation diploma.

Applicants from the United States must write College Entrance Examination Board tests including the SAT I and three appropriate SAT IIs. ACTs are also acceptable.

Applicants will be considered for admission to a program requiring the completion of a minimum of 120 credits; some programs are longer. Students who have completed Advanced Placement Examinations in appropriate subjects with a grade of "3" or better may be granted advanced standing, up to a maximum of 30 credits.

**Agricultural and Environmental Sciences, Dietetics and Human Nutrition:** A pre-calculus course in functions, and at least two of biology, chemistry, and physics. SAT IIs must include mathematics and at least one science.

**Architecture (Pre-Architecture):** Chemistry, physics, and a pre-calculus course in functions. A bound 8½" x 11" portfolio is required of applicants. SAT IIs must include mathematics and chemistry or physics. As there are very few spaces available in the program, those interested may wish to indicate Engineering or Science as a second choice on their application and, upon completion of first year basic mathematics and sciences, apply for an inter-faculty transfer to Architecture. The total length of the program is the same in both instances.

**Arts:** Grade 12 English. SAT IIs must include English.

**Education:** Grade 12 English. SAT IIs must include English. In addition, applicants to the Concurrent B.Sc./B.Ed. degree require a pre-calculus course in functions, and normally at least two of biology, chemistry, or physics. SAT IIs should include two of biology, chemistry, mathematics, or physics.

**Engineering:** A pre-calculus course in functions, chemistry and physics. SAT IIs must include mathematics and chemistry or physics.

**Management:** A pre-calculus course in functions and Grade 12 English. SAT IIs should include mathematics.



**Music:** No specific prerequisites. Applicants must have keyboard skills sufficient to use the piano as a tool in their studies; admissibility to any program is determined by audition. [See Faculty section for further details.](#)

**Science:** A pre-calculus course in functions, and normally at least two of biology, chemistry, or physics. SAT IIs should include two of biology, chemistry, mathematics, or physics.

**Religious Studies (B.Th.) and Social Work:** No entry directly from high school.

## 2.7 International Applicants – General

Applicants are considered for admission to either three or four-year programs in most faculties, depending on their background and qualifications. The normal basis for review of a file is completion of the credentials which lead to university admission in the applicant's country of study. Entry to the School of Social Work or the Faculty of Religious Studies is not possible directly from high school.

It is advisable to write College Entrance Examination Board SAT I and SAT II tests to support the application.

## 2.8 Applicants with Advanced Level Examinations

Applicants are expected to have completed (or be in the process of completing) three Advanced Level papers. They will be considered for admission to a program requiring the completion of a minimum of 120 credits; some programs are longer.

Advanced Level examination results which are appropriate to the intended program of studies will then be assessed for advanced standing and credit when the results are received directly from the appropriate Examination Board. A maximum of 30 credits is granted for Advanced Level papers and a maximum of 10 credits for papers in Mathematics. Credit is normally granted only for grades of "C" or better. It is expected that applicants will have completed five appropriate G.C.S.E. subjects at the Ordinary Level, including English language.

Students who have a very good academic record in Lower Form VI and excellent results in at least five G.C.S.E. subjects at the Ordinary Level may be considered for admission to a program requiring the completion of a minimum of 120 credits.

**Agricultural and Environmental Sciences, Dietetics and Human Nutrition:** Advanced Level examinations in chemistry, physics, and mathematics with a grade of "C" or better.

**Arts, Education, Science, and Concurrent B.Sc./B.Ed.:** Three Advanced Level examinations with an average grade of "C" or better, with not more than one subject having a grade of "D". Ten credits may be granted for each subject with a maximum of 10 credits for mathematics; in the case of Science students, six credits may be granted for papers in non-science subjects. Science applicants are expected to have completed mathematics and two subjects from biology, chemistry or physics at Advanced or GCSE level.

**Engineering and Architecture:** Three Advanced Level examinations with minimum grade of "C" or better in Chemistry, Mathematics and Physics. Applicants who have these subjects at GCSE level, but not Advanced Level, may be considered for admission to a Pre-Architecture year or an extended Engineering program. Admission to Pre-Architecture, Computer Engineering, and Electrical Engineering is highly competitive and applicants must have a very strong academic record.

A bound 8½" x 11" portfolio is required of applicants to Pre-Architecture. As there are very few spaces available in the program, those interested may wish to indicate Engineering or Science as a second choice on their application and, upon completion of first year basic mathematics and sciences, apply for an inter-faculty transfer to Architecture. The total length of the program is the same in both instances.

**Management:** Three Advanced Level examinations with an average grade of "C" or better, with not more than one paper having a

grade of "D"; applicants must normally have Advanced Level results in mathematics with a grade of "C" or better.

**Music:** Three Advanced Level examinations. Applicants must have keyboard skills sufficient to use the piano as a tool in their studies; admissibility to any program is determined by audition. [See Faculty section for further details.](#)

**Religious Studies (B.Th.) and Social Work:** No entry directly from high school.

## 2.9 Applicants with the French Baccalaureate

The normal minimum requirement is to obtain the Diploma in the "Premier groupe", with "Mention assez bien". For some programs, students with "Mention passable" may be considered. Applicants are normally accepted to a minimum 90 credit program; some programs are longer.

**Agricultural and Environmental Sciences, Dietetics and Human Nutrition:** Diploma in Series S.

**Arts and Education:** Diploma in Series L, ES, or S. Applicants to the Concurrent B.Sc./B.Ed. degree require Diploma in Series S; grades of "10" or better in mathematics, biological sciences, and physical sciences; applicants with a Diploma in Series L or ES may be considered on an individual basis.

**Engineering and Architecture:** Diploma in Series S with no courses failed; grades of "10" or better in mathematics and physical sciences are required for Engineering and "13" or better for Architecture. An 8½" x 11" bound portfolio is required of all applicants to Architecture.

**Management:** Diploma in Series ES or S; grades of "11" or better in mathematics.

**Music:** Diploma in Series L, ES, or S. Applicants must have keyboard skills sufficient to use the piano as a tool in their studies; admissibility to any program is determined by audition. [See Faculty section for further details.](#)

**Religious Studies (B.Th.):** Direct entry is not normally possible.

**Science:** Diploma in Series S; grades of "10" or better in mathematics, biological sciences, and physical sciences. Applicants with a Diploma in Series L or ES may be considered on an individual basis.

**Social Work:** Diploma in Series L, ES, or S. Preference is given to those who have had social work-related experience, paid or volunteer, and those who demonstrate personal suitability for the social work profession. See Faculty section for further details.

## 2.10 Applicants with the International Baccalaureate

Applicants who have completed the International Baccalaureate Diploma or individual Certificates will be considered for admission to a program requiring the completion of a minimum of 120 credits; some programs are longer. Normally grades of "5" or better are expected on both Higher and Subsidiary Level papers.

When the official IB examination results are received from the IB Office, advanced standing and credit are granted for Higher Level Examinations with grades of "5" or better in subjects appropriate to the intended program of study. A maximum of 30 credits is granted for International Baccalaureate results. Mathematical Methods is the minimum qualification for any program for which mathematics is a prerequisite.

**Agricultural and Environmental Science, Dietetics and Human Nutrition, Science, and Concurrent B.Sc./B.Ed.:** Higher or Subsidiary Level mathematics and normally two of biology, chemistry, or physics. Ten advanced standing credits may be granted for mathematics and science Higher Level subjects completed within the IB Diploma, up to the maximum of 30 credits, while 6 credits will be given for non-science Higher Level examinations taken as part of the Diploma or for Higher Level Certificate subjects.

**Arts and Education:** No specific prerequisites.

**Engineering and Architecture:** Higher or Subsidiary Level mathematics, chemistry, and physics. Admission to Architecture, Computer Engineering, and Electrical Engineering is highly competitive and applicants must have a very strong academic record. Applicants who have completed Higher Level mathematics, chemistry and physics will be considered for admission to Architecture. Applicants will be considered for admission to Pre-Architecture if any one of mathematics, chemistry or physics is completed at the Subsidiary Level rather than at the Higher Level. A bound 8½" x 11" portfolio is required of all applicants both Architecture and Pre-Architecture.

**Management:** Higher Level mathematics is expected; applicants with Mathematical Methods may be considered on an individual basis.

**Music:** No specific prerequisites. Applicants must have keyboard skills sufficient to use the piano as a tool in their studies; admissibility to any program is determined by audition. [See Faculty section for further details.](#)

**Religious Studies (B.Th.):** Direct entry is not normally possible.

**Social Work:** No specific prerequisites. Preference is given to those who have had social work-related experience, paid or volunteer, and those who demonstrate personal suitability for the social work profession.

## 2.11 Applicants Transferring from other Universities or Colleges

McGill University welcomes applications from well-qualified students in other institutions who wish to transfer into a McGill undergraduate program.

Transfer students are considered on the basis of both their pre-university and university studies and are expected to have been eligible on the basis of both. Normally applicants must have completed, or be in the process of completing, a full year of university studies in order to apply under the transfer policy. They must have a well above average academic record. Credit will be granted for work completed in university courses appropriate to the McGill program which they wish to enter, but admissibility and the transfer credit evaluation can only be determined after the formal application and all necessary supporting documents have been received. In order to qualify for a McGill degree, a minimum of 60 credits taken over at least four semesters must be completed at McGill.

Students who have completed college studies outside Quebec will be considered on an individual basis. Studies in certain types of institutions do not constitute a basis for admission.

**Agricultural and Environmental Science, Dietetics and Human Nutrition, Science, and Concurrent B.Sc./B.Ed.:** Basic science requirements are: one semester of biology; two semesters of general chemistry, with labs; two semesters of physics (including mechanics, electricity and magnetism, and waves and optics), with labs, and one semester in each of differential and integral calculus. A minimum of two semesters of calculus plus two semesters of biology, chemistry or physics (four courses in all) are normally required for admission.

By special agreement, the Nova Scotia Agricultural College, Truro, NS, has arranged to provide their students with a program of study permitting transfer to the upper years in Agriculture or Dietetics and Human Nutrition. Students who have completed such a program of study with satisfactory standing in courses equivalent to those of the B.Sc.(Agr.), the B.Sc.(Agr.Eng.), the B.Sc.(F.Sc.) and the B.Sc.(Nutr.Sc.) curricula will be admitted to the appropriate year of the program, provided that their overall averages, and their grades in individual courses, are considered satisfactory by the Committee on Admissions.

**Arts, Education, Social Work:** no specific prerequisites.

**Engineering, Architecture:** Basic science requirements are: one semester in each of differential and integral calculus; one semester of linear algebra; two semesters of physics (including mechanics, electricity and magnetism, waves and optics), with labs.; and two semesters of general chemistry, with labs. A minimum of two

semesters of calculus plus two semesters of chemistry or physics are normally required for admission to Engineering.

Since admission to Architecture, Computer Engineering, and Electrical Engineering is highly competitive, applicants must normally have completed all of the required university level courses listed above. A bound 8½" x 11" portfolio is required of applicants to Architecture. It is recommended that all transfer applicants submit a copy of their curriculum vitae with their application. Applicants who have previously studied in an architecture program must also arrange for a reference letter to be sent by the head of their program, and if accepted, they will be given advanced standing by the School of Architecture.

**Management:** Prerequisites are one semester each of differential and integral calculus; applicants transferring from a Quebec university must also have one semester of linear algebra.

**Music:** No specific prerequisites. Applicants must have keyboard skills sufficient to use the piano as a tool in their studies; admissibility to any program is determined by audition. [See Faculty section for further details.](#)

**Religious Studies (B.Th.):** Contact the Faculty for information.

## 2.12 Application to programs requiring prior completion of a Bachelor's Degree

An undergraduate degree is defined as being either a three-year degree following a CEGEP Diploma (or equivalent advanced standing) or a four-year degree following high school.

**Environmental Studies Diploma:** A degree with a minimum CGPA of 2.7. Registration may be in Arts or in Science.

**Meteorology Diploma:** Candidates with suitable standing in mathematics, engineering, physics or other appropriate disciplines may apply to this program.

**Music - Artist Diploma:** A Bachelor of Music degree in Performance, the Licentiate in Music of the McGill Faculty of Music, or the equivalent. Admissibility is determined by audition.

**Social Work - Special B.S.W.:** The 48-credit Special B.S.W. program is open to applicants who hold a Bachelor's degree with a high B average, as specified, and have had paid and/or volunteer work experience in the field. See the School section for further details.

## 2.13 Holders of a First Degree seeking a second Bachelor's Degree

Students who already have a bachelor's degree and wish to obtain a second bachelor's degree will, if admitted, be required to complete a minimum of 60 credits, plus completion of any prerequisite courses not previously completed.

**Religious Studies:** Applications are accepted from candidates with a minimum CGPA of 2.7 whether or not the degree contains courses in religion or theology. Such candidates may apply for admission to the joint B.Th./M.Div. program.

## 2.14 Mature Student Admission

Canadian citizens and Permanent Residents who lack the academic background normally required for admission, may apply for entrance as Mature students under the conditions given below. Applicants must have reached the specified age by September 1 (for admission to the fall semester) or January 1 (for admission to the winter semester). Individuals interested in being considered for entrance under this policy should contact the appropriate Admissions Office for further information.

**Agricultural and Environmental Sciences, Dietetics and Human Nutrition:** Applicants who are 23 years of age or older will be considered. Recent qualifying courses are expected to have been completed at a Quebec college or at a university to demonstrate academic potential.

**Architecture:** Applicants who are 23 years of age or older will be considered. For prerequisites, see Section 2.11 “Applicants Transferring from other Universities or Colleges” on page 14.

#### **Arts, Education, Engineering, Science, and Concurrent B.Sc./B.Ed.:**

Applicants who are 23 years of age or older will be considered. Recent qualifying courses are expected to have been completed at a Quebec college or at a university to demonstrate academic potential.

**Management:** Applicants who are 21 years of age or older, and who have completed a qualifying program of study at the McGill Centre for Continuing Education will be considered. The Admissions and Registrar's Office should be consulted for further information. January admission to Management is only possible through the part-time Evening Program.

**Music:** Applicants who are 21 years of age or older, and who are able to demonstrate exceptional talent in their discipline will be considered. [See Faculty section for further details.](#)

**Religious Studies:** Applicants who are 27 years of age or older will be considered. If accepted, such students are enrolled in a qualifying year before being considered for the 90-credit B.Th. program. [See Faculty section for further details.](#)

**Social Work:** Applicants who are 23 years of age or older, and have had significant paid or volunteer community work experience in related fields as well as having recently completed qualifying courses at the college or university level as specified, will be considered. [See School section for further details.](#)

### 2.15 Special Students

A Special Student takes regular credit courses but is not working towards a degree. Special student status normally requires a student to have an approved plan of study and to hold an undergraduate degree with an appropriate background. Registration is permitted for one year only, after which time the student must apply for admission to a regular program. Additional information may be obtained from the Admissions and Registrar's Office.

Applications for September received before July 1 are given priority. Applications received after that date will be considered on a discretionary basis, subject to availability of places in the program and submission of official supporting documents. Applications for January must be received by November 1.

**Architecture:** Candidates referred by l'Ordre des Architectes du Québec (OAQ) are considered on an individual basis.

**Engineering:** Candidates referred by l'Ordre des Ingénieurs du Québec (OIQ) are considered on an individual basis.

**Music:** Applicants are required to have the necessary music prerequisites for the courses concerned. Registration is subject to the availability of space in the course(s). Special Students are not entitled to lessons in an instrument or in voice. [See Faculty section for further details.](#)

### 2.16 Visiting Students

Students who are interested in taking courses at McGill for credit towards their program at another university may apply to be Visiting students. This status may be granted for a maximum of one year.

Students should ascertain that their courses are acceptable for transfer to their home university.

The application deadline is July 1 for September admission and November 1 for January admission. Additional information may be obtained from the Admissions and Registrar's Office, or the appropriate Faculty Admissions Office.

### 2.17 Exchange Students

Students registered in degree programs which have official exchange agreements with McGill University or which are members of GOTSEP (Group of Ten Student Exchange Program) may apply as Exchange Students. In addition, McGill, together with other

Quebec universities, participates in a number of exchange programs through CREPUQ (la Conférence des recteurs et principaux des universités du Québec). Exchange students are selected and officially nominated by their home universities.

Applicants are considered on an individual basis; the minimum entrance requirement is generally a B average. Where appropriate, grades obtained in courses relevant to the proposed studies will be considered in addition to the overall average. Entrance into courses which have a limited enrolment, or where permission of the instructor is required, is not guaranteed. Successful completion of courses does not guarantee entrance into a regular degree program.

Although the home university application deadlines vary, documents must be submitted to McGill by May 1 (Music applicants refer to section 1.1 “Application Deadlines” on page 10.) for admission in the following fall (September) or winter (January) semester. The application fee is waived for Exchange students.

### 2.18 Readmission

Students wishing to return after an absence of a portion of an academic year or more must make application in writing to the Associate Dean of the appropriate faculty (not to the Admissions and Registrar's Office) to be readmitted, stating the reasons for their absence from the University and giving a summary of their activities during that period. Such applications must be submitted before August 15 for readmission in September and December 1 for readmission in January.

students who withdrew because of illness should provide some indication that they are ready to resume studies.

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

### 2.19 Inter-Faculty Transfer

McGill students who wish to transfer from one faculty to another within McGill should proceed as follows:

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

**Agricultural and Environmental Science, Dietetics and Human Nutrition:** Information and inter-faculty transfer forms are available at the Student Affairs Office. The deadline for applications is June 1 for the fall term and November 1 for the winter term.

**Arts and Science:** Information and inter-faculty transfer forms are available at the Student Affairs Office. The deadline for applications is June 1 for the fall term. (There are no winter term transfers into Arts and Science.)

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

**Engineering (except Architecture):** Students must apply to the Faculty Student Adviser, Student Affairs Office, Faculty of Engineering, Room 378, Macdonald Engineering Building. Deadlines for applications are June 1 for the fall term and November 1 for the winter term. (There is no admission to the first year of the Electrical/Computer Engineering program for the winter term.)

**Management:** Students must apply in writing to the Manager, Undergraduate Affairs and Advising, Faculty of Management. The deadline for applications is June 1 for the fall term. (There is no admission to Management for the winter term.)

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



### 3. General Information for Students

#### 3.1 MARS, SATURN, OASIS, *InfoMcGill*, DAS

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

**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.

**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, as well as in Bishop Mountain Hall, the Bookstore, Bronfman Building, Burnside Hall, Centre for Continuing Education, Dawson Hall, Education Building, Leacock Building (Arts Computer Lab), Macdonald Engineering Building, Macdonald-Harrington Building, Powell Student Services Building, Redpath Library, Sir Arthur Currie Memorial Gymnasium, Stewart Biology Building, Strathcona Music Building, University Centre, and at Macdonald Campus in the Student Affairs Office.

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

**DAS** (McGill's Dial-up Access Services). All new 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 Section 14.2 "Computing Facilities" on page 35. (Note: charges for DAS usage do not apply when accessing McGill's systems and e-mail from campus.)

#### 3.2 ID Cards

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

Registered students on the Downtown Campus may obtain an ID card between 09:00 and 17:00, 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 pursuing their studies on the Macdonald Campus should go to the 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 Univer-

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

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

#### 3.3 Language Policy

The language of instruction at McGill is English. Students may, if they wish, write term papers and examinations in French. It is recommended that students who lack proficiency in English avail themselves of the opportunity to take an intensive English as a Second Language course prior to, or early in, their program of studies. Information concerning second language course offerings can be found in the Faculty of Arts section of this Calendar and in the Summer Studies and Continuing Education Calendars.

#### 3.4 Plagiarism and Cheating

In submitting work in their courses, students should remember that plagiarism and cheating are considered to be extremely serious offences. Students who have any doubt as to what might be considered "plagiarism" in preparing an essay or term paper should consult the instructor of the course to obtain appropriate guidelines. 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*.

#### 3.5 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*.

#### 3.6 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.

#### 3.7 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.

#### 3.8 Non-smoking Policy

According to Provincial legislation, "An Act Respecting the Protection of Non-Smokers in Certain Public Places" (Bill 84), smoking is prohibited in all classrooms, libraries, conference rooms, seminar rooms, elevators, laboratories, day-care centres, chapels, enclosed sports facilities, and rooms or at counters where services are provided.

#### 3.9 Special Medical Needs

Students who have particular medical needs are requested to have their physician submit appropriate information on a confidential basis to the Student Health Service, see Section 11.2.10 on page 31.



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

### 3.10 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.

### 3.11 Health Insurance – International Students

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

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

All inquiries related to this University policy must be directed to 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](mailto:intlhealth@stuserv.lan.mcgill.ca)

### 3.12 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 Adviser, Powell Student Services Building, 3637 Peel Street, Montreal, Quebec, H3A 1X1.

### 3.13 Sponsorship of Non-Resident Minors

Students **other than** Canadian citizens and Permanent Residents who have not yet reached the age of eighteen (18) years who wish to study in Canada must show proof that there is a legal sponsor in Canada to act as guardian until the date of the student's 18th birthday. Two documents are needed to complete this process. The first is a notarized letter from the student's parents authorizing a specific individual in Canada to act as the official sponsor until the specified date of the 18th birthday. The second document is the certified letter from the Canadian sponsor acknowledging and accepting the conditions of sponsorship. These documents must be submitted with the application to both Quebec and Canada Immigration.

For students without family or friends in Montreal who can provide sponsorship, the notarized letter of authorization can be made out to the Dean of Students, McGill University, 3637 Peel Street, Room 211, Montreal, Quebec, H3A 1X1.

Further clarification of any of the regulations governing student status in Quebec can be provided by the nearest Canadian Embassy or Consulate.

## 4. 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>]**

### 4.1 Tuition Fees

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

Students in need of financial support can consult section 12. "Scholarships and Financial Aid" on page 32. Further information can be obtained from the Student Aid Office.

#### Quebec Students

The 1998-99 tuition fees for Quebec students who are Canadian citizens or Permanent Residents are \$55.61 per credit or \$1,668.30 for 30 credits.

In accordance with provincial government requirements, students must provide proof that they qualify for assessment of fees at the Quebec rate. 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. (The student must first be a Canadian citizen or Permanent Resident to qualify under any category of Quebec resident.)

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 or \$2,868.30 for 30 credits. In accordance with provincial government requirements, students must provide proof that they qualify for assessment of fees at the non-Quebec Canadian rate. 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 can range from \$275.61 to \$400.00 per credit (\$8,268.30 - \$12,000.00).

The international fees which are listed below are representative of fees that students could expect to be charged in each degree. Tuition fees may vary depending on the nature of the course taken.

Exemption from International Tuition Fees may be claimed by students in certain categories. 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 and the text of the booklet is available on *info*McGill or via the internet at <http://www.finance.mcgill.ca>. Returning students who require a copy should contact the Student Accounts Office, Room 301, James Administration Building. 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 a normal full-time course load of 30 credits per year.

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

**FACULTY OF AGRICULTURAL & ENVIRONMENTAL SCIENCES and School of Dietetics and Human Nutrition – B.Sc.(Agr.), B.Sc.(Agr.Eng.), B.Sc.(F.Sc.), B.Sc.(Nutr.Sc.)**

| 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                  |
| <b>TOTAL</b>                        | <b>\$2,414.83</b> | <b>\$3,614.83</b>    | <b>\$9,847.21</b>      |

**FACULTY OF ARTS – B.A.**

| Fees /Charges                       | Quebec Students   | Non-Quebec Canadians | International Students |
|-------------------------------------|-------------------|----------------------|------------------------|
| Tuition                             | 1,668.30          | 2,868.30             | 8,268.30               |
| Society and Other Fees              | 403.23            | 403.23               | 335.61                 |
| 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                  |
| <b>TOTAL</b>                        | <b>\$2,471.53</b> | <b>\$3,671.53</b>    | <b>\$9,003.91</b>      |

**FACULTY OF ARTS, School of Social Work – B.S.W.**

| Fees / Charges                      | Quebec Students   | Non-Quebec Canadians | International Students |
|-------------------------------------|-------------------|----------------------|------------------------|
| Tuition                             | 1,668.30          | 2,868.30             | 8,268.30               |
| Society and Other Fees              | 380.23            | 380.23               | 303.61                 |
| 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                  |
| <b>TOTAL</b>                        | <b>\$2,448.53</b> | <b>\$3,648.53</b>    | <b>\$8,971.91</b>      |

**FACULTY OF EDUCATION – B.Ed.**

| Fees / Charges                      | Quebec Students   | Non-Quebec Canadians | International Students |
|-------------------------------------|-------------------|----------------------|------------------------|
| Tuition                             | 1,668.30          | 2,868.30             | 8,268.30               |
| Society and Other Fees              | 370.73            | 370.73               | 303.11                 |
| 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                  |
| <b>TOTAL</b>                        | <b>\$2,439.03</b> | <b>\$3,639.03</b>    | <b>\$8,971.41</b>      |

**FACULTY OF ENGINEERING – B.Eng.**

| Fees / Charges                      | Quebec Students   | Non-Quebec Canadians | International Students admitted before 1998/99 | International Students admitted as of 1998/99 |
|-------------------------------------|-------------------|----------------------|--|---|
| Tuition                             | 1,668.30          | 2,868.30             | 9,168.30                                       | 11,000.00                                     |
| Society and Other Fees              | 573.73            | 573.73               | 506.11   | 506.11  |
| Student Services                    | 244.00            | 244.00               | 244.00   | 244.00  |
| Registration Charge and Transcripts | 96.00             | 96.00                | 96.00  | 96.00   |
| Information Technology Charge       | 60.00             | 60.00                | 60.00  | 60.00   |
| <b>TOTAL</b>                        | <b>\$2,642.03</b> | <b>\$3,842.03</b>    | <b>\$10,074.41</b>                             | <b>\$11,906.11</b>                            |

**FACULTY OF ENGINEERING, School of Architecture – B.Arch.**

| Fees / Charges                      | Quebec Students   | Non-Quebec Canadians | International Students |
|-------------------------------------|-------------------|----------------------|------------------------|
| Tuition                             | 1,668.30          | 2,868.30             | 9,168.30               |
| Society and Other Fees              | 427.55            | 427.55               | 359.93                 |
| 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                  |
| <b>TOTAL</b>                        | <b>\$2,495.85</b> | <b>\$3,695.85</b>    | <b>\$9,928.23</b>      |

**FACULTY OF ENGINEERING, School of Architecture – B.Sc.(Arch.)**

| Fees / Charges                      | Quebec Students   | Non-Quebec Canadians | International Students |
|-------------------------------------|-------------------|----------------------|------------------------|
| Tuition                             | 1,668.30          | 2,868.30             | 9,168.30               |
| Society and Other Fees              | 445.23            | 445.23               | 377.61                 |
| 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                  |
| <b>TOTAL</b>                        | <b>\$2,513.53</b> | <b>\$3,713.53</b>    | <b>\$9,945.91</b>      |

**FACULTY OF MANAGEMENT – B.Com.**

| Fees / Charges                      | Quebec Students   | Non-Quebec Canadians | International Students Admitted before 1997/98 | International Students Admitted as of 1997/98 |
|-------------------------------------|-------------------|----------------------|--|---|
| Tuition                             | 1,668.30          | 2,868.30             | 8,268.30                                       | 12,000.00                                     |
| Society and Other Fees              | 494.73            | 494.73               | 427.11   | 427.11  |
| Student Services                    | 244.00            | 244.00               | 244.00   | 244.00  |
| Registration Charge and Transcripts | 96.00             | 96.00                | 96.00  | 96.00   |
| Information Technology Charge       | 60.00             | 60.00                | 60.00  | 60.00   |
| <b>TOTAL</b>                        | <b>\$2,563.03</b> | <b>\$3,763.03</b>    | <b>\$9,095.41</b>                              | <b>\$12,827.11</b>                            |

**FACULTY OF MUSIC – B.Mus.**

| Fees / Charges                      | Quebec Students   | Non-Quebec Canadians | International Students |
|-------------------------------------|-------------------|----------------------|------------------------|
| Tuition                             | 1,668.30          | 2,868.30             | 9,168.30               |
| Society and Other Fees              | 656.73            | 656.73               | 589.11                 |
| 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                  |
| <b>TOTAL</b>                        | <b>\$2,725.03</b> | <b>\$3,925.03</b>    | <b>\$10,157.41</b>     |

**FACULTY OF RELIGIOUS STUDIES – B.Th.**

| Fees / Charges                      | Quebec Students   | Non-Quebec Canadians | International Students |
|-------------------------------------|-------------------|----------------------|------------------------|
| Tuition                             | 1,668.30          | 2,868.30             | 8,268.30               |
| Society and Other Fees              | 309.55            | 309.55               | 241.93                 |
| 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                  |
| <b>TOTAL</b>                        | <b>\$2,377.85</b> | <b>\$3,577.85</b>    | <b>\$8,910.23</b>      |



**FACULTY OF SCIENCE – B.Sc.**

| Fees / Charges                      | Quebec Students   | Non-Quebec Canadians | International Students |
|-------------------------------------|-------------------|----------------------|------------------------|
| Tuition                             | 1,668.30          | 2,868.30             | 9,168.30               |
| Society and Other Fees              | 407.73            | 407.73               | 340.11                 |
| 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                  |
| <b>TOTAL</b>                        | <b>\$2,476.03</b> | <b>\$3,676.03</b>    | <b>\$9,908.41</b>      |

**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, (514) 398-6012.

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

**Student Services**

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

**Registration Charge**

The University will charge a per 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                    | \$30.00 |
| Half-time/additional session | \$15.00 |

**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 |

**4.2 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

100.00

Audition Fee (Music)

25.00

Late Music Placement Examination Fee

50.00

Late Registration

*After regular registration deadline:*

|  |       |
|--|-------|
| All eligible returning students, except Special students and Graduate Faculty part-time and additional session students. | 50.00 |
| Special students and Graduate Faculty part-time and additional session students.   | 20.00 |

*As of the second day of classes*

|  |        |
|--|--------|
| All students except Special students and Graduate Faculty part-time and additional session students. | 100.00 |
| Special students and Graduate Faculty part-time and additional session students.                     | 40.00  |

Late Payment

25.00

- (charged on balances >\$50 as of the end of October (end of February for the Winter semester)

Interest on outstanding balances (rate determined in February, to be applicable on June 1st)

Minimum Charge upon withdrawal 100.00

Re-reading Examination Paper

(refundable if the letter grade is increased)

35.00

Credit by Exam (Music)

25.00

Supplemental Examinations, each written paper

35.00

Supplemental Practical Examination in Music; also

150.00

applies to students not registered for practical instruction during the term in which they take a practical examination\*

Late Course Change Fee

25.00

Late application fee for Music Performance examination (requires permission from Chair, Performance Dept.)

25.00

Music Summer Practice Fee

– for June, July and August

150.00

– or per month

60.00

Returned cheque

20.00

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

Published by the Student Accounts Office.

### 4.3 Payment of Fees

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

All students will receive a fee statement once their registration has been confirmed, due at the end of the month in which the statement is mailed. For most returning students this will take place in the month of August (December for the Winter 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.**

### 4.4 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 Section 3.1 on page 16.

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

### 4.5 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.

## 5. Registration, Courses and Grading

**Refer also to Registration information in each Faculty section.**

All students who have accessed MARS to register must officially withdraw in writing from the University if they decide not to attend the session(s) for which they have registered. Otherwise they will be liable for all resulting tuition and other fees. As stated in the Fees section, students who have outstanding fees or fines due the University will not be permitted to register. Access to MARS for the Registration function will be denied until these debts are paid in full.

### 5.1 Registration

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

#### Returning Students:

Returning students register by MARS between Tuesday, March 17 and Wednesday, July 22. Some faculties and departments set their own schedules for advising and registration within these dates. Further information is distributed from the Faculty Student Affairs Offices.

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

#### New Students:

Newly admitted students entering in September register by MARS between Wednesday, August 5 and Tuesday, September 1. Some faculties and departments require that students be advised before registration and set specific dates for advising and registration within these dates. Registration for newly admitted students entering in January is held between Thursday, December 3 and Monday, January 4.

Please refer to the faculty sections of this Calendar as well as to the "Welcome" book sent with the acceptance package.

#### 5.1.1 LATE REGISTRATION

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

#### Returning Students:

May register late by MARS from Wednesday, August 5 until and including Tuesday, September 1 with the payment of a late registration fee of \$50 (\$20 for Special Students)

#### New and Returning Students:

May register late by MARS from Wednesday, September 2 until Sunday, September 13 with the payment of a late registration fee of \$100 (\$40 for Special Students)

#### SPECIAL LATE REGISTRATION:

Students whose records are not available through MARS during the late registration period, usually due to late admission, may re-

ceive special permission to register in person. This information is included with their letter of acceptance.

## 5.2 Course Load

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

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

Students in Arts, Education, Management, Religious Studies, or Science whose GPA is above 3.0 may take 18 credits per term.

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

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

Engineering: 13 credits, including repeated courses.

Music: 15 credits.

Management: 12 credits maximum of new material.

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

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

## 5.3 First Year Seminars

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

FYS classes are limited to a maximum of 25 students, and are designed to provide closer interaction with the professor and better working relations with peers. The seminars endeavour to teach the latest scholarly developments and expose participants to advanced research methods. Registration is on a first-come, first-served basis through MARS. Students may take only one FYS. For a listing of First Year Seminars, see the [Faculty of Arts \(Section 4.2.1\)](#) and [Faculty of Science \(Section 4.2.1\)](#).

## 5.4 Summer Session / Summer Studies

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

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

Students may enrol in no more than 12 credits (Education students, 15 credits; Music students, 18 credits) during the summer, at McGill or at other universities, except by special permission of their Associate Dean.

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

## 5.5 Timetable

Course timetable information is accessible via McGill's electronic timetable which can be accessed on the World Wide Web at <http://www.mcgill.ca> (click on *infoMcGill*) or, on campus, by direct access to *infoMcGill*). For information on where to find *infoMcGill* stations on campus, see Section 3.1 on page 16.

Timetable information for the upcoming fall and winter sessions is available starting in early March. This information is subject to

change and is updated every work day evening. Course locations are added to the electronic timetable in early June for the fall term, and in early November for the winter term. It is the responsibility of all students to consult the electronic timetable at the time of registration and again before courses begin, to ensure that timetable changes have not resulted in conflicts in their schedule.

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

## 5.6 Course Nomenclature

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

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

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

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

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

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

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

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

## 5.7 Course Numbering System

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

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

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

A bullet ● beside the course number indicates that the course will not be offered in 1998-99. A star ★ indicates a course which is



taught only in alternate years. Additional symbols are defined in the sections where they are used.

## 5.8 Departmental Codes

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

### AGRICULTURAL AND ENVIRONMENTAL SCIENCES

- 330, 338, 344, 348, 352, 354, 360** – Faculty (non-departmental)  
**333** – Food Science and Agricultural Chemistry  
**334** – Agricultural Economics  
**336** – Agricultural and Biosystems Engineering  
**367** – Plant Science  
**342** – Animal Science  
**349, 350, 362, 372, 373, 374, 375** – Natural Resource Sciences  
**382** – School of Dietetics and Human Nutrition

### Arts

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

### Science

- 177** – Biology  
**180** – Chemistry  
**182** – Environmental Studies  
**183** – Geography  
**186** – Earth and Planetary Sciences  
**189** – Mathematics and Statistics  
**195** – Atmospheric and Oceanic Sciences  
**197** – Northern Studies  
**198** – Physics  
**202** – Biotechnology  
**204** – Psychology  
**308** – Computer Science

### Music

- 211** – Theory and Analysis

- 212** – Musicianship  
**213** – Composition  
**214** – Music History and Literature  
**215** – Performance Practice  
**216** – Computer Technology  
**219** – Graduate Faculty Music Courses  
**221** – Choral Techniques  
**222** – General Music Techniques  
**223** – Instrumental Techniques  
**240** – Jazz Studies  
**242** – Other Performance Courses  
**243** – Ensembles  
**224-239, 250-259, 262-265** – Instruments

### Religious Studies

- 260** – Religious Studies

### Management

- 270** – General  
**271** – Accounting  
**272** – Organizational Behaviour and Human Resource Management  
**273** – Management Information Systems  
**274** – Finance  
**275** – Marketing  
**276** – Strategic Management  
**277** – Management Science  
**278** – International Business  
**279** – Labour Management Relations/Economics  
**280** – Primary Core

### Engineering

- 300** – Faculty (non-departmental)  
**301** – Architecture  
**302** – Chemical Engineering  
**303** – Civil Engineering and Applied Mechanics  
**304** – Electrical Engineering  
**305** – Mechanical Engineering  
**306** – Mining and Metallurgical Engineering  
**309** – Mining Courses at École Polytechnique  
**399** – Biomedical Engineering  
**409** – Urban Planning

### Other

- 170** – McGill School of Environment  
**395** – Oceanography  
**407** – Social Work

### Education

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

**Medicine**

- 504 – Anatomy
- 507 – Biochemistry
- 516 – Experimental Medicine
- 527 – Social Studies in Medicine
- 528 – Microbiology and Immunology
- 531 – Neurology and Neurosurgery
- 546 – Pathology
- 549 – Pharmacology
- 552 – Physiology
- 555 – Psychiatry
- 576 – Nursing

**5.9 Change of Course (Drop/Add)**

Students who wish to add or drop a course for which they are registered must obtain change of course information from the Student Affairs Office of their respective faculty before making any changes on MARS. These instructions will provide important information such as the following:

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

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

**5.10 Regulations Concerning Withdrawal****5.10.1 COURSE WITHDRAWAL**

Students who wish to withdraw from certain courses after the course change period must consult their Student Affairs Office for information on procedures. Students who wish to withdraw from required or complementary courses should also secure permission from their adviser. The Student Affairs Office will supply the necessary form which must be completed and approved before the student records the withdrawal on MARS. **Please consult the withdrawal (W) deadline dates listed in the Calendar of Dates in the front of this Calendar.** (Additional restrictions in **Music courses** are indicated in the **Faculty of Music** section.)

The responsibility for initiating withdrawal rests solely with the student. Neither notification of the course instructor nor discontinuance of class attendance will suffice. The date on which a student's withdrawal is telephoned to MARS is the official date of withdrawal, even if the student stopped attending lectures earlier.

After the deadline the student may, under exceptional circumstances, be granted permission to withdraw from a course. **(Permission will not be granted merely because a student is doing unsatisfactory work.)** W or WF, as appropriate, will appear on the transcript but will not be calculated in the GPA.

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

**5.10.2 UNIVERSITY WITHDRAWAL**

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

The responsibility for initiating withdrawal rests solely with the student. Neither notification of the course instructor nor discontinuance of class attendance will suffice. The date on which a student's withdrawal form is submitted to the Student Affairs Office is the official date of withdrawal, even if the student stopped attending lectures earlier.

The date on which a student's withdrawal form is submitted to the Student Affairs Office is the official date of withdrawal, even if the student stopped attending lectures earlier.

The deadline for withdrawal from the University for students in the Faculty of Arts or Science is the same deadline as for a course withdrawal, see **"Withdrawal Deadlines – 1998-99 on page 6.** After the deadline, students may, under exceptional circumstances, be granted permission to withdraw from the University. Such students should contact the Student Affairs Office in Dawson Hall for further information.

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

**5.10.3 WITHDRAWAL REFUNDS**

| <b>Fall Term</b>                   | <b>Refunds</b>  |
|------------------------------------|---|
| Up to and including September 20th | Returning students – 100%*<br>(Less minimum charge of \$100 in case of complete withdrawal)<br>New students – 100%*<br>(Less registration deposit.) |
| After September 20th               | No Refund   |
| <b>Winter Term</b>                 |   |
| Up to and including January 24th   | Returning students – 100%*<br>(Less minimum charge of \$100 in case of complete withdrawal)<br>New students – 100%*<br>(Less registration deposit.) |
| After January 24th                 | No Refund   |

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

These dates are independent of the deadline dates given for withdrawal from courses.

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

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

Full refunds for practical instruction will be given up to the end of the course change period.

**5.11 Changes to Student Records**

Students register for their courses via MARS and accordingly are responsible for the accuracy of their record insofar as course registration is concerned. MARS may be accessed at any time by students to verify their course registrations.

The purpose of verification period is to ensure formally the accuracy of all student information. This includes program and course registration, as well as personal information such as mailing and home addresses.

After the end of course change (drop/add) period, courses may be added only with written permission of the instructor and the Office of the Associate Dean. A fee will be charged for each course added.

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

Withdrawal from a course will result in a grade of W, provided the withdrawal is made prior to the published deadline. Withdrawal after the deadline is permitted only for compelling reasons such as illness, verified and accepted by the Office of the Associate Dean. (Permission will not be granted merely because a student is doing

unsatisfactory work.) A grade of W or WF as appropriate will appear on the transcript.

After course change period and within two months after completion of the course, students will be permitted to add/withdraw to correct an error in registration upon presentation of proof of attendance in the course to be added and absence from the course for withdrawal. In the case of a course withdrawal, full refund and a grade of W will be granted provided that the absence from the course started before the end of the drop/add period. A late course change fee will be charged for each late course added or withdrawn, see Section 4.2 on page 20.

Normally no change to the grade in a specific course or refund is made more than four months after the completion of the course.

All requests for changes to a student's record made after that time are to be submitted to the Student Affairs Office of the student's faculty. The Student Affairs Office will obtain the necessary documentation and make and implement all decisions that require only grade changes, etc. to the student's record. Changes to the student's record other than grade changes fall under the authority of the Admissions and Registrar's Office which is to decide upon and implement such changes in a uniform way.

Students who request these changes based on compassionate grounds and who are also requesting a fee refund, will be referred to the Office of Student Aid with a letter being forwarded to that Office by the Associate Dean (Student Affairs) of the faculty outlining the reasons for the withdrawal.

## 5.12 Credit and Grading Systems

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

### 5.12.1 GRADING, LETTER GRADES AND GRADE POINT AVERAGES (GPA)

Courses are graded either by letter grades or in percentages, but the official grade in each course is the letter grade. All reports of standing, verification forms, transcripts and other documents will show both letter grades and reported percentages. Where appropriate, a class average will be calculated and appear on transcripts expressed as the letter grade most representative of the class performance. Grades A through C are termed satisfactory passes, D a conditional (non-continuation) pass, and F a failure. Certain courses have been approved for Pass/Fail (P/F) grading. Students may also designate elective courses to be graded under the Satisfactory/Unsatisfactory option, see Section 5.12.3 on page 25. Students may not register in a course for which they have not passed all the prerequisite courses with a grade of C or better, except by written permission of the Departmental Chair concerned.

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

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

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

Letter grades are assigned grade points according to the table shown above. Standing will be determined on the basis of a grade point average (GPA) computed by dividing the sum of the course credit times the grade points by the total course credits attempted:

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

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

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

### 5.12.2 OTHER LETTER GRADES

- P** – pass; not included in GPA.
- K** – incomplete; deadline extended for submission of work in a course (see Incomplete Courses, 6.11.4).
- KF** – failed to meet the extended deadline for submission of work in a course; counts as a failure in the GPA and CGPA.
- KK** – completion requirement waived.
- K\*** – further extension granted (see Incomplete Courses, 6.11.4).
- \*\*J** – unexcused absence (failed): the student is registered for a course but does not write the final examination or do other required work; calculated as a failure in the GPA and CGPA.
- R** – credit for satisfactory participation (permitted only in Music Dept. of Performance; use must be approved by Department Chair); not included in GPA.
- S** – Satisfactory; equivalent to C or better in an elective course; not included in GPA. (See 6.11.3)
- U** – Unsatisfactory; equivalent to D or F in an elective course; not included in GPA. (See 6.11.3)
- W** – withdrew; a course dropped, with permission, after the change of course period; not included in GPA.
- WF** – withdrew failing; a course dropped, with special permission in exceptional case, after faculty deadline for withdrawal from course, the student's performance in the course at that stage being on the level of an F; not included in GPA. (Not used in Music.)
- L** – deferred examination.
- L\*** – permitted to defer examination for more than the normal period.
- WL** – faculty permission to withdraw from a deferred examination.
- Q** – course continued in next term.
- &&** – grade not yet available (no averages calculated).
- -- no grade: student withdrew from the University.

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

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

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

### 5.12.3 COURSES TAKEN UNDER THE SATISFACTORY/ UNSATISFACTORY OPTION

Student may take one elective course per term to be graded under the Satisfactory/Unsatisfactory option, to a maximum of 10% of the



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

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

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

This option is not open to Special students.

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

### 5.12.4 INCOMPLETE COURSES

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

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

If a new grade is submitted within the deadline by the instructor, this will appear on the student's faculty reports and verification forms following the K and will replace the K on the student's official transcript.

If the required work is not completed before the deadline, the grade of KF will be recorded in the same way as the grade above. (KF denotes a failed course and has the same effect on the GPA as an F.)

In exceptional circumstances, and with the approval of the Associate Dean, the deadline may be extended further, in which case the grade of K\* will appear. When the extended deadline has not been met, the grade of KF will be recorded as above. Music students who have marks of K not cleared by mid-May are ineligible for scholarships.

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

### 5.13 Academic Standing

Students enter the University in satisfactory standing and their academic standing is determined in accordance with the regulations of their faculty. Students who are placed in unsatisfactory standing must apply to the faculty for readmission. Consult each section of this Calendar for the Regulations on Academic Standing that apply to the particular faculty.

## 6. Examinations

### 6.1 Examinations – General Information

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

Students may, if they wish, write term papers and answers to examinations in French (except in the case of certain language and literature courses).

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

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

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

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

### CLASS TESTS

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

### SPECIAL FACILITIES

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

### CREDIT BY EXAMINATION

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

## 6.2 Final Examinations

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

### 6.2.1 UNIVERSITY REGULATIONS CONCERNING FINAL EXAMINATIONS

#### Preamble

The objectives of these regulations are as follows:

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

#### Regulations

1. These regulations shall apply to undergraduate courses up to and including the 400 level that are evaluated by the use of written examinations. They shall not apply to clinical, field, laboratory, performance, and seminar courses, or to other courses that are evaluated solely by means of a design, paper, program, or project.
2. Written examinations (including take-home examinations) shall not be held during the last two weeks of scheduled classes during the fall and winter terms, except where a pattern of continuous evaluation has been established, in which case the total value of examinations given in this period shall comprise no more than 10% of the final mark.

3. If the written examinations in a course constitute 50% or more of the final mark, one of these shall be given as a final written examination; and it shall take place during the examination period after the last day of scheduled lectures in December or April.
4. A final examination given during the examination period shall be worth at least 25% of the final mark.
5. Students shall be informed of all course requirements by the end of the course change period. All term work shall be assigned early enough in the term for students to complete the assignment(s) by the last day of class.
6. The due date for term work in courses to which these regulations apply shall be no later than the last day of classes.
7. In full-year (D) courses, instructors who wish to give a mid-year examination in December must schedule it in the formal examination period.
8. The principles enunciated in these regulations shall be applied, appropriately modified, to courses given during the summer, to other courses of less than a 13-week duration, and to courses in the Faculties of Law, Medicine, Dentistry, and Education that do not follow the normal University Timetable.
9. Individual faculties may propose variations in these regulations to the Academic Policy and Planning Committee in order to meet their special needs.
10. These regulations, and any variations to them, shall be made known to students by each faculty.

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

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

### 6.2.2 DEFERRED EXAMINATIONS

Students who, for serious reasons such as illness or family affliction, have been unable to write one or more examinations, may receive the permission of their own faculty Student Affairs Office (Associate Dean in Music) to defer the examination to the next supplemental examination period, except in Engineering (where students write the examination the next time the course is given). Students should be aware that deferred examinations are granted only for compelling reasons, verified and accepted by the Student Affairs Office. Supporting evidence such as an appropriate medical report is required. The Student Affairs Office must be informed as soon as possible after the examination of the reasons for absences. Final application deadline in Arts and Science for deferred examinations is January 15, for A courses and May 15, for B and D courses. If the request is approved, an L will appear on the Report of Standing in place of a grade in such courses, followed by the grade obtained in the deferred examination after it has been written.

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

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

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

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

### 6.2.3 REASSESSMENTS AND REREADS

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

## 7. Study at Other Institutions

### 7.1 Internship Year – Engineering and Science, Co-op Programs (Mining and Metallurgical)

The Internship Year in Engineering and Science (IYES) Program allows Engineering and Science students to gain professional work experience during the course of their undergraduate studies. Students who are accepted for the internship will be paid a salary within the average range of those for entry level professional positions. Participation in the IYES Program will be noted on the student's permanent record. Employment through the IYES Program typically begins in May and continues for up to 16 months (minimum 8 months), including a four-month probationary training period. While employed by the participating companies, students work on assignments related to their field of study. Projects generally involve research and development. Employers choose the most suitable students for their organization through an application and interview. **For further information see Faculty of Engineering, section 2.8.**

The Department of Mining and Metallurgical Engineering also offers Co-op programs in Metallurgical and Mining Engineering, see Faculty of Engineering, section 4.7.

### 7.2 Study Away from McGill

Students may be permitted to study for a term or a year at another university. To be eligible, students must be in satisfactory standing and have maintained a CGPA of not less than 3.0. In addition, students would normally be entering the second year of a 90-credit program or the third year of a 120-credit program. Permission must be obtained from the Student Affairs Office.

### 7.3 Quebec Inter-University Transfer Agreement (IUT)

Regular undergraduate and graduate degree, diploma or certificate candidates registered at McGill may, with the written permission of the Dean of their faculty or delegate, register at any university in the province of Quebec for three (3), or exceptionally six (6), credits per term. These courses, subject to faculty regulations, will be recognized by McGill for the purpose of the degree for which the student is registered up to the limit imposed by the residency requirements of the program. A minimum residency requirement of 60 credits must be completed at McGill in order to qualify for a McGill degree.

This privilege will be granted if there are valid academic reasons.

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

- a) the other universities concerned may, at their discretion, refuse the registration of a student for any of its courses;

- b) the obligation of the student to follow the curriculum laid down by McGill is not affected;
- c) the student is responsible for ensuring that the McGill timetable permits these courses to be taken without conflict;
- d) the universities concerned are not responsible for special arrangements in cases of examination or timetable conflicts;
- e) marks earned at the host university will not appear on McGill transcripts or be included in McGill grade point averages;
- f) scholarship holders should consult with their Student Affairs Office and the Scholarships Coordinator concerning eligibility for continuation or renewal of their awards.

Students may take advantage of this agreement by completing the Inter-University Transfer (IUT) form available from the Admissions and Registrar's Office. This form permits the student to obtain the required authorizations.

## 7.4 Transfer Credits

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

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

Grades for transfer courses are not entered on the student's McGill transcript and are not included in the calculation of the GPA or CGPA. However, grades for transfer courses may be considered when determining awards such as Distinction, Great Distinction, First Class Honours, or Dean's Honour List.

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

Transcripts for transfer courses must meet the following deadlines:

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

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

## 7.5 Exchange Programs

McGill University has bilateral exchange programs in Australia, Canada, Denmark, France, Israel, Italy, Japan, Korea, Mexico, Singapore, Spain, Sweden, the United Kingdom, and the United States of America. Information on the bilateral exchange programs, including the criteria for participation and a list of universities with which McGill has bilateral student exchange agreements is available on the Student Exchanges and Study Abroad section of the Admissions and Registrar's website, <http://www.aro.mcgill.ca>

McGill also participates in student exchange programs established by the Conference of Principals and Rectors of Quebec Universities (CREPUQ). The criteria for participation in these student exchange programs is the same as participation in McGill's bilateral student exchange programs. The CREPUQ homepage is hot-linked to the Student Exchanges and Study Abroad section of the Admissions and Registrar's website.

Both the bilateral and CREPUQ student exchange programs are open to McGill students of all nationalities. The Group of Ten Student Exchange Program (GOTSEP) is available only to Cana-

dian citizens and Permanent Residents. To participate in a student exchange program applicants must be full-time, degree-seeking students and have completed at least one year of study and have maintained an average of 3.0 or better. Further information on faculty requirements is contained in the document entitled, "Steps to a Successful Exchange", which is in the Student Exchanges and Study Abroad section of the Admissions and Registrar's website.

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

Further information can be obtained from Student Exchanges and Study Abroad, James Administration Building Annex. Telephone: (514) 398-8342. Fax (514) 398-8343. E-mail: [exchange@aro.ian.mcgill.ca](mailto:exchange@aro.ian.mcgill.ca)

## 8. Student Records, Verification Forms and Transcripts

Subject to Section 5.11 on page 24, students are responsible for their registration in the proper courses and programs. There are two verification periods, one in February and one in October.

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

**In October** verification reports are printed only for students for whom the fall is their last semester before graduation; however, all other students are expected to use OASIS or MARS to verify their records.

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

### 8.1 Reports of Standing

Reports of standing, showing the student's record for the fall and winter terms, are issued in June and sent to the student's mailing address.

### 8.2 Personal Information

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

Students should update their home address, mailing address, and/or telephone number by accessing SATURN (<http://www.is.mcgill.ca/students>) or an OASIS terminal, see Section 3.1 on page 16. Students who are away from campus who do not have access to the Internet may make the changes by writing to the Student Af-



fairs Office or to the Admissions and Registrar's Office. A written request must include the student's signature.

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

### 8.3 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 writing.

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 bodies listed below, unless students complete and submit an opposition form which can be obtained from 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).

### 8.4 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.

## 9. Graduation

The student must complete faculty and program requirements in order to graduate. It is the responsibility of the student to ensure that all faculty requirements are met before graduation. All students should check with their advisers (Associate Dean, in Music) early in the graduating year if they have any questions about whether they will meet all program requirements by graduation time.

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

The minimum CGPA required to graduate is 2.0.

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

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

## 10. Professional and Graduate Studies

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

Students intending to proceed into Graduate Studies at McGill should note that admission is not automatic. Further information is available in the General Section of the Calendar of the Faculty of Graduate Studies and Research.

### 10.1 Language Requirements for Professions

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

To demonstrate this capability, candidates will be required to pass an examination set by the Office de la langue française, unless they can show that three years of full-time instruction in a French post-primary school have been completed. The professional corporation will require this proof of attendance or of successful completion of the Office examination.

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

More information may be obtained from the Office de la langue française, Tour de la Bourse (Place Victoria), 13ième étage, P.O. Box 316, Montréal, Québec, H4Z 1G8. Telephone (514) 873-8361.

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

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

Students who need to acquire a functional level of proficiency in French may take courses from either the English and French Language Centre, Faculty of Arts, or the Centre for Continuing Education, 770 Sherbrooke Street West, 3rd floor, telephone (514) 398-6200.

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

## 11. Student Services

### 11.1 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.

**Location:** .....3637 Peel Street



**General Information:**

Phone . . . . . (514) 398-8238

**Dean/Associate Dean:**

Phone . . . . . (514) 398-4990

Fax . . . . . (514) 398-3857

**11.2 Services Offered By The Office Of The Dean Of Students**

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

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

**11.2.1 ORIENTATION PROGRAM**

All new students are required to attend an Orientation Session offered by the Office of the Dean of Students before classes begin each year. (Students entering the University in January attend a session at that time.) The Orientation Program is designed to introduce students to the services that are available on campus to help them achieve greater academic, physical, social and spiritual well being. It includes introductions to such services as Student Health, Student Financial Aid, Counselling, Tutorial Service, Off-Campus Housing, Services for Students with Disabilities, Chaplaincy, First-Year Coordinator, First Peoples' House, and an important publication – the McGill Handbook on Student Rights and Responsibilities. In addition, the Students' Society and the Department of Athletics describe their services and facilities. Most incoming students will be able to choose Orientation appointments which complement the times for Academic Advising. Students in faculties not served by the Admissions and Registrar's Office should contact the Office of the Dean of Students for dates and times.

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

**11.2.2 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. Sports Profiles which outline important dates, contact personnel, and practice times are available in the office. It is important to note that intercollegiate teams generally start try-out camps in late August or early September.

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 gymnasias, swimming pools, weight rooms, running tracks, multi-purpose rooms and courses, turf and grass fields, and an arena.

**General Information:** Phone . . . . . (514) 398-7000  
E-mail: . . . . . [sport@stuserv.lan.mcgill.ca](mailto:sport@stuserv.lan.mcgill.ca)

**11.2.3 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 *infoMcGill*. 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.

**Downtown Campus,**

**Main Location:** . . . . . Room 308, 3637 Peel Street  
Phone . . . . . (514) 398-3304  
Fax . . . . . (514) 398-1831

**Engineering CAPS:** . . . . . Room 20, 3450 University Street  
Phone . . . . . (514) 398-8100  
Fax . . . . . (514) 398-2169

**Macdonald Campus CAPS:** . . . . . Rowles House  
Phone . . . . . (514) 398-7992  
Fax . . . . . (514) 398-7610

**11.2.4 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  
**Information:** . . . . . (514) 398-4104

**11.2.5 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  
**Information:** Phone . . . . . (514) 398-3217

**11.2.6 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  
**Information:** Phone . . . . . (514) 398-6913  
E-mail . . . . . [firstyear@stuserv.lan.mcgill.ca](mailto:firstyear@stuserv.lan.mcgill.ca)

**11.2.7 OFF-CAMPUS HOUSING SERVICE**

Students unable to secure a room in residence, or who prefer to live off-campus, should contact the Off-Campus Housing Service, 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.

### 11.2.8 OFFICE OF STUDENT AID AND INTERNATIONAL STUDENT ADVISER

This office is located at 3637 Peel Street and provides the following services:

**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.

**The International Student Adviser** (514) 398-6015, deals with all non-academic problems concerning international students such as student authorizations, immigration regulations, and a buddy program to welcome new international students.

### 11.2.9 STUDENT 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

### 11.2.10 STUDENT 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.

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

**Macdonald Campus Location:** ..... Rowles House  
**Appointments and Information:** ..... (514) 398-7992

### 11.2.11 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 and Information:** ..... (514) 398-6019

### 11.2.12 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:** Phone ..... (514) 398-6009  
Fax ..... (514) 398-3984  
TTY/TDD ..... (514) 398-8198

### 11.2.13 TUTORIAL SERVICE

The Tutorial Service operates during the regular academic year and the Summer Session. It is available to all students who have paid Student Services fees, or to others at a private rate. The tutors are senior or graduate students specializing in the majority of fields within the faculties.

**Location:** ..... Room 206, 3637 Peel Street  
**Information:** ..... (514) 398-6011

## 11.3 Extra-Curricular Activities

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

## 11.4 Ombudsperson for Students

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

## 12. Scholarships and Financial Aid

### 12.1 Entrance Scholarships and Awards

McGill University has an extensive program of entrance awards to recognize and honour scholarship. Awards range in value from \$2,000 renewable to \$10,000 renewable and are based on outstanding academic achievement or a combination of outstanding academic achievement and leadership qualities. Finalists for the scholarships valued at \$5,000 or more may be interviewed. In addition, there is a possibility of further financial support for needy students. All renewable awards are tenable until completion of an undergraduate degree, up to a maximum of four years, provided the criteria for renewal are met. For the renewal of entrance scholarships, students must complete at least 27 credits in the regular academic session, exclusive of courses completed under the Satisfactory/Unsatisfactory option.

Those students who meet the following eligibility conditions are encouraged to apply for entrance awards:

- I Students entering a university for the first time to undertake a full-time undergraduate degree program.
- I Students who are in the top 5% of their class based on the last two years of full-time studies.

**The admissions application package provides detailed information on entrance awards. Students wishing to be considered for awards must submit the admission application and all supporting scholarship documents by the appropriate admission application deadline. Students who submit these documents will be considered for all scholarships for which they are eligible. There are no separate applications for scholarships and students do not apply for individual scholarships. Applications for admission may be obtained from the Admissions and Registrar's Office, McGill University, 847 Sherbrooke Street West, Montreal, QC, H3A 3N6.**

### 12.2 Awards to McGill Students in Course

Once a student is in-course at McGill, all undergraduate scholarships, prizes, medals awards and honorific designations such as Dean's Honour List are awarded on the basis of grades obtained during the regular session and *no applications are required unless specifically indicated in the terms of an award.*

Full-time students who have completed at McGill at least 27 graded credits, exclusive of courses completed under the Satisfactory/Unsatisfactory option, during the regular session in a degree program are eligible to be considered for awards and honorific designations. Students who maintain an academic load of at least 24 credits during the regular session, however, will be allowed to hold scholarships and awards granted to them on the basis of the previous year's work. Final year students who, because of degree program requirements, do not need a full 24 credits to complete their degrees should contact the Scholarships Office in the James Building Annex.

Full information concerning undergraduate awards and bursaries is contained in the Undergraduate Scholarships and Awards Calendar which may be obtained from the Admissions and Registrar's Office.

### 12.3 Bursaries and Loans

Applications for McGill bursaries and loans on the basis of financial need should be directed to the Student Aid Office, McGill University, 3637 Peel Street, Montreal, QC, H3A 1X1. All applicants for aid must first apply for maximum government grants or other assistance for which they may be eligible.

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

### CITIZENS OF THE UNITED STATES

Stafford Loans, both subsidized and unsubsidized, and parental loans (PLUS) are recognized by the United States for studies in Canada. Students should inquire at the Department of Education in their state capital and also at local banks which may operate a Higher Education Loan Plan.

There may be other loan programs available, for information check with the Student Aid Office.

### 12.4 Provincial Loans and Bursaries

A basic qualification is that the applicant must be a Canadian citizen. Certain categories of Permanent Residents may also be eligible. All government loan programs operate exclusively on the basis of financial need.

Students apply directly to their province of residence. Application forms are available from the provincial authorities listed below as well as the Student Aid Office. Look for information on government student aid on McGill's Financial Aid website (<http://www.McGill.ca/stuserv/aid.htm>).

#### ALBERTA (403) 427-2740

Student Finance Board, 6th floor, Sterling Place,  
9940 – 106 Street, Edmonton, AB, T5K 2V1

#### BRITISH COLUMBIA (250) 387-6100

Ministry of Skills, Training and Technology, Student Services  
Branch, 1106 Cook Street, 2nd Floor, Victoria, BC, V8V 3Z9

#### MANITOBA (204) 945-6321

Department of Education and Training, Student Financial  
Assistance, 693 Taylor Avenue, Winnipeg, MB, R3M 3T9

#### NEW BRUNSWICK (506) 453-2577

Student Services Branch, Dept. of Advanced Education and  
Labour, P.O. Box 6000, 548 York Street, Fredericton, NB,  
E3B 5H1

#### NEWFOUNDLAND (709) 729-4235

Department of Education, Student Aid Division, Thomson  
Student Centre, P.O. Box 8700, 3rd Floor, Memorial University  
of Newfoundland, St. John's, NF, A1B 4J6

#### NORTHWEST TERRITORIES (403) 873-7190

Student Services, Department of Education, Culture and  
Employment, Box 1320, Yellowknife, NT, X1A 2L9

#### NOVA SCOTIA (902) 424-8420

Department of Education and Culture, Student Assistance  
Office, Box 2290, Halifax Central, Halifax, NS, B3J 3C8

#### ONTARIO (807) 343-7260

Ministry of Education and Training, Student Affairs Branch,  
P.O. Box 4500, 4th Floor, 189 Red River Road, Thunder Bay,  
ON, P7B 6G9

#### PRINCE EDWARD ISLAND (902) 368-4640

Student Aid Division, Office of Higher Education, Training and  
Adult Learning, Box 2000, Charlottetown, PE, C1A 7N8

#### QUÉBEC (418) 643-3750

Ministère de l'Éducation du Québec, A.F.E., 1035 rue de la  
Chevrotière, Québec, QC, G1R 5A5

#### SASKATCHEWAN (306) 787-5620

Saskatchewan Education, Student Financial Assistance,  
3085 Albert Street, Walter Scott Building, Regina, SK, S4P 3V7

#### YUKON (403) 667-5929

Students' Financial Assistance Unit, Yukon Education,  
P.O. Box 2703, Whitehorse, YT, Y1A 2C6

### 12.5 Work Study Program

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



their financial obligations, Work Study also provides them with practical work experience which may enhance future employment opportunities. Further information is available from the Student Aid Office.

## 12.6 Graduate Fellowships

Full information concerning postgraduate awards is contained in the Graduate Fellowships and Awards Calendar which may be accessed on *infoMcGill* or obtained from the Faculty of Graduate Studies Research.

Inquiries about graduate fellowships, etc., which are open to graduates of other universities as well as of Canadian universities, should be addressed to the Fellowships Office, Faculty of Graduate Studies and Research, Dawson Hall, Room 408, 853 Sherbrooke Street West, Montreal, QC, H3A 2T6. Inquiries about assistantships should be directed to the individual Departments.

## 13. Residential Facilities

### 13.1 University Residences

McGill offers the following types of residence accommodation:

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

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

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

McGill Residences also administers several studio apartments and shared-housing units close to McGill's downtown campus, collectively known as the M.O.R.E. (McGill's Off-Campus Residence Experience) network. Rents range from \$375 to \$550 per month. There is no mandatory meal plan but meal tickets may be purchased for use in residence cafeterias.

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

For information on off-campus housing, see Section 11.2.7 on page 30.

#### 13.1.1 ROYAL VICTORIA COLLEGE (RVC) AND BISHOP MOUNTAIN HALL (BMH) RESIDENCES

Except for a few double rooms, all rooms are for single occupancy and in each, besides a bed, there is a desk, chair, chest of drawers and closet. Linen is supplied at RVC only and is exchanged weekly. In all halls residents are responsible for the cleanliness of their rooms. Each hall has coin-operated automatic washers and dryers, as well as ironing facilities. Pay telephones are located in each building. In addition, most rooms are wired for a private telephone. There is limited storage space for ski equipment, trunks, and suitcases in every hall. Limited parking space is available on a first-come, first-served basis.

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

Residents at Molson, McConnell and Gardner Halls take their meals together in a large centrally located dining hall. Douglas Hall and RVC have their own dining areas. RVC offers 19 meals a week

while the BMH Residences offer 15 meals a week (Monday to Friday). Bag lunches and bag dinners are available. There are kitchenettes in all the Halls where residents may keep food and prepare hot or cold snacks at any time. In addition, vending machines dispense soft drinks, sweets and pastries. Students can rent small refrigerators for their rooms.

The rates for the regular session (September 1 to April 30) in 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.

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

#### 13.1.2 SOLIN HALL

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

Basic furniture such as stove, fridge, bed, desk, table, chairs, sofa, lamps and drapes are provided. All apartments and public area floors are carpeted. There is electrical heating with individual thermostats in each room. Shopping areas are within walking distance from the Hall. Limited indoor parking is available.

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

#### 13.1.3 STUDENT GOVERNMENT – UNIVERSITY RESIDENCES

Each hall has a Residents' Council, elected yearly by the residents at a designated time during the academic year. It is the job of Council to gather hall opinions, supervise financial affairs, and organize sporting and recreational activities within the residences.

McGill's residences are run for the convenience and advantage of the students living in them. Rules and regulations are decided upon and administered by the students themselves. In each hall there is a House Committee which is elected from the student body at the beginning of each year to deal with any problems that may arise.

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

#### 13.1.4 APPLICATION AND ADMISSIONS – UNIVERSITY RESIDENCES

Please note that the procedure governing residence admissions is entirely separate from that of university admissions. There is, however, no separate application form for admission to residence. Applicants who wish to be considered for residence accommodation simply indicate this on the Application Processing Form (#2 of the General Application Forms for admission to McGill University).

No applicant will be considered until official acceptance to McGill is received.

The residence fees for the 1998-99 session had not been set at the time this Calendar went to print. An up-dated fee sheet and instructions regarding payment of fees will be sent with the residence contract when an offer of accommodation is made. New rates will be calculated from those of the 1997-98 session plus inflation.

The University is able to house in residence approximately 1,360 students. Late applications are considered only after those received on time. If no space is available, an offer to be placed on a waiting list may be extended.



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.

### 13.2 University Apartments For Students

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

### 13.3 Residence at Macdonald Campus

Residence accommodation for Macdonald Campus students is available in Laird Hall. Applicants who wish to be considered for residence accommodation should indicate this on their Application for Admission. For further information please refer to the Faculty of Agricultural and Environmental Sciences section of this Calendar.

## 14. Libraries, Computing Facilities, Archives and Museums

### 14.1 Libraries

The McGill University Libraries System consists of fifteen libraries. Details of the individual libraries are given below.

Library services generally available include instructional seminars, reference and bibliographic services, the circulation of materials, photocopying facilities, microfiche reader/printers, computer work-stations for searching locally mounted CD-ROM databases, and study facilities.

Access to library holdings of books and journals are available through the on-line catalogue, MUSE. MUSE terminals are available in all libraries and MUSE can be accessed outside the Libraries, both on and off campus through modems and via the Internet.

MUSE contains information on journal titles owned by McGill. Access to information on journal articles is available through the PERUSE system and the MIDAS workstations. Like MUSE, PERUSE is available in all McGill libraries and can be accessed (by authorized users) from other places by dial-up and via the Internet. Information on remote access can be obtained from all Libraries and the University Computing Centre.

#### 14.1.1 HUMANITIES AND SOCIAL SCIENCES LIBRARY (McLennan-Redpath Library)

*McLennan Librarian (Acting)* – John Hobbins

The Humanities and Social Sciences Library, located in McLennan and Redpath Library Buildings, includes:

The McLENNAN STACKS which serve the teaching and research needs of the Faculty of Arts, the School of Social Work and the Graduate School of Library and Information Studies, as well as the research needs of the Faculty of Religious Studies. The collection of close to 1.5 million volumes includes both monographs and serials in the humanities and social sciences.

The SERIALS AND MICROFORMS SERVICES Room houses current issues of over 6,000 journals and newspapers, as well as an extensive collection of microtexts including several large Canadiana, literature and history research collections.

The REFERENCE COLLECTION houses over 35,000 general and specialized reference sources of broad scope as well as spe-

cialized material complementing the subject scope of the McLennan Stacks collection. It includes PERUSE, CD-ROM and MIDAS workstations providing access to a variety of periodical indices and other databases.

The GOVERNMENT DOCUMENTS COLLECTION of over 380,000 documents, 11,000 monographs and 45,000 serial volumes has as its core the depository collections of Canadian and Quebec official documents as well as UN, ILO and European Union documents and a strong collection of British documents. There are several workstations providing access to CD-ROM and Internet resources.

The RARE BOOKS AND SPECIAL COLLECTIONS Department collection of 200,000 rare items concentrates on literature, philosophy and history. Special collections include the Colgate collection on the history of printing, the Lande Collection of Canadiana, the Joseph A. Nathanson Collection of Lincolniana, the antique map collection and the Redpath Tracts.

The REDPATH LIBRARY Building houses the Reserves collection of course-related materials, the library instruction workshop, the Copy Service and a wide range of audio-visual material and equipment, including a screening room for classroom presentations and special equipment rooms for users with disabilities.

Located in the William and Henry Birks Building, the BIRKS READING ROOM serves the teaching needs of the Faculty of Religious Studies. The records of the nearby Presbyterian College Library are included in the McGill automated catalogue.

#### 14.1.2 BRANCH LIBRARIES

*Branch Services Coordinator* – TBA

The BLACKADER-LAUTERMAN LIBRARY OF ARCHITECTURE AND ART, located on the third floor of the Redpath Library Building, houses over 90,000 volumes, covering architectural history and practice, urban design and planning, housing, and the history of fine and applied arts. The Library subscribes to over 350 periodicals in several languages. Special features are the 2,500 first and rare editions which are kept in the Library's Rare Book Room, and the Canadian Architecture Collection, a unique archive of 215,000 original drawings and photographs of 19th and 20th century Canadian architecture.

The EDUCATION LIBRARY located on the first floor of the Faculty of Education building, houses over 95,000 book and 700 journal titles covering elementary and secondary education, educational administration and policy, curriculum studies, educational psychology and counselling, special education in second languages, culture and values in education, art education, distance education, and computers in education. Of special interest are the collections on giftedness, the Butters collection on inclusion, the Northern Collection, education theses, and the ERIC documents on microfiche.

The Curriculum Lab located in the room adjoining the Library houses a collection of elementary and secondary school textbooks, teachers; resource books, video and audio cassettes, educational kits, games, charts and multi-media CD-ROMs. The Lab Special Collections include MEQ, the Reavis Fastback Collection, a Children's Literature collection. Library workstations provide access to education sources on the Internet and www. Video and audio equipment facilities are also provided.

The A.S. Lamb Physical Education Reading Room located in the Currie Gymnasium houses over 6,000 book and periodical volumes on all aspects of physical education.

The HOWARD ROSS LIBRARY OF MANAGEMENT, located in the Samuel Bronfman Building, houses approximately 83,000 book and serial volumes in the fields of accounting, finance, industrial relations, marketing, international management and operations management, and related topics. The library's holdings include over 150,000 corporate annual reports, a comprehensive collection of Statistics Canada publications and 650 current periodical titles. Also available are several business/management databases on CD-ROM, as well as access to the library system's

PERUSE and Internet Workstations. Four group study rooms may be reserved for student use.

The ISLAMIC STUDIES LIBRARY houses a collection of over 100,000 volumes dealing with the Muslim world, with emphasis on the humanities. This is a unique collection in Canada, made up of works in western languages and in Arabic, Persian, Turkish, Indonesian and Urdu.

The MARVIN DUCHOW MUSIC LIBRARY, located on the 11th floor of 550 Sherbrooke Street West, houses approximately 39,000 musical scores and 37,000 sound and video recordings covering Western classical, jazz and popular musics. The collection also contains an additional 27,000 books and bound journals. Library workstations provide access to musical, textual, graphic-based and multi-media data on microform, software, CD-ROMs and the Internet. The Rare Book Room holdings include the David Edelberg/Handel Collection; manuscript scores and correspondence of twentieth century composers; opera vocal scores and Canadian sheet music. Facilities include seminar rooms and a number of practice modules.

#### 14.1.3 LAW AREA LIBRARY

*Area Librarian – Robert Clarke*

The NAHUM GELBER LAW LIBRARY contains a collection of over 170,000 volumes of statutes, regulations, law reports, treatises, journals and other legal material with a special emphasis on Air and Space Law, Comparative Law, International Law (public and private), Human Rights, Legal Philosophy, Environmental and Medical Law. It contains virtually all Canadian legal material including legislation and major law reports. The collection also has legal material from such jurisdictions as Great Britain, France, the United States, Australia, and New Zealand. A good selection of legal material of certain foreign jurisdictions has also been acquired. In addition, the collection also includes more than 140,000 government documents. The Law Library also contains the following special collections: the John Cobb Cooper Room containing the personal library of the founding director of the Institute of Air and Space Law; the Rare Book/Canadiana collection of early Canadian, British and American titles; and the Wainwright Collection of early French civil law materials.

#### 14.1.4 LIFE SCIENCES AREA LIBRARIES

*Area Librarian – David S. Crawford*

The BLACKER-WOOD LIBRARY OF BIOLOGY contains over 120,000 volumes in the fields of biology, ornithology, genetics, and cell and molecular biology and receives about 700 current journal titles. The Library houses an internationally known collection in ornithology, natural history and zoology.

The HEALTH SCIENCES LIBRARY contains approximately 250,000 volumes and receives approximately 1500 current journal titles. The library acts as a major resource for teaching, research and clinical care in medicine, dentistry, nursing, physical and occupational therapy and human communication disorders. The library is noted for its retrospective collection of journals. Services include advanced on-line searching of health-related databases by users.

The MACDONALD CAMPUS LIBRARY at Sainte-Anne-de-Bellevue contains over 90,000 volumes in the fields of agriculture, food science, and environmental science. This library receives approximately 830 current journal titles.

The OSLER LIBRARY OF THE HISTORY OF MEDICINE has a collection of over 50,000 volumes in the history of medicine and the health sciences. The Osler Library has as its nucleus the 8,000 volumes bequeathed to McGill by one of its most famous pupils and teachers, Sir William Osler. This has been augmented by transfers from the Health Sciences Library and by an active purchasing program.

#### 14.1.5 PHYSICAL SCIENCES AND ENGINEERING AREA LIBRARIES

*Area Librarian – Hanna Waluzyniec*

The EDWARD ROSENTHALL MATHEMATICS AND STATISTICS LIBRARY is located in Room 1105 of Burnside Hall. It is the main location of the University's journal collection in mathematics and statistics. The book collection also includes advanced research level books.

The PHYSICAL SCIENCES AND ENGINEERING LIBRARY is located in the Macdonald Stewart Library Building, with access via the campus lobby of the Frank Dawson Adams Building. The library has a collection of over 250,000 volumes of books and serials in the fields of aeronautics, astronomy, chemistry, computer science, energy, engineering management, environment, geological sciences, history of science, mathematics, materials, meteorology, oceanography, pollution, physical geography, physics, polymers, robotics, science, soil mechanics, statistics, and transportation; chemical, civil, electrical, mechanical, mining and metallurgical engineering.

The WALTER HITSCHFELD GEOGRAPHIC INFORMATION CENTER located on the fifth floor of Burnside Hall contains over 200,000 maps and air photos, and 17,000 volumes of books and serials, and 200 current subscriptions in the fields of cartography, climatology, environment, atmospheric and oceanic sciences, oceanography, and physical geography. Special formats include atlases, gazetteers, globes, wall maps, electronic data bases and CD-ROMs. Of special interest is a comprehensive microfiche document collection on the environment.

## 14.2 Computing Facilities

The Computing Centre (CC) facilitates access to and the use of computing and communications services and facilities which most appropriately meet the needs of research, instructional and administrative areas of the University. Services offered by the CC are: consultation, 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.

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>.

**CC Services**

HelpLine: (514) 398-3700 . . . . . help@cc.McGill.CA  
 Seminars: (514) 398-3706 . . . . . seminars@cc.McGill.CA  
 McGill Computer Store: (514) 398-5025 . . . . . mcs@cc.McGill.CA  
 Operations, 24-hour service:  
 (514) 398-3699 . . . . . oper@cc.McGill.CA  
 Technical Services: (514) 398-3701 . . . . . techman@cc.McGill.CA  
 General Information: (514) 398-3711 . . . . . info@cc.McGill.CA  
 Dial-up modem phone number: (514) 398-8211

**Computer Labs**

In addition to the Computing Centre's facilities, many departments and faculties provide computer labs for students in their programs. The following is a list of some of the labs at McGill. Contact the department or faculty directly for information concerning facilities and accessibility. A more 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>.

**Departments:**

Atmospheric and Oceanic Sciences, Chemical Engineering, Earth and Planetary Science, Geography, Mathematics and Statistics, Physical Education, Physics, Psychology.

**Faculties/Schools:**

Agricultural and Environmental Sciences, Arts, Computer Science, Education, Engineering, Law, Management, Medicine, Music/ Electronic Music Studio, Physical and Occupational Therapy.

**Other:**

Computing Centre, Burnside Hall, Room 1B31, (514) 398-3697  
 Office for Students with Disabilities  
 Residences

**14.3 Archives**

*Director* – Ms. Johanne Pelletier

The McGill University Archives preserves and makes available to researchers (including students) of all disciplines more than 4,000 metres of records of permanent value generated over the past 175 years by members of the McGill University community. The Archives also manages the University's corporate memory and information assets through its Records Management Program. The Records Management Program regulates the flow of administrative records and protects vital evidence of University functions and activities according to the Quebec archives and records legislation.

The Archives offers an on-site reference room available for consulting records in the collection, including the papers of many individuals and organizations affiliated with the University or from the Montreal area. Sources include textual records, photographs, slides, audio-tapes, film and video, University publications, and some artifacts. Appointments with staff of the Archives are recommended for students wishing to use the collection for research or projects. Anyone interested in the collection is also encouraged to consult the website which includes a virtual exhibit on student life.

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

**Opening hours:**

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

**14.4 Museums****14.4.1 REDPATH MUSEUM**

*Director* – Dr. Graham Bell

The Redpath Museum exists to foster the study of the history and diversity of the natural world. Its mandate includes geological, biological and cultural diversity. Its collections have been growing for over a century, and provide resources for research and for gradu-

ate and undergraduate education in biology, geology, anthropology and other fields. Among the largest collections are fossils from the ancient sea floor of eastern Quebec, the oldest land plants, a vast range of minerals, molluscs from around the world, Egyptian and classical antiquities, and artifacts from Central Africa. The Museum also houses research laboratories and classrooms.

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

General information - (514) 398-4086

**Opening hours:**

Monday to Friday 09:00 - 17:00

Sunday, 13:00 - 17:00

Closed on summer Fridays and holiday weekends

**14.4.2 McCORD MUSEUM OF CANADIAN HISTORY**

*Acting Director* – Philip Leduc

The Museum's collection encompasses the following collection fields: Ethnology and Archaeology; Costume and Textiles; Notman Photographic Archives; Paintings, Prints and Drawings; Decorative Arts; and Archives. With a corpus of over 13,000 aboriginal artifacts drawn from across Canada, the McCord's Ethnology and Archaeology collection is the most important of its kind in Quebec. A permanent gallery dedicated to the First Nations of Canada showcases displays that explore different facets of Native history. Comprised of more than 16,000 costumes and accessories, the McCord's Costume holdings represent the most important collection of Canadian costumes in the country. The Notman Photographic Archives, containing a total of 750,000 historical photographs and some 200,000 glass plate negatives, form a unique pictorial record of Canada from pre-Confederation days to the present. More than 350,000 portraits, composite photographs and landscapes by other Canadian photographers complement the some 400,000 works produced by the Notman studio to form a corpus that represents the range of photographic processes employed between 1841 and 1935. The McCord houses paintings by such well-known artists as Théophile Hamel, James Pattison Cockburn and George Heriot, and others by a number of lesser known but interesting recorders of the Canadian scene like Henry Bunnett and William Hind. The Museum's textual archives include 176 linear metres of documents relating to Canadian history.

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

General Information: (514) 398-7100.

**Hours:**

Tuesday to Friday, 10:00 – 18:00

Saturday and Sunday, 10:00 – 17:00

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

**14.4.3 LYMAN ENTOMOLOGICAL MUSEUM AND RESEARCH LABORATORY**

*Director* – Professor D.J. Lewis

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

Located on the Macdonald Campus, this institution has the largest insect collection of any Canadian university, and is second in both numbers of species and specimens only to the Canadian National Collection of Insects, Ottawa. As its main function is research and teaching, and not exhibition, it is not generally open to the public, but interested parties are encouraged to visit by appointment.

**14.4.4 OTHER HISTORICAL COLLECTIONS**

In addition to the above, there are other collections and exhibits of a specialized nature, ordinarily open only to students but to which access may be gained by application to the department concerned. These include the Anatomical and Pathological Museums.



The Physics Department has two specialized collections which may be viewed by appointment. The Rutherford Museum contains original apparatus and other items used by Professor Ernest Rutherford in his Nobel Prize-winning research on radioactivity at McGill University, 1898-1907. The McPherson Collection comprises a wide range of historical apparatus and instruments used for measurements and investigations, with special emphasis on 19th-century physics. For visits to either collection, phone Dr. Montague Cohen at (514) 398-7498.

## 15. The University

### 15.1 History

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

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

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

Since then the University has continued to grow vigorously. In 1884 the first women students were admitted and in 1899 the Royal Victoria College was opened, a gift of Lord Strathcona, to provide separate teaching and residential facilities for women 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 9 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.

### 15.2 Incorporated and Affiliated Colleges

#### INCORPORATED COLLEGE

##### Royal Victoria College

3425 University Street, Montreal, QC, H3A 2A8

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

#### AFFILIATED THEOLOGICAL COLLEGES

##### Montreal Diocesan Theological College

3473 University Street, Montreal, QC, H3A 2A8

###### Principal

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

##### United Theological College of Montreal

3521 University Street, Montreal, QC, H3A 2A9

Principal Pierre Goldberger, B.A., B.Sc.(McG.), L.Th.(Montpellier), D.E.A.(Geneva)

##### Presbyterian College of Montreal

3495 University Street, Montreal, QC, H3A 2A8

Principal – William Klempa, B.A.(Man.), M.A.(Tor.), B.D.(Knox, Tor.) Ph.D.(Edin.)

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

### 15.3 University Government

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

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

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

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

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

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



## 15.4 Student Government

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

Full details of the constitution, officers and committees of the Students' Society are available from the Students' Society.

## 16. University Governance

### 16.1 Administrative Officers

|   |  |
|---|--|
| GRETTA CHAMBERS, C.M., O.Q., B.A.(McG.)   | <b>Chancellor</b>  |
| RICHARD W. POUND, O.C., O.Q., Q.C., C.A., B.Com.(McG.),<br>B.A.(Sir G.Wms.), B.C.L.(McG.) | <b>Chair of the<br/>Board of Governors</b>                                 |
| BERNARD J. SHAPIRO, B.A.(McG.), M.A.T., Ed.D.(Harv.)                                      | <b>Principal and Vice-Chancellor</b>                                       |
| TAK-HANG (BILL) CHAN, B.Sc.(Tor.), M.A., Ph.D.(Prin.), F.C.I.C.,<br>F.R.S.C.              | <b>Vice-Principal (Academic) and<br/>Vice-Principal (Macdonald Campus)</b> |
| PHYLLIS L. HEAPHY, B.A., Dip.Pub.Acct.(McG.), C.A.  | <b>Vice-Principal (Administration and Finance)</b>                         |
| DEREK DRUMMOND, B.Arch.(McG.), F.R.A.I.C., O.A.Q., O.A.A.                                 | <b>Vice-Principal (Development and Alumni Relations)</b>                   |
| BRUCE PENNYCOOK, B.Mus., M.Mus.(Tor.), D.M.A.(Stan.)                                      | <b>Vice-Principal (Information Systems and Technology)</b>                 |
| PIERRE R. BÉLANGER, B.Eng.(McG.), S.M.,E.E., Ph.D.(M.I.T.)                                | <b>Vice-Principal (Research)</b>   |
| VICTORIA LEES, A.B.(U.C.Berk.), M.Phil.(Lond.), Ph.D.(McG.)                               | <b>Secretary-General</b>   |
| FRANCES GROEN, B.A.(Penn.), B.L.S.(Tor.), M.A.(Pitts.)                                    | <b>Director of Libraries</b>   |
| MORTY YALOVSKY, B.Sc., M.Sc., Ph.D.(McG.)   | <b>Dean of<br/>Continuing Education</b>                                    |
| ROSALIE JUKIER, B.C.L., LL.B.(McG.), B.C.L.(Oxon.)  | <b>Dean of Students</b>  |
| MARTHA CRAGO, B.A., M.Sc.A., Ph.D.(McG.)  | <b>Associate Vice-Principal (Graduate Studies)</b>                         |
| T.B.A.  | <b>Associate Vice-Principal (Research)<br/>(from June 1, 1998)</b>         |
| MARIELA JOHANSEN  | <b>Registrar and Director of Admissions</b>                                |
| JOHN LIMEBURNER, B.Comm.(Loyola), M.B.A.(Queen's),<br>B.C.L., LL.B.(McG.)                 | <b>Treasurer</b>   |
| MLADEN PALAMETA, B.Com.(Sir G.Wms.)   | <b>Director of Finance</b>   |
| LINE THIBAUT, LL.B.(Montr.)   | <b>General Counsel and<br/>Director of Legal Services</b>                  |
| CYNTHIA WESTON, B.A.(Georgetown), M.L.S.(S.U.N.Y.),<br>D.Ed.(Wash.)                       | <b>Director, Centre for<br/>University Teaching and Learning</b>           |
| ROBERT DUBEAU, B.A.(Sir G.Wms.), B.P.E.(McM.)   | <b>Director, Athletics</b>   |
| ALLAN GREENBERG, B.Sc., M.Sc.(McG.)   | <b>Director,<br/>Computing and Telecommunications</b>                      |
| ROY DALEBOZIK, B.Sc., M.Sc.(Man.), Dip.Ed., M.B.A.(McG.)                                  | <b>Executive Director, Facilities Development</b>                          |
| T.B.A.  | <b>Director, Facilities Management</b>                                     |

|   |   |
|---|---|
| ROBERT SAVOIE, B.Sc.(Montr.), Dip.Mgmt.(McG.)                     | <b>Executive Director, Human Resources</b>                    |
| DOUGLAS JACKSON, B.Sc.(McG.)                                      | <b>Acting Director,<br/>Information Systems Resources</b>     |
| DENIS SAVARD, C.A.(Laval), M.B.A.(H.E.C.)                         | <b>Director of Internal Audit</b>                             |
| HONORA SHAUGHNESSY, B.A.(Loyola), M.L.S.(McG.)                    | <b>Executive Director, McGill Alumni Association</b>          |
| ALEX NAVARRE, B.Sc.(Laval), M.Sc., M.B.A.(W.Ont.),<br>Ph.D.(McG.) | <b>Director, Office of Technology Transfer</b>                |
| R. IAN MCKINNON, B.Sc.(St.F.X.)                                   | <b>Director,<br/>Pensions and Risk Management</b>             |
| ANNE ROUSSELL   | <b>Executive Director,<br/>Recruitment and Liaison Office</b> |
| FLORENCE TRACY, B.A.(C'rdia)                                      | <b>Director of Residences</b>                                 |
| KATE WILLIAMS, B.A., M.A.(U.N.B.)                                 | <b>Director,<br/>University Relations Office</b>              |

### 16.2 Deans of Faculties and Directors of Schools

|   |  |
|---|--|
| DEBORAH BUSZARD, B.Sc.(Bath), Ph.D.(Lond.)                                      | <b>Agricultural and Environmental Sciences</b> |
| CARMAN MILLER, B.A., B.Ed.(Acad.), M.A.(Dal.), Ph.D.(Lond.)                     | <b>Arts</b>                                    |
| JAMES LUND, B.D.S.(Adelaide), Ph.D.(W.Ont.)                                     | <b>Dentistry</b>                               |
| A. EDWARD WALL, B.Ed., M.A.(McG.), Ph.D.(Alta.)                                 | <b>Education<br/>(to June 30, 1998)</b>        |
| T.B.A.  | <b>Education (from July 1, 1998)</b>           |
| JOHN M. DEALY, B.Sc.(Kansas), M.S.E., Ph.D.(Mich.), Eng.                        | <b>Engineering</b>                             |
| PIERRE R. BÉLANGER, B.Eng.(McG.), S.M.,E.E., Ph.D.(M.I.T.)                      | <b>Graduate Studies and Research</b>           |
| STEPHEN TOOPE, M.A.(Harv.), B.C.L., LL.B.(McG.),<br>Ph.D.(Cantab.)              | <b>Law</b>                                     |
| WALLACE CROWSTON, B.A.Sc.(Tor.), S.M.(M.I.T.), M.Sc.,<br>Ph.D.(Carnegie-Mellon) | <b>Management</b>                              |
| ABRAHAM FUKS, B.Sc., M.D.,C.M.(McG.), F.R.C.P.(C.)                              | <b>Medicine</b>                                |
| RICHARD LAWTON, B.Mus.(McG.), M.Mus.(Indiana)                                   | <b>Music</b>                                   |
| B. BARRY LEVY, B.A., M.A.(Yeshiva), Ph.D.(N.Y.U.)                               | <b>Religious Studies</b>                       |
| ALAN G. SHAVER, B.Sc.(Car.), Ph.D.(M.I.T.)                                      | <b>Science</b>                                 |

### DIRECTORS OF SCHOOLS

|  |  |
|--|--|
| DAVID COVO, B.Sc.(Arch.), B.Arch.(McG.), M.R.A.I.C., O.A.Q.                          | <b>Architecture</b>  |
| DENIS THERIEN, B.Sc.(Montr.), M.Sc., Ph.D.(Wat.)                                     | <b>Computer Science</b>  |
| PETER JONES, B.Sc., M.Sc.(U.B.C.), Ph.D.(Tor.)                                       | <b>Dietetics and Human Nutrition</b>                           |
| RACHEL MAYBERRY, B.A.(Drake), M.S.(Wash.), Ph.D.(McG.)                               | <b>Communication Sciences and Disorders</b>                    |
| J. ANDREW LARGE, B.Sc.(Lond.), Ph.D.(Glas.)  | <b>Library and Information Studies<br/>(to June 30, 1998)</b>  |
| JAMSHID BEHESHTI, B.A.(S.Fraser), M.L.S., Ph.D.(W.Ont.)                              | <b>Library and Information Studies<br/>(from July 1, 1998)</b> |
| LAURIE GOTTLIEB, B.N., M.Sc.(A.), Ph.D.(McG.), N.                                    | <b>Nursing</b>   |
| SHARON WOOD-DAUPHINEE, B.Sc.(P.T.), Dip.Ed., M.S.A.,<br>Ph.D.(McG.)                  | <b>Physical and Occupational Therapy</b>                       |
| WILLIAM S. ROWE, B.A.(Waterloo), M.S.W.(George Williams<br>College), D.S.W.(Adelphi) | <b>Social Work</b>   |

JEANNE M. WOLFE, B.Sc.(Lond.), M.Sc.(W.Ont.), M.A.(McG.)  
**Urban Planning**

### 16.3 Board of Governors

(As of January 1998)

#### VISITOR

His Excellency The Right Honourable ROMEO LEBLANC, P.C.,  
 C.C., C.M.M., C.D., B.A., B.Ed.(St-Joseph)  
**Governor General of Canada**

#### THE BOARD OF GOVERNORS

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 RICHARD W. POUND, O.C., O.Q., Q.C., C.A., B.Com.(McG.),  
 B.A.(Sir G.Wms.), B.C.L.(McG.) **Chair**  
 BERNARD J. SHAPIRO, B.A.(McG.), M.A.T., Ed.D.(Harv.)  
**Principal and Vice-Chancellor**

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 JOHN CLEGHORN, B.Com.(McG.)  
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 VERA DANYLUK, B.Ed.(McG.)  
 GAEL EAKIN, B.A.(McG.)  
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 SHEILA FRASER, B.Com.(McG.)  
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 SHEILA KUSSNER, B.A.(McG.)  
 ARTHUR LAU, B.Arch.(McG.)  
 LUIGI LIBERATORE  
 ADRIEN POULIOT, LL.L.(Sherbrooke)  
 VIVIENNE POY, B.A.(McG.)  
 ROBERT RABINOVITCH, B.Com.(McG.), M.A., Ph.D.(Penn.)  
 ROBERT RITCHIE, B.Sc.(McG.)  
 K. WARREN SIMPSON, B.Com.(Sir G.Wms.), L.Acc.(McG.),  
 C.A., F.C.A.  
 GORDON S. SMITH, B.A.(McG.), Ph.D.(M.I.T.)  
 HARRIET STAIRS, B.A.(McG.)  
 MANON VENNAT, B.C.L.(McG.)  
 GÉRARD VEILLEUX, O.C.

#### Alumni Association

DAVID D. COHEN, B.A.(McG.)  
 ROBERT W. FAITH, B.A., D.D.S.(McG.)  
 A. KEITH HAM, B.A., B.C.L.(McG.)  
 GAIL JOHNSON, B.A.(McG.)  
 JAMES G. WRIGHT, B.A., B.C.L.(McG.)

#### Senate Representatives

MALCOLM BAINES, B.Sc., M.Sc., Ph.D.(Queen's)  
 PATRICK G. FARRELL, B.Sc., Ph.D., D.Sc.(Exeter)  
 EDWARD J. MEIGHEN, B.Sc.(Alta.), Ph.D.(Calif.)  
 FAITH WALLIS, B.A., M.A., M.L.S.(McG.), L.M.S.(P.I.M.S.),  
 Ph.D.(Tor.)

#### Academic Staff Representatives

GRAHAM BELL, B.A., D.Phil.(Oxon.)  
 BRUCE TRIGGER, B.A.(Tor.), Ph.D.(Yale)

#### Student Representatives

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

#### Administrative and Support Staff Representatives

MARIA RUOCCO  
 TREVOR GARLAND, B.Sc.(McG.)  
 ALLAN YOUSTER

#### Secretary-General:

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

#### President, Students' Society of McGill University

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### 16.4 Members of Senate

#### 104 voting members as follows:

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The Chancellor  
 The Chair of the Board of Governors  
 The Principal and Vice-Chancellor  
 The vice-principals  
 The deans of faculties  
 The Dean of Continuing Education  
 The Dean of Students  
 The Director of Libraries

#### ELECTED MEMBERS

From the Board of Governors (3)

From the Faculty of Agricultural and Environmental Sciences (3), Faculty of Arts (7), Faculty of Dentistry (1), Faculty of Education (4), Faculty of Engineering (4), Faculty of Graduate Studies and Research (1), Faculty of Law (2), Faculty of Management (2), Faculty of Medicine (9), Faculty of Music (2), Faculty of Religious Studies (1), Faculty of Science (7), Administrative and Support Staff (6); Electorate at large as determined by Senate (7).

University Libraries (3)

Student Members (20)

Secretary of Senate