McGill

COURSE CATALOGUE

Programs, Courses, and University Regulations

Continuing Studies

2026–2027

DISCLAIMER

The publication is produced in electronic form and the most recent version is the official university publication. Those who need information regarding previous academic years should refer to the archived eCalendars and Course Catalogues (https://www.mcgill.ca/students/courses/calendars/previouscoursecalendars/).

This publication provides guidance to prospects, applicants, students, faculty, and staff.

1. McGill University reserves the right to make changes to the information contained in this online publication—including correcting errors, altering fees, schedules of admission, and credit requirements, and revising or cancelling particular courses or programs—without prior notice.
2. In the interpretation of academic regulations, the Senate is the final authority.
3. Students are responsible for informing themselves of the University's procedures, policies, and regulations, as well as the specific requirements associated with the degree, diploma, or certificate sought.
4. All students registered at McGill University are considered to have agreed to act in accordance with the University procedures, policies, and regulations.
5. Although advice is readily available on request, the responsibility of selecting the appropriate courses for graduation must ultimately rest with the student.
6. Not all courses are offered every year. Always check the Minerva Class Schedule for the most up-to-date information on whether a course is offered.
7. The academic publication year begins at the start of the Fall semester and extends through to the end of the Summer semester of any given year. Students who begin study at any point within this period are governed by the regulations in the publication which came into effect at the start of the Fall semester.

Notwithstanding any other provision of the publication, it is expressly understood by all students that McGill University accepts no responsibility to provide any course of instruction, program or class, residential or other services including the normal range of academic, residential and/or other services in circumstances of utility interruptions, fire, flood, strikes, work stoppages, labour disputes, war, insurrection, the operation of law or acts of God or any other cause (whether similar or dissimilar to those enumerated) which reasonably prevent their provision.

Note: Throughout this publication, "you" refers to students newly admitted, readmitted, or returning to McGill.

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UNIVERSITY REGULATIONS

The University Regulations section of this Course Catalogue contains important details that you will need during your studies at McGill and should be consulted periodically, along with other sections and related publications. You will find information related to such topics as: general policies, personal information, registration, fees, student records, examinations, student services, and much more.

The details included in this Course Catalogue apply to the **2026–2027** academic year and are subject to change (see disclaimer (p. 1)).

Select a category from the menu to find out more.

Continuing Studies

The University Regulations and Resources section of this Course Catalogue contains important details that you will need during your studies at McGill and should be consulted periodically, along with other sections and related publications. You will find information related to such topics as: general policies, personal information, registration, fees, student records, examinations, student services, and much more.

Select a topic to find out more.

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General Policies and Information

You must inform yourself of University rules and regulations and keep abreast of any changes that may occur. The following sections of this Course Catalogue contain important details needed by you during your studies at McGill and should be periodically consulted, along with other sections and related publications.

McGill Modalities of Instruction

By default, and unless otherwise specified, the modality of instruction for McGill credit courses is via in-person learning, in which students are expected to physically attend the course activities in person to achieve the learning outcomes.

Other modalities of instruction:

- **Asynchronous:** teaching and learning materials/activities prepared in advance that students can access at a time of their choosing, which in some cases, may be within a designated time frame.
- **Blended learning (or blended course):** teaching and learning activities made up of a combination of online and in-person course activities, both of which are necessary for students to achieve the learning outcomes of the course.
- **Distance learning (or distance education):** refers to students learning at a distance from their instructor, which assumes students are physically located off campus. This is often used interchangeably with online learning but may also apply to other situations.
- **Hybrid learning (or hyflex):** teaching activities in which some students are physically present and others attend online at the same time, with all students having the same learning opportunities to participate and engage with the learning activities.
- **Online learning (or online course):** teaching and learning activities that have been designed so that all learning outcomes can be achieved using online tools; therefore a student's physical presence on campus is not necessary to achieve the learning outcomes.
- **Remote delivery (or remote instruction):** a situational need to deliver a course online that would normally be delivered in person (as was the case during the COVID-19 pandemic), sometimes requiring the implementation of additional technologies on an ad-hoc basis.

- **Synchronous:** refers to scheduled teaching activities that involve active or live teaching and learning, whether online or in person.

Note: the listed modalities are normally invoked for the entire class; it is not permissible for an alternate modality to be invoked for an individual student (e.g., as an ad-hoc accommodation), though it may be invoked for a subset of students in a class if planned as part of the learning outcomes and thereby stated explicitly in the course outline.

Authorization, Acknowledgement, and Consent

When applying for admission to the University, you are bound by and agree to observe all statutes, rules, regulations, and policies at McGill University and the faculty or faculties to which you may be accepted and registered in, including policies contained in the University Course Catalogues and related fee documents. Your obligation as a student begins with your registration and ends in accordance with the University's statutes, rules, regulations, and policies.

You should verify all information or statements provided with your application. Incorrect or false information may jeopardize your admission. The University reserves the right to revoke an admission that is granted based on incorrect or false information in an application or supporting documents.

Students Rights and Responsibilities

Student Rights and Responsibilities is produced jointly by the Office of the Dean of Students and the Secretariat. It contains regulations and policies governing your rights and responsibilities as a student at McGill, and is available at mcgill.ca/deanofstudents/student-rights-and-conduct (https://www.mcgill.ca/deanofstudents/student-rights-and-conduct).

Further details regarding your rights and responsibilities are also available at mcgill.ca/secretariat/policies-and-regulations (https://www.mcgill.ca/secretariat/policies-and-regulations).

Language Policy

The main language of instruction at McGill is English. You have the right to write essays, examinations, and theses in English or in French except in courses where knowledge of a language is one of the objectives of the course.

If you need to improve your English skills, you should take an intensive course in English as a second language before or at the start of your studies. Information concerning second language course offerings can be found through the School of Continuing Studies at mcgill.ca/continuingstudies/area-of-study/languages (https://www.mcgill.ca/continuingstudies/area-of-study/languages/) and the French Language Centre at mcgill.ca/flc (https://www.mcgill.ca/flc/), and in Summer Studies (https://coursecatalogue.mcgill.ca/en/continuing/about-summer-studies/) and Continuing Studies (p. 51).

Note for the Faculty of Education: There are special language requirements for Faculty of Education students; see Faculty of Education (https://coursecatalogue.mcgill.ca/en/undergraduate/education/regulations-programs/english-language-requirement/).

Note for Continuing Studies: For English language programs, refer to the School of Continuing Studies' Global and Strategic Communications (p. 60) section.

Note for the Faculty of Law: Due to the bilingual nature of the Law program, examinations, term papers, and essays may be written in either English or French. Participation in Moot Courts may also be in either language. While examination questions are set in the language in which a course is given, they may contain materials in either English or French.

Note for Graduate and Postdoctoral Studies: You should refer to Courses Taken as Extra to a Program (https://coursecatalogue.mcgill.ca/en/regulations/graduate/regulations/registration/) in the Graduate Regulations and Resources.

Note for Health Sciences: Students studying in the Faculties of Dental Medicine and Oral Health Sciences or Medicine and Health Sciences or in the Schools of Human Nutrition, Nursing, or Physical and Occupational Therapy should consult the Health Sciences language requirements (https://www.mcgill.ca/ugme/mdcm-program/starting-our-program-what-you-need-know/language-requirements/) and any language policies pertaining to their specific program. Programs with a clinical component require that students have a working knowledge of both English and French. For French language proficiency guidelines, refer to mcgill.ca/undergraduate-admissions/french-proficiency (https://www.mcgill.ca/undergraduate-admissions/french-proficiency/).

Academic Integrity

Before submitting work in your courses, you must understand the meaning and consequences of plagiarism and cheating, which are serious academic offences. Inform yourself about what might be considered plagiarism in an essay or term paper by consulting the course instructor to obtain appropriate referencing guidelines. You should also consult (https://www.mcgill.ca/deanofstudents/student-rights-and-conduct/academic-integrity)*Fair Play*, the student guide to academic integrity. There you will also find links to instructional tutorials and strategies to prevent cheating. The (https://www.mcgill.ca/deanofstudents/student-rights-and-conduct/code-conduct-and-disciplinary-procedures)*Code of Student Conduct and Disciplinary Procedures* includes sections on plagiarism and cheating. The possession or use of unauthorized materials in any test or examination constitutes cheating.

Responses on multiple-choice exams are normally checked by the Exam Security Computer Monitoring program. The program detects pairs of students with unusually similar answer patterns on multiple-choice exams. Data generated by this program can be used as admissible evidence in an investigation of cheating under Article 17 of the *Code of Student Conduct and Disciplinary Procedures*.

The Office of the Dean of Students administers the academic integrity process as described on the Student Rights and Conduct (https://www.mcgill.ca/deanofstudents/student-rights-and-conduct) page.

Note: All newly admitted undergraduate and graduate students must complete a **mandatory online academic integrity tutorial** in their first semester, accessed through Minerva (https://www.mcgill.ca/minerva/) > *Student Menu* > *Academic Integrity Tutorial.* Failure to complete the academic integrity tutorial in the allotted timeframe will result in a registration "hold" being placed on your record, preventing

registration until the tutorial is completed. For more information, visit the Dean of Students' Academic Integrity page (https://www.mcgill.ca/deanofstudents/student-rights-and-conduct/academic-integrity).

Policy on Assessment of Student Learning

The purpose of the Policy on Assessment of Student Learning (https://www.mcgill.ca/secretariat/files/secretariat/assessment_of_student_learning.pdf) (PASL) is to provide a set of common principles to guide assessment of student learning throughout McGill University, recognizing the different needs of Faculties and academic units.

The Policy promotes equity, consistency, effective learning experiences, a healthy learning environment, and academic integrity under the Code of Student Conduct and Disciplinary Procedures (https://www.mcgill.ca/deanofstudents/policies-procedures/code).

The Policy applies to all undergraduate and graduate courses offered by McGill University for which credit is earned and students receive a final grade on an official McGill transcript. Faculties and other units may develop their own local assessment guidelines and procedures that are consistent with this Policy and any other University regulations.

The Policy is available in English (https://www.mcgill.ca/secretariat/files/secretariat/assessment_of_student_learning.pdf) and in French (https://www.mcgill.ca/secretariat/files/secretariat/assessment_of_student_learning_fr.pdf) on the Secretariat website (https://www.mcgill.ca/secretariat/policies-and-regulations/).

Learn more and find additional resources on the PASL website (https://www.mcgill.ca/assessment-for-learning/).

Policy Concerning Access to Records

The University sends statements of account and all other correspondence directly to students. You retain full control over who has access to your records or accounts; however, officers and members of the University staff also have access to relevant parts of your records for recognized and legitimate use. The University does not send progress reports or any other information to your parents and/or sponsors unless you specifically request it in writing.

Personal information provided at the time of application or registration will be processed in accordance with the Province of Québec's *Act Respecting Access to Documents Held by Public Bodies and the Protection of Personal Information* (the “Access Act”) and McGill's Privacy Notice (https://www.mcgill.ca/privacy-notice/).

For the purpose of consent and acknowledgement, personal information consists of:

- personal information submitted as part of your application
- personal information collected as part of your student file if you enrol at McGill
- includes, but is not limited to name, address, telephone number, email address, date of birth, citizenship, McGill ID, program, student status, and academic record information

If you enrol at McGill, this consent notice will apply to any personal information collected during the course of your studies at McGill.

You have the right to request access and correction of your personal information. You may also oppose the release of personal information under certain circumstances. For more information about McGill University’s privacy practices and your rights regarding your personal information, please consult our Privacy Notice (https://www.mcgill.ca/privacy-notice/). Registered students may refuse the release of certain personal information by completing an Opposition Form (https://www.mcgill.ca/student-records/forms/).

Upon submission of your application, and if you enrol, McGill University may:

- Collect and maintain your personal information for the purpose of administering your university admission(s) and student record files;
- Exchange certain personal information with your home institution, in connection with an agreement between McGill and your home institution if you attend McGill on exchange;
- Permanently archive your personal information two years after the end of your studies, unless a policy change is made by McGill in the future, to ensure McGill's compliance with Québec's *Archives Act* and McGill's records retention schedule;
- Obtain copies of your transcripts from the *Ministère de l'Enseignement supérieur* (Québec’s Ministry of Higher Education), the Ontario University Application Centre and/or the British Columbia Ministry of Education, or any other analogous entity;
- Make inquiries to, and obtain personal information from, the *Ministère de l’Immigration, de la Francisation et de l’Intégration* (the Québec ministry concerned with immigration and cultural and linguistic integration), Immigration, Refugees, and Citizenship Canada and/or the *Régie de l'assurance-maladie du Québec* (the government body that manages provincial health insurance) to verify the validity of your immigration or health insurance status;
- Validate with the *Ministère de l'Enseignement supérieur* information regarding your citizenship and previous institution attended, if necessary and as required in order to manage the admissions process and to determine your tuition fees;
- Verify any information or statement provided as part of your application; and
- Contact you through the McGill Alumni Association and University offices that maintain contact with McGill students, alumni and friends, for the purpose of providing University updates and opportunities for direct support to the University, including fundraising, and making available special offers that such groups may benefit from.

McGill may release personal information contained in your admission or student records file to the following persons or bodies, as necessary, in the exercise of their mission for the purposes of processing your admission application, producing statistics; and if you enrol, administering your student file, providing access to McGill’s learning platforms and communication tools, membership in McGill’s student and alumni associations, and support and access to academic opportunities throughout your studies at McGill:

- student associations recognized by McGill University for the categories of student to which you belong (limited to your contact and program information);
- schools or colleges that you have attended;

- a professional body or corporation, where relevant;
- the *Ministère de l'Immigration, de la Francisation et de l'Intégration* and/or the *Régie de l'assurance maladie du Québec*; Immigration, Refugees, and Citizenship Canada; and/or the *Ministère de l'Éducation et de l'Enseignement supérieur*;
- Universities Canada, the Association of Registrars of the Universities and Colleges of Canada, and the BCI (*Bureau de coopération interuniversitaire*, previously known as CREPUQ), and/or the member institutions of these organizations, for the purpose of admission operations and the production of statistics;
- libraries of other Québec universities with which McGill has established reciprocal borrowing agreements;
- the appropriate authorities involved with external or internal funding of your fees (financial records may also be disclosed to such authorities);
- students and alumni of the University who have volunteered to speak with students for the purpose of facilitating their integration into the University;
- other universities and colleges, at the discretion of the University, if any information connected to your application is determined to be false and misleading, concealed or withheld, or contains evidence of academic dishonesty or inappropriate conduct;
- regulatory authorities, law enforcement or other persons, as authorized or required by law; and
- McGill Network and Communications Services.

If reference letters are required for admission to a program, you will be asked to authorize the University to request letters of reference on your behalf from referees you have identified. You understand that each referee will be provided with information indicating that you have applied to be admitted to McGill University, including your name, the McGill program you have applied to, the academic term when you wish to begin your studies at McGill, and your statement describing how the referee knows you.

In addition to the above, if you are a candidate for admission to Graduate and Postdoctoral Studies, you will be asked to authorize the University to request letters of reference on your behalf from referees you have identified, with the understanding that each referee would be provided with information indicating that you have applied to be admitted to McGill University, including your name, the McGill program you have applied to, the academic term when you wish to begin your studies at McGill, and your statement describing how the referee knows you.

In addition to the above, if you are a candidate for admission to the Faculty of Law, you will be asked to consent to the release of personal information to the Committee for Law Admissions Statistics Services and Innovations (CLASSI); the Law School Admissions Council (LSAC), and the Programme of Legal Studies for Native People, Native Law Centre at the University of Saskatchewan.

In addition to the above, if you are a candidate for admission to the Faculty of Medicine and Health Sciences or to the Faculty of Dental Medicine and Oral Health Sciences in undergraduate, graduate, or postgraduate studies, you will be asked to consent to the release of personal information to other schools; to Clinical Supervisors; to a University teaching/affiliated hospital or health center to which you apply or join for residency or rotations; to the Association of Faculties of Medicine of Canada (AFMC), to the *Collège des médecins du Québec* or the *Ordres des dentistes du Québec*, and to any matching agencies. You will be asked to agree to declare any pre-existing condition which may require a declaration to a health authority or require accommodations for you to be able to train.

In addition to the above, if you are a candidate for admission to the Schulich School of Music, you will be asked to consent to the use of your name and images in public recognition of academic achievement and in the advertising and audio and video recording of student ensemble concerts for distribution using different media and formats.

At the time of application, you will be asked to acknowledge that:

- an admission granted based on incomplete, incorrect, or false information contained in your application or supporting documents may be revoked at the sole discretion of the University. The University reserves the right to revoke admission at any time; and
- if admitted to McGill University, you will be bound by the statutes, rules, regulations, and policies in place from time to time at McGill University and at the faculty or faculties in which you will be registered, including those policies contained in the University Course Catalogues and related fee documents. You will undertake to observe all such statutes, rules, regulations, and policies. Your obligations will commence with your registration and terminate in accordance with the University's statutes, regulations, and policies.

The Acknowledgement Agreement is governed by the laws of the Province of Québec.

Undergraduate Leave of Absence Policy

A leave of absence may be granted to undergraduate students for reasons related to:

- maternity or parenting
- personal or family health
- professional development
- required military service
- delays with or a lapse in valid immigration status

Such leave must be requested on a term-by-term basis and may be granted for a period of up to 52 weeks. A leave of absence request should be submitted to your faculty Advising or Student Affairs Office along with appropriate documentation. Refer to specific instructions on your faculty website.

Students who are granted such a leave will have "leave of absence" recorded on their transcript.

No tuition fees will be charged for the duration of the authorized leave. During a leave of absence, you maintain an active student ID card and have access to McGill mail and use of the libraries. You are not permitted to register for courses or to participate in student internships or undergraduate research. You may not normally attend another academic institution; exceptions may be requested for professional development. Faculties may request documentation of a student's readiness to resume studies; they will apply "withdrawn" status after one year of approved leave of absence if the student has not returned to the University.

- Personal objectives, such as travel or time off, and financial matters are not grounds for a leave of absence.

- Normally, a student shall be in Satisfactory Standing when requesting a leave of absence; exceptions may apply and will be determined by the faculty and, if applicable, the professional program.
- Services are only available to students currently enrolled in a program of study. Services for students who are not currently enrolled, **including students on authorized leaves of absence**, are limited to certain services mandated by government regulation and services that help a student transition back into or out of their studies (examples include connecting a student with services off-campus and government financial aid or immigration advising for students leaving or preparing for re-entry).
- A Leave of Absence may have an impact on a student's fee status once they re-enrol after their approved leave. For more information, refer to the Break in Enrolment (https://www.mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/deferred-admission-degree-transfers-break-enrolment) section on the Student Accounts webpage.
- Students who are eligible for scholarship renewal will not have scholarship monies transferred to their account while they are on leave of absence but will maintain eligibility for renewal upon registration in subsequent terms.
- Terms and conditions vary among loan and bursary providers; student consultation with an advisor in Scholarships and Student Aid is recommended.
- Professional programs may impose constraints on the application of the undergraduate leave of absence policy due to accreditation requirements or placement limitations.
- International students are advised to contact International Student Services (https://www.mcgill.ca/internationalstudents/) (ISS) regarding individual circumstances.

If you need to take a leave of absence because of pregnancy or because you need to care for dependants, please consult Academic Accommodation of Pregnant Students and Students Caring for Dependants (https://www.mcgill.ca/wellness-hub/files/wellness-hub/guidelines_for_the_academic_accommodation_of_pregnant_students_and_students_caring_for_dependants_0.pdf).

Note: When on a leave of absence, if you wish to be covered by the undergraduate supplemental health insurance and/or international health insurance, you must contact your respective campus-wide student association (e.g., Students' Society of McGill University, Macdonald Campus Students' Society) and International Student Services to make arrangements. Note that there will be additional student society fees to be paid in order to be considered a member eligible for the insurance plans. For information about the student societies' supplemental health and dental coverage, visit studentcare.ca (https://www.studentcare.ca/). Information about international health insurance is available on the International Student Services website (https://www.mcgill.ca/internationalstudents/health/).

Note: Once a leave of absence is granted, you must consult Scholarships and Student Aid (https://www.mcgill.ca/studentaid/) in order to assess the impact of the leave on student aid (e.g., government loans and bursaries, etc.).

Note for M.D.,C.M. students: Refer to the Absences and Leaves Policy of the M.D.,C.M. Program (https://www.mcgill.ca/ugme/policies-procedures/).

Note for School of Continuing Studies Students: Undergraduate leaves of absence are not possible. Students enrolled in a program at the School of Continuing Studies are allowed to miss two consecutive terms during their studies, provided their legal status in Canada allows them to do so. Students who remain inactive for a year or more must reapply to the program of their choice.

Student Health and Insurance

Health Resources for McGill Students

The Student Wellness Hub (https://www.mcgill.ca/wellness-hub/) provides a range of services to support the well-being of McGill Students, focusing on awareness, prevention, and early intervention. If you would like to access physical or mental health support, you can review services available and/or book an appointment on the Student Wellness Hub (https://www.mcgill.ca/wellness-hub/) website.

All students can also use their health insurance (https://www.mcgill.ca/wellness-hub/about-hub/faqs/understanding-health-insurance-coverage) to access care off-campus. You can review some resources on the Community Resources (https://www.mcgill.ca/wellness-hub/get-support/find-community-resources) page on the Student Wellness Hub website.

If you anticipate encountering ongoing barriers in the academic or physical environment due to disability, injury, or illness, please consult with the Student Accessibility and Achievement (https://www.mcgill.ca/access-achieve/) office to determine an appropriate individualized accommodation plan. Appropriate medical documentation may be required, and can be discussed with an Access Advisor. Academic accommodation planning and support is available to students at the Downtown Campus as well as the Macdonald Campus, and to students in Continuing Studies. Please refer to the Student Accessibility and Achievement (https://www.mcgill.ca/access-achieve/) website for more information, or to book an appointment.

Note for UGME and PGME Students: See the Office of Medical Learner Affairs (https://www.mcgill.ca/schoolofmedicine-learneraffairs/).

Note for Nursing, Physical and Occupational Therapy, and Communication Sciences and Disorders Students: Consult the Local Wellness Advisor (https://www.mcgill.ca/wellness-hub/about-hub/clinicians/local-wellness-advisors/local-wellness-advisor-medicine-health-sciences-nursing-physical-occupational-therapy-communication) at the Student Wellness Hub.

Health Insurance Requirements

International Students (Non-Canadians or Non-Permanent Residents of Canada)

By Senate regulation, all international students (full-time, part-time, half-time, Additional Session, Thesis Evaluation, Non-Thesis Extension, Special, Exchange, and Visiting) and their accompanying dependants must participate in the University's **compulsory International Student Health Insurance Plan (IHI)**. The University, the Québec Ministry of Education, and the Canadian Immigration Authorities require a copy of your proof of health insurance on file. Take note, that minors (less than 18 years of age) can register for the provincial coverage in Québec, *Régie de l'assurance maladie du Québec* (RAMQ).

For details on the IHI plan and information concerning rates, consult the ISS website (https://www.mcgill.ca/internationalstudents/health).

Exemptions: Students covered by private health insurance are not exempt from the McGill IHI plan. However, you may be eligible for an exemption (https://www.mcgill.ca/internationalstudents/health/exemption/) by meeting certain criteria. Exemption requests must be made on Minerva under the *International Health Insurance Coverage Menu (for students)* by the set deadlines (https://www.mcgill.ca/internationalstudents/health/exemption/deadlines/)**.** Supporting documents for your exemption request should then be uploaded under *Exemption Management* on the International Health Insurance portal (https://hrservicedesk.mcgill.ca/servicedesk/customer/portal/28).

Exemptions are valid for one year only and must be renewed each subsequent academic year.

All inquiries related to McGill's International Health Insurance Plan must be directed to International Student Services:

International Health Insurance
Telephone: 514-398-4349
Portal: send an inquiry via the International Health Insurance Portal (https://www.mcgill.ca/internationalstudents/ihi-contact-us)
Website: mcgill.ca/internationalstudents/health (https://www.mcgill.ca/internationalstudents/health/)

Note for School of Continuing Studies: International students who are enrolled in **credit** courses at School of Continuing Studies are also billed IHI and should also refer to International Student Services (https://www.mcgill.ca/internationalstudents/health/) website for information on health insurance.

Canadian Citizens and Permanent Residents

Canadians Residing in Canada

All undergraduate and graduate (classed as Canadian full-time or Additional Session, Thesis Evaluation, Non-Thesis Extension, as well as Postdoctoral candidates) students beginning in the Fall term will be automatically enrolled in the applicable Students' Society's (SSMU, MCSS, or PGSS) **supplemental Health and Dental Plans**. Your supplemental health plan is only valid if you have provincial healthcare or have opted-in to the International Health Insurance Plan. For details on fees, change of coverage dates, and what is covered by the plans, refer to www.studentcare.ca (https://www.studentcare.ca/), or contact:

Studentcare / ASEQ (*Alliance pour la santé étudiante au Québec*)
Telephone: 514-789-8775 or 1-866-795-4435
Hours: Monday to Friday, 9 a.m. to 5 p.m.
Website: www.studentcare.ca (https://www.studentcare.ca/)

If you are a Canadian student from **outside Québec**, you should check with your provincial health services to ensure that you have valid provincial health coverage while studying at McGill.

Canadians Who Have Been Residing Outside Canada

As soon as you arrive in Québec, you can register for RAMQ *(Régie de l'assurance maladie du Québec)* if you meet the eligibility conditions (https://www.ramq.gouv.qc.ca/en/node/4080186).

Important: If you do not meet the eligibility conditions, in order to ensure adequate health insurance coverage during your studies you may enroll in the International Health Insurance plan (https://www.mcgill.ca/internationalstudents/health/canadian-non-residents-and-permanent-residents) offered through International Student Services for international students. **Please note that this option is available only during the first month of each new semester at McGill.**

Note for School of Continuing Studies: Continuing Studies students also have access to a health and dental plan offered by MACES (https://studentcare.ca/rte/en/IHaveAPlan_MACES_Home).

Note for Graduate and Postdoctoral Studies: Graduate students classed as Canadian full-time or Additional Session, Thesis Evaluation, Non-Thesis Extension, as well as postdoctoral candidates are automatically covered by their society's extended Health and Dental Plan (PGSS). Eligible students not charged automatically for insurance fees can choose to enrol themselves during the appropriate Change-of-Coverage period. For more information on what this plan covers, as well as enrolment, opt-out procedures, and deadlines, more information can be found on the PGSS site (https://studentcare.ca/rte/en/McGillUniversitygraduatestudentsPGSS_Home). Students without valid Canadian provincial healthcare, please see **International Students (https://coursecatalogue.mcgill.ca/en/regulations/continuing-studies/general-policies/student-health-insurance/#healthinsuranceintl)** or the **Canadians who have been residing outside of Canada** section above.

Accessibility and Academic Accommodations

If you have special medical needs, **you should book an appointment with the Student Wellness Hub (https://www.mcgill.ca/wellness-hub/contact-us)** to discuss how to manage your health while at McGill.

If you anticipate encountering ongoing barriers in the academic or physical environment due to disability, injury, or illness, **please consult with Student Accessibility and Achievement (https://www.mcgill.ca/access-achieve/)** to determine an appropriate individualized accommodation plan. Appropriate medical documentation may be required, and can be discussed with an Access Advisor. Academic accommodation planning and support is available to students at the Downtown Campus as well as the Macdonald Campus, and to students in Continuing Studies. Please refer to Student Accessibility and Achievement (https://www.mcgill.ca/access-achieve/) for more information, or to book an appointment.

Note for UGME and PGME Students: See the Office of Medical Learner Affairs at mcgill.ca/schoolofmedicine-learneraffairs (https://www.mcgill.ca/schoolofmedicine-learneraffairs/).

Note for Nursing, Physical and Occupational Therapy, and Communication Sciences and Disorders Students: See the WELL Office at mcgill.ca/thewelloffice (https://www.mcgill.ca/thewelloffice/).

Academic Accommodation for Pregnant Students and Students Caring for Dependants

McGill acknowledges the particular challenges facing you as a pregnant student and/or as a student caring for a dependant.

McGill supports you in your desire to further your education while meeting your family obligations.

Wishing to provide an environment in which you may be able to continue in your program of study and fulfil your university commitments, McGill's Guidelines for the Academic Accommodation of Pregnant Students and Students Caring for Dependants (https://www.mcgill.ca/deanofstudents/sites/deanofstudents/files/2025-09/guidelines-for-the-academic-accommodation-of-pregnant-students-and-students-caring-for-dependents.pdf) aim to set out how, and in what exceptional circumstances, you may request academic accommodation.

Personal Information

It is important to keep your McGill record up to date with your personal information, especially a mailing or billing address, as these are used by the University year-round. Upon initial registration, students are prompted to provide this information. Every six months thereafter, students are prompted to update this information as needed.

You must update your address(es) and/or telephone number(s) and emergency contact information in Minerva (https://www.mcgill.ca/minerva/) under the Personal Menu.

If you need to change important personal information that requires the University to verify official documents—such as a name change, gender, or a correction of your birth date—refer to the instructions on the Student Records Name and Gender (https://www.mcgill.ca/student-records/personal-information/name-gender/) page. Macdonald Campus students can request changes in person at the Macdonald Campus Student Affairs Office (https://www.mcgill.ca/macdonald/undergraduates/), Laird Hall, Room 106.

Note for Nursing: A Québec address and telephone number are required for Nursing students on Minerva to meet OIIQ registration requirements.

Submitting Legal Documents

McGill requires documentation from you to confirm your legal status. The following sections describe the documents needed for your specific situation and how you should proceed.

What Documents Does McGill Need from You

Please send the requirements listed below according to the status that applies to you. This information may be subject to change, so **always refer to the Legal Documents website (https://www.mcgill.ca/legaldocuments/) for the most up-to-date information**.

Québec and Canadian Out-of-Province Students

You have applied to McGill directly from CEGEP or you already have a student record at McGill

- **Usually** no documents are required to prove your Canadian and/or Québec status. In most cases, your status is confirmed to us by the Government of Québec or is already in your McGill record. Check your Minerva (https://www.mcgill.ca/minerva/) account to verify that your status is updated correctly (Select *Student Menu > Student Accounts Menu > View your Tuition and Legal Status*)

You have applied to McGill from another Quebec university

- Proof of Canadian status is required: refer to the Legal Documents website (https://www.mcgill.ca/legaldocuments/canada) for a comprehensive list of accepted documents.
- Additionally, for Québec residency status, **usually** no documents are required, unless McGill cannot confirm this from the Government of Québec. Check your Minerva (https://www.mcgill.ca/minerva/) account to verify that your status is correct

You were born in Québec

- Québec birth certificate (Note 4)

You were born in (or are a Landed Immigrant from) a Canadian province other than Québec

- Proof of Canadian status is required: refer to the Legal Documents website (https://www.mcgill.ca/legaldocuments/canada) for a comprehensive list of accepted documents.
- Permanent Code Data Form (Notes 1 and 5)

You are a Québec resident as defined by one of the other situations outlined by the Government of Québec

- Proof of Canadian status is required: refer to the Legal Documents website (https://www.mcgill.ca/legaldocuments/canada) for a comprehensive list of accepted documents.
- Permanent Code Data Form (Notes 1 and 5)
- Attestation of Residency in Québec Form (Note 5)
- Other supporting documents (https://www.mcgill.ca/legaldocuments/quebec/), depending on which situation you checked on the above Attestation of Residency Form

International Students

You must provide certain documents depending on the length of your studies.

If you will be studying at McGill for **less than six months** (i.e., for only one academic semester) as a non-degree student (e.g., Exchange, Special, Visiting)

- You may need a Visitor's Permit or Electronic Travel Authorization (eTA) issued by Immigration, Refugees, and Citizenship Canada (IRCC) at your port of entry into Canada. To determine if you are required to have a visa, please refer to the Immigration, Refugees and Citizenship Canada (https://ircc.canada.ca/english/visit/visas.asp) website
- Photo page of your passport
- Permanent Code Data Form (Notes 1 and 5)

If you will be in Canada for **more than six months** (i.e., you are enrolled in a degree, certificate, or diploma program, usually for two or more consecutive academic semesters)

- Québec Acceptance Certificate (CAQ) (https://www.mcgill.ca/internationalstudents/immigration-documents/documents/caq-application-guide)
- Study Permit issued by Immigration, Refugees and Citizenship Canada (https://www.mcgill.ca/internationalstudents/immigration-documents/documents/study-permit-application-guide)

- Photo page of your passport
- Permanent Code Data Form (Notes 1 and 4)

Note 1: Your signed Permanent Code Data Form is usually required. If the names of your parents appear on your birth certificate, if you have clearly identified your parents' names on your application to McGill, or if you have already provided McGill with your Permanent Code, you do not need to supply this form.

Note 2: Your valid Canadian Permanent Resident status can be proved by a copy of your Canadian Confirmation of Permanent Residence (IMM 5292 or IMM 5688) document or with your Canadian Permanent Resident card (both sides). Alternatively, you may provide your Immigration Record of Landing (IMM 1000) document. Note that McGill reserves the right to ask you for copies of both your PR card and your IMM document.

Note 3: Usually McGill needs your birth certificate to prove your place of birth in Québec. If you already have a valid Québec Permanent Code, McGill will accept a copy of your valid Canadian passport that indicates your birthplace as being within the province of Québec as proof that you are eligible for Québec residency.

Note 4: You can find links to download and print the Permanent Code Data and Attestation of Québec Residency forms on the Forms and Reference Materials page (https://www.mcgill.ca/legaldocuments/forms/).

Fee Exemptions

Exemption from the out-of-province or international supplement tuition fees is possible for students in any of the following three categories, as authorized by the Government of Québec:

1. **French Course Fee Exemptions** – Full-time international students are charged fees at the Québec tuition rate by default for certain eligible French courses (note exclusions as listed on the Tuition Fee Exemption page (https://www.mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions/)).
2. **Out-of-Province Tuition Supplement Exemptions** – Non-Québec Canadian students in the following categories are exempted from out-of-province tuition supplements (details can be found on the Tuition Fee Exemption page (https://www.mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions/)):
   - Students in a Ph.D. program
   - Students in a Postgraduate Medical Education program: Medical Residents, Clinical Fellows, Clinical Research Fellows, Research Fellows
   - Students registered full-time in the Master's in French (*Maîtrise en français*). The exemption begins at the moment the student registers in the program, without retroactive effect
3. **International Students Eligible for Fee Exemptions Based on Legal Status in Canada** – Students with one of the following statuses may be exempt from International Supplements (certain categories of international fees may be assessed at the Canadian tuition rate (https://www.mcgill.ca/legaldocuments/exemption/)):
   - Citizens of France
   - Citizens of certain countries with an agreement with the Government of Québec
   - Diplomatic, consular, or other representatives of international organizations
   - Convention refugees
   - Students awaiting permanent residency in Canada and holding an eligible CSQ
   - Students whose spouse holds, or unmarried students whose parent holds a Temporary Work Permit in Canada
   - Students funded by the FRSQ (*Fonds de la recherche en santé du Québec*)

Where and How Do I Send My Documents

You must send in all your documents after you have accepted your offer of admission but before the start of classes. **Do not send originals.** Email clear and legible copies of your documents. Write your McGill student ID in the filename of each document so that McGill can match them to your record. The sooner you submit your documents, the sooner the University can update your status and ensure that your record is in order.

Please refer to the Legal Documents website (https://www.mcgill.ca/legaldocuments/how) for detailed instructions on where and how to submit your document according to student category.

If there is a problem with your documents, contact Service Point at:

Telephone: 514-398-7878
Website: mcgill.ca/servicepoint/contact (https://www.mcgill.ca/servicepoint/contact/)

Why Does McGill Collect Legal Documents from You

Your tuition status at McGill will vary depending on your legal status in Canada. In order to determine your appropriate rate of tuition (Québec, Canadian out-of-province, or international), we require documentation confirming your current status. The documentation is also required in order to confirm your valid citizenship/immigration status. To find out which documents you must provide and when they are required, refer to What Documents Does McGill Need from You? (https://coursecatalogue.mcgill.ca/en/regulations/continuing-studies/personal-information/submitting-legal-documents/#what_docs_mcgill_needs_from_you)

Some of the documents McGill requests help us obtain your **Permanent Code** from the Government of Québec. This unique 12-character code is created by the Québec Ministry of Education and is obligatory for all students registered in a Québec institution. If you have previously attended school in Québec, you should already have a Permanent Code; it can be found on your school report card or your CEGEP and/or university transcripts. If you do not already have a Permanent Code, we will request to have it created for you. Once it has been created, it will appear on your unofficial transcript.

You can consult your tuition and legal status (including your Permanent Code) in Minerva (https://www.mcgill.ca/minerva/). Select *Student Menu > Student Accounts Menu > View your Tuition and Legal Status*.

Note for Medicine and Health Sciences: Once admitted to the Faculty, you will be required to provide additional documentation for the purposes of admission and registration. Details are provided in the application instructions. For more information, refer to the Undergraduate Medical Admissions Supporting Documentation

page. (https://www.mcgill.ca/medadmissions/applying/requirements/elements/)

Has McGill Received Your Documents

Québec/Canadian/International Fees and Immigration Status

Once McGill has received your documents, it usually takes 5-10 business days to process them and update your status accordingly.

- Check your tuition fee and legal status in the Minerva (https://www.mcgill.ca/minerva/) Student Accounts menu: *Student Menu > Student Accounts Menu > View Tuition Fee and Legal Status*. Ensure that you select the correct term when viewing your status.
- Check the phrase: *Fees currently calculated according to rules for....* This will tell you if your tuition status is currently being billed at the international rate, the Canadian rate, or at the Québec rate. For information on fees, see Student Accounts (https://www.mcgill.ca/student-accounts/).

If you do not agree with your tuition status, notify McGill immediately. Documentation provided to modify your legal and tuition status must be received within the given semester for changes to be applied for that semester. Retroactive tuition status updates are not permitted; requests and documents submitted after the semester has ended will be processed, with changes applied to the *following* semester.

Permanent Code

Your Permanent Code will be created and/or validated by Québec's Ministry of Education normally within the first six to eight weeks of your first registered semester at McGill.

- Check your Permanent Code on Minerva: *Personal Menu > Name Change* or alternately via *Student Menu > Student Accounts Menu > View Tuition Fee and Legal Status*. If your 12-character Permanent Code appears there, your documents are in order. If not, you have not yet provided McGill with your documents listed in What Documents Does McGill Need from You? (https://coursecatalogue.mcgill.ca/en/regulations/continuing-studies/personal-information/submitting-legal-documents/#what_docs_mcgill_needs_from_you) or the Government of Québec has not yet confirmed that your documents are sufficient to create a Permanent Code.

What Are the Consequences of Not Providing Your Documents

The deadline to submit documents in support of a change to your tuition status effective for that semester is the last day of classes for that semester (e.g., December 1 for changes to be made to your tuition status for the Fall term, or April 1 for changes to be made for the Winter term).

If documents are still missing from your file after the start of the semester, a hold will be added to your record preventing you from registering or dropping any courses, and in some cases, from obtaining your official transcript.

International students who have not provided their valid immigration documents to McGill may be de-registered from their courses.

Identification (ID) Cards

As a student registered at McGill, you are required to present an ID card to:

- write examinations;
- use libraries and student services, including certain laboratories;
- access residence buildings;
- access meal plans; and
- access the inter-campus shuttle bus.

The Student Identification Card is the property of the University, for use by the cardholder only, and is not transferable. If you withdraw from all of your courses, you must return it to Enrolment Services (or the Faculty of Agricultural and Environmental Sciences, Student Affairs Office, Macdonald Campus).

- New students must be registered for at least one course to obtain an ID card.
- You must allow for at least 24 hours after you have registered for your first course before requesting an ID card.
- If you do not register for consecutive terms, you should retain your ID card to avoid having to replace it when you re-register.
- If your card has expired, there is no charge for a replacement if you hand in the ID card.
- If you change programs or faculties, there is no charge to issue a new card if you hand in the ID card.
- If your card has been lost, stolen, or damaged, there is a replacement fee; please see the Student Accounts (https://www.mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/other/) website for an exact fee amount.
- If you need security access to labs or other facilities, please contact the Area Access Manager (AAM) of the building in which the room is located. To find out who the AAM is, consult the Find the AAM list on the Campus Public Safety website (https://www.mcgill.ca/campussafety/security-services/access-control/).

Note for Continuing Studies: You must allow at least one day after you have registered before applying for your ID card. If you withdraw from all of your courses, you must attach your ID card to the withdrawal form or return it to the Client Services Office of the School of Continuing Studies.

ID Card Schedule for the Downtown Campus

- The locations and opening hours of ID card centres can be found on the Student Records website (https://www.mcgill.ca/student-records/personal-information/id/).
- New students can obtain their ID card 24 hours after registering for their first course. Please confirm registration dates for new students (https://www.mcgill.ca/importantdates/).
- Returning students must be registered for at least one course and may present themselves at an ID card centre during their operational hours at any time in order to obtain a replacement card. Please refer to the Student ID Card site (https://www.mcgill.ca/

student-records/personal-information/id/) for information on the Downtown Campus ID Centre.

ID Card Schedule for the Macdonald Campus

- The locations and opening hours of ID card centres can be found on the Student Records website (https://www.mcgill.ca/student-records/personal-information/id/).
- The Macdonald Campus ID Centre is in the Student Affairs Office, Laird Hall, Room 106.
- New students can obtain their ID card 24 hours after registering for their first course. Registration dates for new students can be found on the Important Dates (https://www.mcgill.ca/importantdates/) site.

Legal Name and Legal Sex Designation

Legal Name

Your legal name is the name that will appear on your degree, diploma, or certificate upon graduation, and on your e-bills, tax receipts, and official transcript. It is also used by the Government of Québec to create a Permanent Code (https://www.mcgill.ca/legaldocuments/permcode/).

After confirming your offer of admission and registering at McGill, the name provided on your admission application is validated and, in the event of a variation, updated to match the legal name appearing on one of the following documents:

Canadian or Permanent Resident Students:

1. Canadian birth certificate, copy of an act of birth, or citizenship card or certificate
   (**Note:** A Canadian passport is not acceptable)
2. Canadian Immigration Record of Landing (IMM 1000 or IMM 5292 or IMM 5688 and Permanent Residence card)
3. Marriage certificate issued outside of Québec—translated into English or French by a sworn officer if in another language
   (**Note:** Québec marriage certificates are only acceptable if issued prior to 1984)
4. Certificate of Name Change or Certificate of Change of Sex Designation and Name issued by the *Québec Directeur de l'état civil* or applicable force in any Canadian province
   (**Important:** Must be submitted along with a driver's license or health card indicating the name change)

International Students:

1. Canadian Immigration Study or Work Permit
2. Certificate of Acceptance of Québec (CAQ)
3. International passport
   (**Note:** For students in non-degree programs or programs that are less than six months; name changes are acceptable if submitted with a Certificate of Name Change)
4. International birth certificate (with an official translation in English or French)
5. Letter from international student's consulate or embassy in Canada
6. Marriage certificate issued outside of Quebec—translated into English or French by a sworn officer if in another language
   (**Note:** Québec marriage certificates are only acceptable if issued prior to 1984)
7. Certificate of Name Change or Certificate of Change of Sex Designation and Name issued by an official government authority outside of Canada
   (**Important:** Certificates must be submitted along with an international passport or driver's license indicating the name change)

In the case of a variation in the spelling of the name among these documents, the University will use the name on the document that appears first on the above list.

Should McGill require a copy of one of the documents listed above, both or all sides of the document must be copied and presented.

In order to update the legal name on your student record you must:

1. Complete a Personal Data Change Form (https://www.mcgill.ca/student-records/files/student-records/personal_data_change_form_feb2024_fill.pdf)
2. Provide a copy of the appropriate legal document with the updated legal name (if we don't already have a copy); the list of acceptable documents is listed above
3. Submit the completed form and copy of the legal document by email attachment (PDF or TIFF format) to permcode@mcgill.ca

Legal Sex Designation

To update your legal sex designation, you need to:

1. Complete a Personal Data Change Form (https://www.mcgill.ca/student-records/files/student-records/personal_data_change_form_feb2024_fill.pdf)
2. Provide a copy of the appropriate legal document with the updated legal sex designation (if we don't already have a copy); the list of acceptable documents is listed in the Legal Name (https://coursecatalogue.mcgill.ca/en/regulations/undergraduate/personal-information/legal-name-gender/) section above
3. Submit the completed form and copy of the legal document by email attachment (PDF or TIFF format) to permcode@mcgill.ca

Preferred First Name

At McGill University, a student is registered under their legal name as it appears on their legal documents—such as a birth certificate or study permit—that have been provided to the University. This name will be used on documents such as an official transcript and diploma.

Your preferred first name is a name by which you are normally addressed and is different from your legal first name. The Preferred First Name Procedure enables students to use an alternate preferred first name for certain purposes while studying at McGill.

Students who wish to use a preferred first name should enter this information into Minerva as soon as possible in order to ensure that their preferred first name is used as widely as possible.

The preferred first name is displayed on all unofficial university documents and tools, such as:

- McGill ID cards
- Class lists
- Student advising transcripts
- For a complete list of examples, please refer to Student Records (https://www.mcgill.ca/student-records/personal-information/name-gender)

The student's legal name must appear on official university documents, such as:

- Official university transcripts
- Reports to government
- Letters of attestation
- Diplomas and certificates
- Tuition fee e-bills
- For a complete list of examples, please refer to Student Records (https://www.mcgill.ca/student-records/personal-information/name-gender/)

It is important to note that making a request to use a preferred first name at McGill does not change a student's legal name in the McGill student record or records with government authorities.

You can provide a preferred first name on your application for admission or, once admitted, in Minerva (https://www.mcgill.ca/minerva/), under the *Personal Menu*. From the *Personal Menu*, select *Name and Pronoun Change* and then add your preferred first name in the preferred first name field.

You can also request that your preferred first name be part of your McGill email address by submitting an Email Alias form (https://mcgill.service-now.com/itportal?id=kb_article_view&sysparm_article=KB0010666) in IT's Service Now. For further details, see Student Records (https://www.mcgill.ca/student-records/personal-information/name-gender/), which includes the Preferred First Name FAQ.

Verification of Name

You should verify the accuracy of your name on McGill's student records via Minerva (https://www.mcgill.ca/minerva/). To do this, go to *Personal Menu > Name and Pronoun Change*, where you can make minor corrections such as changing case (upper/lower), adding accents, and spacing. You can also add a preferred first name that is different from your legal first name, and it will be used internally at McGill.

For more information on the Preferred First Name Procedure, see the Student Records website (https://www.mcgill.ca/student-records/personal-information/name-gender/).

You cannot change your legal name via Minerva. To change your legal name, please refer to Student Records (https://www.mcgill.ca/student-records/personal-information/name-gender/). A legal name change request must be submitted along with official documents (see Legal Name and Legal Sex Designation (https://coursecatalogue.mcgill.ca/en/regulations/undergraduate/personal-information/legal-name-gender/)). To add a preferred first name, see Preferred First Name (https://coursecatalogue.mcgill.ca/en/regulations/undergraduate/personal-information/legal-name-gender/).

Note for Continuing Studies: Requests for such changes must be made by presenting official documents (see Legal Name and Legal Sex Designation (https://coursecatalogue.mcgill.ca/en/regulations/undergraduate/personal-information/legal-name-gender/)) in person at the Client Services Office (https://www.mcgill.ca/continuingstudies/scs-current-students/scs-getting-started/), School of Continuing Studies.

Online (Distance) Programs

Students registered in exclusively online (sometimes referred to as "distance") programs are required to declare where they are geographically located while studying for every term they are registered in the online program. For students pursuing an online program, location while studying is considered — along with the fee residency status (i.e., Québec Resident, Canadian, or International) — when determining what fees are charged.

The following programs are designed to be offered exclusively online and, with some exceptions, are not offered on one of McGill's campuses:

Undergraduate Programs

Integrated Nursing (B.N.I.) (65 credits) (https://coursecatalogue.mcgill.ca/en/undergraduate/nursing/nursing/integrated-nursing-bni/)[1]

Graduate Programs

Chronic Pain Management (Gr. Cert.) (15 credits) (https://coursecatalogue.mcgill.ca/en/graduate/physical-occupational-therapy/programs/chronic-pain-management-gr-cert/)
Cybersecurity (Gr. Cert.) (15 credits) (https://coursecatalogue.mcgill.ca/en/graduate/arts/information-studies/cybersecurity-gr-cert/)
Healthcare Management (Gr. Cert.) (15 credits) (https://coursecatalogue.mcgill.ca/en/graduate/management/programs/healthcare-management-gr-cert/)[2]
Analytics (Non-Thesis) (M.M.) (45 credits) (https://coursecatalogue.mcgill.ca/en/graduate/management/programs/analytics-non-thesis-mm/)
IMHL (Non-Thesis) (M.M.) (45 credits) (https://coursecatalogue.mcgill.ca/en/graduate/management/programs/imhl-non-thesis-mm/)[2]
Multilingual Digital Communication (Non-Thesis) (M.Sc.A.) (45 credits) (p. 78)[2]
Occupational Health (Non-Thesis) (Distance) (M.Sc.A.) (45 credits) (https://coursecatalogue.mcgill.ca/en/graduate/medicine-health-sciences/population-global-health/occupational-health-non-thesis-distance-msca/)

Continuing Studies Programs (Undergraduate and Graduate Levels)

Applied Cybersecurity (Cert.) (30 credits) (p. 66)
Indigenous Business Management (Cert.) (30 credits) (p. 68)
Public Administration and Governance (Cert.) (30 credits) (p. 69)
Legal Translation (Gr. Dip.) (30 credits) (p. 77)
Data Analysis for Complex Systems (Gr. Cert.) (15 credits) (p. 73)
Data-Driven Decision Making (Gr. Cert.) (15 credits) (p. 74)

Public Administration and Governance (Gr. Cert.) (15 credits) (p. 79)
Public Relations and Communication Management Practice (Gr. Cert.) (15 credits) (p. 79)
Strategic Public Relations and Communications Management (Gr. Cert.) (15 credits) (p. 80)

[1] This program may also have an on-campus equivalent. Only students in the online version of the program must use Minerva to submit a declaration of location for a registered term.
[2] This program is self-funded

Students in the online version of any program listed above, except those that are self-funded, will pay tuition as follows:

1. Students studying within the province of Québec will be subject to the rates established by the government for in-province students, according to their proven fee residency status.
2. Students who are located outside Québec while studying will be subject to deregulated tuition rates.

Most regular university charges will apply to all students in all online programs, but certain fees may be reduced or eliminated for students located outside the province while studying. For example, the Athletics and Recreation Fee is not charged to students located outside Québec, and International students located outside Québec but within Canada may request to opt-in to the International Health Insurance (https://www.mcgill.ca/internationalstudents/health/).

Online program students must self-declare their location while studying **for every term they are registered in the online program** via Minerva under *Student Menu > Location of Study - Online (distance) program*. Students are notified by email that the Minerva form *for the upcoming term* is open and can be accessed. The form opens to all registered students in the above programs on:

- **Fall term:** July 16
- **Winter term:** November 16
- **Summer term:** March 16

Once a student has declared their location for a given term, they cannot use Minerva to update the information for that term if it should change. To make a change to the declaration:

- Students in a **Continuing Studies** program should call 514 398-6200 or email info.conted@mcgill.ca.
- All other students should contact Service Point (https://www.mcgill.ca/servicepoint/contact/).

Students will be asked to support their application for a change in location with appropriate documentation which may include, for example, Québec Medicare Card, Québec Driver's License, rental agreement, mail addressed to them at a Québec address, etc. If the change of location occurs by the last day of classes in the Fall/Winter terms, and August 15th for the Spring/Summer terms, then the change will affect that term. After these dates, a student must wait for the opening of the new term to make the new self-declaration for the new term. If the proof cannot be provided by the last day of classes for the term of the requested change, then Enrolment Services reserves the right to refuse the application.

Where it is determined that a student has falsely declared themselves to be in Québec, then the University reserves the right to re-assess tuition at the deregulated rates for their program and — in addition — the student would be subject to the rules contained in the Code of Student Conduct and Disciplinary Procedures.

Registration for Continuing Studies Students

Most students in Continuing Studies must register using Minerva (https://www.mcgill.ca/minerva/) during the registration periods published on our Key Dates (p. 81) website and on the McGill Important Dates for Students (https://www.mcgill.ca/importantdates/) page.

Note: If you are registering for short courses or seminars, see your individual academic area for specific registration information.

You must register for at least one course prior to the end of the regular registration period to avoid paying a late registration fee; exact fee amounts are available on the Student Accounts (https://www.mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/other/) website. You may add courses until the end of the add/drop period without penalty. If you are in doubt about what course(s) to register for, you can meet with an advisor.

You are responsible for your course selection, registration, and ensuring that you have completed your program and degree requirements according to the regulations and deadlines indicated in this publication. Advisors and staff at the School of Continuing Studies are available to give you advice and guidance.

The School publishes Important Dates (https://www.mcgill.ca/continuingstudies/scs-current-students/scs-schedules/scs-important-dates/) three times a year that contains specific details on registration dates and information needed for the upcoming term. In case of discrepancy between what is published in the supplement and this publication, the supplement takes priority.

Registering Using Minerva

Go to Minerva (https://www.mcgill.ca/minerva/) and follow the step-by-step instructions. You can register and/or make course changes using Minerva ONLY during the periods indicated in the Minerva Registration Schedule. For more information, see Course Information and Regulations (p. 17).

Before Going to Minerva:

- Read the timetable and registration instructions carefully. Please keep in mind when selecting your courses that not all courses are offered each term. You can only register for one term at a time.
- See an advisor. If you wish to substitute required courses or enrol in courses outside your program, you must obtain written approval from your academic area, otherwise the course may not be recognized for credit toward your program. If you need to see an advisor, call your academic area well before registration to make an appointment.

Problems Using Minerva?

If you have any program or course-related questions regarding registration, contact the School of Continuing Studies (https://www.mcgill.ca/continuingstudies/contact-us). If you have problems using Minerva, please refer to mcgill.ca/servicepoint/pinreset (https://

www.mcgill.ca/servicepoint/pinreset/) or contact the Minerva Help Line at 514-398-7878.

Can't Remember your PIN?

If you cannot remember your PIN, you can reset it using the "Forgot PIN?" button on the Minerva (https://www.mcgill.ca/minerva/) login page. If you are unable to reset your PIN, please refer to mcgill.ca/servicepoint/pinreset (https://www.mcgill.ca/servicepoint/pinreset/) or call the Minerva Help Line at 514-398-7878.

Who Can Use Minerva

If you were registered at the School of Continuing Studies during the past year, or were recently admitted to a program, you must use Minerva to register for courses.

Exceptions

You will not be able to use Minerva to register if:

- you have outstanding fees
- you do not have a Permanent Code
- you have a registration hold on your record for administrative or academic reasons
- you are registering for a Language course and your record does not indicate successful completion of the previous level
- you do not have the prerequisite for the course(s) you wish to register for

If any of these conditions apply, you should see an advisor and register in person (see Other Ways to Register (p. 16)).

Registration for Full-Time McGill Degree Students Taking Continuing Studies Courses

If you are a full-time McGill degree student, you can use Minerva to register for a Continuing Studies course. If you are currently in a McGill degree program and want to take a Continuing Studies course for credit toward your program, you must obtain authorization from your faculty.

If you are currently in a McGill degree program and want to take a non-credit Continuing Studies course for interest or personal development, you must register using Athena, the non-credit registration system. With the exception of some Professional Development courses, Summer Studies short courses, workshops, and seminars, these courses will appear on your official transcript but will not count toward the completion of your degree requirements.

Other Ways to Register in the School of Continuing Studies

In-Person Registration

If you are unable to register using Minerva, you should register in person. Please contact the School of Continuing Studies (https://www.mcgill.ca/continuingstudies/contact-us) for information concerning registration.

Specific dates for Fall, Winter, and Spring/Summer term in-person registration are available on the SCS registration website (https://www.mcgill.ca/continuingstudies/scs-current-students/scs-registration/).

Required Documents

Returning Students

1. McGill ID card or proof of Student Number (i.e., unofficial transcript)
2. Proof of satisfactory completion of prerequisite courses

Newly Admitted Students

1. Your letter of admission
2. Proof of satisfactory completion of prerequisite courses
3. Your student ID card (if you were a Special Student in a previous term)
4. Legal documents to prove that you are a Quebec student, a Canadian out-of-province student, or an international student (if you have not done so). For more information, see Legal Documents (p. 10)

New Independent (Special) Students

1. Legal documents to prove that you are a Quebec student, a Canadian out-of-province student, or an international student. For more information, see Legal Documents (p. 10)
2. Your Permanent Code from the Government of Quebec (see Legal Documents (p. 10))
3. Proof of satisfactory completion of prerequisite courses
4. Proof of proficiency in English, if applicable (see Proof of Proficiency in English (p. 55))

Independent (Special) Students Registering in Graduate-Level Courses

1. An unofficial transcript in English or French confirming degree completion and, if applicable, an "avis d'études" from the *Gouvernement du Québec, Ministère de l'Immigration, de la Francisation et de l'Intégration*
2. A letter from your university of origin confirming the expected date of completion of your degree (if your degree has not yet been granted). You must request to have an official transcript sent to us before the end of term once your degree is completed.
3. Proof of proficiency in English, if applicable (see Proof of Proficiency in English (p. 55))

Failure to provide the documents listed above will result in your not being permitted to register in courses.

International Students

In addition to the above, international students should bring:

1. A completed Study Plan
   Note: Once admitted into a program, School of Continuing Studies students will be provided with a Study Plan, outlining the appropriate sequence of courses which will enable them to complete their program within the time frame specified by the immigration authorities. For more information, please contact the School of Continuing Studies (https://www.mcgill.ca/continuingstudies/contact-us).
2. A Study Permit and Certificate of Acceptance of Quebec (CAQ), or other proof of immigration status (see Legal Documents (p. 10))
3. Valid passport

4. Your Health Insurance Number (If you have not purchased insurance, you must do so at the Brown Student Services Building, 3600 McTavish, before registration)

Registration for Short Courses, Seminars, and Workshops

For registration in short courses, seminars, and workshops, please see the appropriate academic area:

- Professional Development and Non-Credit Offerings (p. 80)
- McGill Community for Lifelong Learning (https://www.mcgill.ca/mcll/)

Registration by Proxy

If you are unable to register during the scheduled registration periods, you can register by proxy. A proxy form is available at the School of Continuing Studies or at mcgill.ca/continuingstudies/registration (https://www.mcgill.ca/continuingstudies/scs-current-students/scs-registration). This form must be completed and signed by both you and the proxy holder. The School will not accept proxy forms sent by fax. The proxy holder must bring the signed form along with all supporting documents, and be prepared to pay the fees in full (see In-Person Registration (https://coursecatalogue.mcgill.ca/en/regulations/continuing-studies/registration/other-ways-register/#inpersonscs)).

Registration Information and Schedule

The University reserves the right to make changes without prior notice to the information contained in this publication, including the revision or cancellation of particular courses or programs. Students preparing to register are advised to consult the Minerva Class Schedule (https://www.mcgill.ca/minerva/) for the most up-to-date information on courses to be offered.

Not all courses listed are offered every year.

Note for Summer Studies: Refer to Student Types and Registration Procedures and Student Records (https://coursecatalogue.mcgill.ca/en/regulations/graduate/regulations/student-records/).

Minerva Registration Schedule 2026–2027

Continuing Studies Student Registration

Students	Fall	Winter
Returning students	June 3–September 15	October 1–January 19
Newly admitted students	June 10–September 15	October 8–January 19
Returning (Independent) Special Students	June 10–September 15	October 8–January 19

Late Registration and Add/Drop Period

Students	Fall	Winter
All SCS students except for those in non-credit Professional Development, Faculty Partnerships and Summer Studies courses	September 1–15	January 6–19

Course Changes and Refunds

Once registered for a course, you are responsible for the fees. If you decide not to follow the course, you must officially withdraw. Simply not attending classes or informing the instructor does not constitute an official withdrawal.

How to Add/Drop a Course

You can add or drop a course in one of two ways:

- online using Minerva (https://www.mcgill.ca/minerva/) > *Student Menu* > *Registration Menu*
- in person by completing a Course Change Form, available at mcgill.ca/continuingstudies/scs-current-students/scs-registration/scs-add-drop-or-change-courses (https://www.mcgill.ca/continuingstudies/scs-current-students/scs-registration/scs-add-drop-or-change-courses), and bringing it to the Client Services Office

You can add, drop, and change course sections only during the add/drop period. You will be charged a $20 administrative fee for each course dropped. Refer to the Important Dates Supplement (https://www.mcgill.ca/continuingstudies/scs-current-students/scs-schedules/scs-important-dates/) for specific add/drop dates. Courses dropped before and during the Late Registration and add/drop period will not show on your record.

How to Withdraw From a Course – Grade of W

After the add/drop deadline, you can withdraw from a course in one of two ways:

- online using Minerva (https://www.mcgill.ca/minerva/) > *Student Menu* > *Registration Menu*
- in person by completing a Request for Course Withdrawal Form available at mcgill.ca/continuingstudies/current-students/registration/course-withdrawal (https://www.mcgill.ca/continuingstudies/scs-current-students/scs-registration/scs-course-withdrawals/) and bringing it to the Client Services Office

There are two withdrawal periods for the Fall and Winter terms: one with a refund, and one without a refund.

Please take note of refund deadlines. If you miss the fee refund deadline, you are responsible for all course fees. During both withdrawal periods, you may withdraw from course(s) using Minerva. You will be given a grade of W, which does not affect your CGPA. Failure to officially withdraw will result in a grade of J (incomplete/failure), which counts as 0 (zero) in GPA calculations.

Official registration and withdrawal dates are published before the start of each term. Refer to the Important Dates Supplement

(https://www.mcgill.ca/continuingstudies/scs-current-students/scs-schedules/scs-important-dates/) for specific dates.

Effective Date for Refunds

It is solely your responsibility to initiate a course change (i.e., add/drop/withdrawal) by submitting a form to your student affairs office. Neither notification of the course instructor nor discontinuing class attendance is sufficient.

The effective date for refunds will be the date on which the official Course Change Form was completed or the date the change was made on Minerva.

Refunds are not automatically issued as a result of course changes. You must specifically request a refund in writing; otherwise, any amount owing to you as a result of a course withdrawal or overpayment will be credited to your fee account.

Note: Special rules for refunds will apply for courses of 10 sessions or less or for courses of a specialized nature. For specific details, contact the academic area.

If you are a full-time McGill degree student registered in a Continuing Studies course, the Continuing Studies course change deadlines do not apply to you; see mcgill.ca/importantdates (https://www.mcgill.ca/importantdates/) for deadlines that apply to your faculty.

Refund Request

To make a request for a refund, log into Minerva (https://www.mcgill.ca/minerva/) and follow the *Student Accounts* menu.

If you withdraw from your only course, your McGill ID card must also be returned since it is the property of McGill University.

Classes with Limited Enrolment

The School reserves the right to limit the size of classes based on academic grounds or physical space limitations. In all such cases, enrolment is on a "first-come, first-served" basis, with priority given to students admitted to certificate, diploma, and degree programs.

Auditing of Courses

McGill does not permit auditing of courses.

Note for Continuing Studies: You can register for a Continuing Studies course and opt to have it "non-evaluated".

The Minerva class schedule (https://www.mcgill.ca/minerva/) for the upcoming Fall and Winter terms normally becomes available in May, two weeks prior to the opening of registration. The Summer term schedule is normally published in early February.

The class schedule includes the days and times when courses are offered, class locations, names of instructors, and related information. You should take note of any preregistration requirements for your desired courses such as prerequisite courses, placement tests, or departmental approval/permission requirements.

Class schedule information is subject to change and is updated as courses are added, cancelled, rescheduled, or relocated. It is your responsibility to consult the class schedule at the time of registration, and again before classes begin, to ensure that changes in the schedule have not caused conflicts in your schedule.

The last day of classes in a term varies according to a course's schedule pattern (ex., Mon-Wed-Fri, Tues-Thurs, etc.). You may verify this and other details on the Important Dates for Students website (https://www.mcgill.ca/importantdates/key-dates/).

Note for Health Sciences: For information, you should refer to your Faculty/School section in this publication. This section is not applicable to M.D.,C.M. students; refer to the Undergraduate Medical Education site (https://www.mcgill.ca/ugme/).

Visual Schedule Builder

Once you have selected some courses from the class schedule, try Visual Schedule Builder (https://vsb.mcgill.ca/vsb/welcome.jsp) (VSB) to view your possible class schedules in an easy-to-read weekly schedule format. You cannot currently use VSB to register but you can copy your choice of course reference numbers (CRNs) from VSB for registration in Minerva.

Late Registration for Continuing Studies

You can register late provided there are spaces available in the course after the regular registration period. The late registration period is indicated on the Key Dates (p. 81) page and the SCS Course Registration (https://www.mcgill.ca/continuingstudies/scs-current-students/scs-registration/) page. You will be charged a late registration fee whether you registered on Minerva or in person; exact fee amounts are available on the Student Accounts (https://www.mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/other/) website.

Courses Administered by Other Faculties

You may, under exceptional circumstances, receive permission to register in a course administered by another faculty for credit toward your program. The number of courses you can take is limited and is subject to approval by the faculty.

You will not be able to register for these courses on Minerva. In order to receive permission to register for a course administered by another faculty, you must be formally admitted to a Continuing Studies program and supply proof that you have satisfied all prerequisites.

You must obtain written approval from the Director or Program Advisor. The School registration regulations apply to these courses, including withdrawals, refunds, and requests for transfers.

Registration regulations of the faculty where the course is taken do not apply. However, you must follow the rules and regulations of the faculty where the course is taken with regards to examination conflicts or requests for deferrals.

Note: Some faculties do not offer supplemental examinations. Any failed course must be repeated.

Quebec Inter-University Transfer Agreement

The Quebec Inter-University Transfer (IUT) agreement permits concurrent registration at McGill and another Quebec institution.

McGill Students

If you are a regular McGill undergraduate or graduate degree, diploma, or certificate student, you may register, with your faculty's permission, at any Quebec university for 3—or in some cases 6—credits per term in addition to your registration at McGill. You may also obtain permission to complete a full term (i.e., 12 to 15 credits) at another Quebec university. Your combined registration may not, however, exceed the total number of credits you are permitted to complete in a given term. These courses, subject to faculty regulations, will be recognized by McGill for the degree that you are registered for, up to the limit imposed by the residency requirements of the program. Normally, you must complete a minimum residency requirement of 60 credits at McGill to qualify for a McGill degree (please check with your faculty). This privilege will be granted if there are valid academic reasons.

If you want to take advantage of this agreement, consult your Student Affairs Office for details. Note that this agreement is subject to the following conditions:

- The Quebec universities concerned may, at their discretion, refuse the registration of a student for any of their courses.
- You must complete your faculty and program requirements.
- You are responsible for ensuring that the McGill Class Schedule permits you to take these courses without conflict.
- The Quebec universities concerned are not responsible for special arrangements in cases of examination or class schedule conflicts.
- Grades earned at the host university will not be included in your McGill grade point averages (GPA) or show on your McGill transcripts.
- If you are attending McGill as an Exchange student from outside Quebec, you are not eligible to take courses at another Quebec institution through the IUT agreement.
- Any grades received late from host universities may delay your graduation.

If you are a scholarship holder, you should consult with your Student Affairs Office and the scholarships coordinator concerning your eligibility for continuation or renewal of your award(s).

You must initiate an online Quebec Inter-University Transfer (IUT) application (https://www.mcgill.ca/transfercredit/iut/) to request the required authorizations. You may find additional information posted on your faculty website.

Note: Once the Quebec Inter-University Transfer (IUT) application is approved by both the home and host universities, you must register in the approved course. The method of registration of the host university will vary (e.g., web, in-person, phone, etc.). **You must allow sufficient time to complete and submit your electronic application, because you are responsible for adhering to all of the host university's registration deadlines.** If you decide later to drop or withdraw from the approved course(s), you will need to drop or withdraw from the course using the host university's registration method **and** submit this change on the online Quebec Inter-University Transfer (IUT) application.

The host institution will automatically submit your grades to McGill for any completed courses.

Note for the Faculties of Arts and Science (including B.A. & Sc.): If you participate in any type of study away or exchange (including Quebec Inter-University Transfer) during your final (U3) term—even if you are taking only one course outside of McGill—you will not be able to graduate by the end of this final term and must change your graduation to the following term.

Note for Engineering: For most programs, courses that can be taken through the IUT agreement are restricted to specific course categories. For details, please see the Faculty of Engineering's Study Away page (https://www.mcgill.ca/engineering/students/undergraduate/exchanges-study-away/study-away/).

Note for Nursing: The final grades earned at the host university must meet the minimum requirements as set by the Ingram School of Nursing, i.e., a letter grade of 'C'.

Note for Physical and Occupational Therapy: The final grades earned at the host university must meet the minimum requirements as set by the Physical Therapy or Occupational Therapy programs.

Visiting IUT Students

Note for Health Sciences: This section applies only to the Ingram School of Nursing.

If you are a student at another Quebec university and wish to take courses at McGill using the Quebec Inter-University Transfer (IUT) agreement, you must initiate an online application to request the required authorizations (https://www.mcgill.ca/transfercredit/iut/). You should also refer to your home university's website for regulations on the number of credits allowed, as well as the policies for transferring the credits.

Note: Once the Quebec Inter-University Transfer (IUT) application is approved by both the home and host universities, you remain responsible for registering in the approved course. At McGill, you must register in Minerva (https://www.mcgill.ca/minerva/). Once your application has been approved, you will be informed via email of the necessary registration steps. **You must allow sufficient time to complete and submit your electronic application, as you are responsible for adhering to all of McGill's registration deadlines.** If you later decide to drop or withdraw from the approved course(s), you will need to drop or withdraw from the course in Minerva **and** submit this change to the online Quebec Inter-University Transfer (IUT) application.

Note for Engineering: Summer courses administered by the Faculty of Engineering are open to McGill students only.

Note for Continuing Studies: If you are a Visiting IUT student and your application has been approved, you must register in-person, by appointment only (p. 16).

McGill will automatically submit your grades for any completed courses to your home university.

Fees for Continuing Studies Students

The information in this publication was updated in March 2026. The University reserves the right to make changes without notice in the published scale of fees. Please consult the Tuition and fees tables and rates (https://www.mcgill.ca/student-accounts/tuition-fees/tuition-and-fees-tables-and-rates/) page on the Student Accounts website for information.

The School of Continuing Studies is not responsible for any fees payable to an external association or institute.

- Billings and Due Dates for Continuing Studies Students (p. 20)
- Tuition Fees (p. 20)
- Compulsory Fees for Continuing Studies Students (p. 21)
- Other Fees for Continuing Studies Students (p. 22)
- Other Policies Related to Fees (p. 22)

Billings and Due Dates for Continuing Studies Students

Access to Fee Information

You can view your Account Summary by Term in Minerva (https://www.mcgill.ca/minerva/). The Fall term fees will be accessible in mid-July.

Invoicing of Fees

Fees are assessed on a term-by-term basis.

Electronic billing is the official means of delivering fee statements to all McGill students. Your e-bill includes all charges to your account, including tuition, fees, health insurance, and other charges. The University generally produces e-bills at the beginning of the month and sends an email notification to your official McGill email address stating that your e-bill is available for viewing on Minerva. Charges or payments that occur after the statement date appear on the next month's statement, but you can view them immediately on the *Account Summary by Term* under the *Student Accounts Menu* on Minerva (this is the online dynamic account balance view).

Failure to check email on a regular basis *in no way warrants* the cancellation of interest charges and/or late payment fees. Refer to the Student Accounts website at mcgill.ca/student-accounts (https://www.mcgill.ca/student-accounts/) for information on payment due dates.

Late Payment Fees

If you have an outstanding balance greater than $100 on your account at the end of October (end of February for the Winter term), you are charged a late payment fee according to the fee schedule found in Other Fees for Continuing Studies Students (p. 22).

Payment Procedures

Please see the Student Accounts website at mcgill.ca/student-accounts/your-account/payment (https://www.mcgill.ca/student-accounts/your-account/payment/) for the various methods of payment available to students and their guests.

Tuition Fees

Tuition rates are subject to change each academic year. Please access *Tuition and fees* at mcgill.ca/student-accounts/tuition-fees (https://www.mcgill.ca/student-accounts/tuition-fees/). The annual rates of tuition and fees are updated as soon as they are known.

Note: Students who are required to submit documentation and who do not do so by the stipulated deadlines (December 1 – Fall; April 1 – Winter; August 1 – Summer) are billed at the non-Québec Canadian or the international rate, depending on the documentation submitted. Students who are not automatically granted a fee deferral based on the University's evaluation of their personal information at admission, and who expect their fee residency status to change within the term—contingent on appropriate supporting documentation—must contact Service Point (legaldocumentation@mcgill.ca) to discuss what documentation is still outstanding to support their situation. The office will decide if a fee deferral is warranted. No prior interest charges or late payment fines will be reversed; therefore, you should ensure your request is submitted before the first fee payment for the term is due.

Students in on-line programs must self-declare for each registered term, where they will be located during that term, on Minerva under the *Student Menu > Location of Study - Online (distance) program*. Students in one of these online programs will be notified by email that the Minerva form for the upcoming term is open and can be accessed for completion. Students studying within the province will be subject to the rates established by the government for in-province students. Students who are located outside Québec while studying, will be subject to deregulated tuition rates.

Québec Students and Non-Québec (Canadian or Permanent Resident) Students

In accordance with provincial government requirements, students must provide proof that they qualify for assessment of fees at the Québec or non-Québec Canadian rates; see mcgill.ca/legaldocuments (https://www.mcgill.ca/legaldocuments/) for details. In certain cases, non-Québec Canadian students pay the same rate of tuition as Québec students—for further information about these exceptions, see the Student Accounts website at mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions (https://www.mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions/).

International Students

Exemption from international tuition fees may be claimed by students in certain categories. Such students, if eligible, are then assessed at the Québec student rate (certain categories may be assessed at the Canadian tuition rate). These categories and the required documentation for each of them may be viewed at mcgill.ca/legaldocuments (https://www.mcgill.ca/legaldocuments/). Further information regarding these reductions of international tuition fees by the Québec government is available on the Student Accounts (https://www.mcgill.ca/student-accounts/) website under *Tuition and Fees > General Tuition and Fees Information.*

For more information concerning fee exemptions, visit mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions (https://www.mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions/) or contact Service Point (https://www.mcgill.ca/servicepoint/contact/).

Tuition Assistance for McGill Staff

McGill staff may be entitled to a tuition waiver equivalent to 100% of the portion of eligible tuition fees. For complete details, refer to the policies and procedures found at mcgill.ca/hr/benefits/tuition (https://

www.mcgill.ca/hr/benefits/tuition/). Should you not successfully complete the courses as detailed in the policy, the fee exemption will be cancelled and you will be required to pay these fees according to regular payment deadlines.

Staff Dependent Waivers

Students who are dependents of staff members or pensioners may qualify for a fee reduction. You may find further information, including instructions on how to complete and submit the application form, at mcgill.ca/hr/employee-relations/policies-procedures (https://www.mcgill.ca/hr/employee-relations/policies-procedures/).

The fee reduction will be credited to your McGill fee account once eligibility has been confirmed. This fee reduction will be reflected in a T4A slip issued to the student in February by the University.

For more information, refer to the MUNACA Collective Agreement, or the Staff Dependent Policy at mcgill.ca/hr/employee-relations/policies-procedures (https://www.mcgill.ca/hr/employee-relations/policies-procedures/).

Continuing Studies Fees for Non-Credit Courses

Fees for non-credit courses and for short courses or seminars not recorded on the official McGill transcript are noted in Course Information and Regulations (p. 17) or on the Continuing Studies website at mcgill.ca/continuingstudies/fees-and-tuition (https://www.mcgill.ca/continuingstudies/scs-future-students/tuition-and-fees/). The MACES fee is included where applicable (see Student Governance: McGill Association of Continuing Education Students (MACES) (p. 39).

Continuing Studies Fees for Senior Citizens

Senior citizens aged 65 years and over, registered in credit or non-credit courses, will be credited an amount equal to 50% of the Quebec tuition fee rate. This policy applies to students who have turned 65 as of September 30 for the Fall term and January 31 for the Winter term.

Fee reductions do not apply to fees for special programs in the School of Continuing Studies, or membership in the *McGill Community for Lifelong Learning*. Senior students who pay the International or non-Quebec rate will be credited 50% of the Quebec tuition fee for their program.

Compulsory Fees for Continuing Studies Students

- **McGill Association of Continuing Education Students (MACES) Fee:** A fee of $12.99 per course is collected from each student by the University on behalf of the McGill Association of Continuing Education Students (MACES (https://maces.ca/)). Exceptions.
  a. Students in non-credit and non-Continuing Education Unit (CEU) activities.
  b. The MACES fee does not apply to students who are already members of the undergraduate or graduate campus level society (SSMU (https://ssmu.ca/), PGSS (https://pgss.mcgill.ca/), or MCSS (https://mcssmcgill.ca/)), except in certain cases where the student is in more than one program. For further information about MACES, see Student Governance: McGill Association of Continuing Education Students (MACES) (p. 39).
- **MACES Health and Dental Plan:** Please see mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/insurance#macesplan (https://www.mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/insurance#macesplan) for details.
- **MACES GuardMe Fee:** Please see mcgill.ca/student-accounts/tuition-fees/fee-descriptions#mo (https://www.mcgill.ca/student-accounts/tuition-fees/fee-descriptions#mo) for details.
- **MACES Virtual Health Care Fee:** Please see mcgill.ca/student-accounts/tuition-fees/fee-descriptions#mo (https://www.mcgill.ca/student-accounts/tuition-fees/fee-descriptions#mo) for details.
- **MACES Legal Essentials Fee:** Please see mcgill.ca/student-accounts/tuition-fees/fee-descriptions#mo (https://www.mcgill.ca/student-accounts/tuition-fees/fee-descriptions#mo) for details.
- **SCS Career Development Success Package (SCSD):** This fee is compulsory and is charged to all School of Continuing Studies (SCS) students who are members of MACES, registered in credit and non-credit courses in the Fall, Winter, and Summer terms. Students enrolled in credit courses are charged $6.60 per credit and students in non-credit courses are charged the corresponding amount ($6.60 per billing hour, typically three per course). Students will have access to a consolidated suite of services offered by the McGill Writing Centre (MWC) Tutorial Service, while they remain fee-paying students, in addition to career services provided by the School of Continuing Studies while fee-paying students and up to 18 months post-graduation. The fee is valid for five years, effective Fall 2019, up to and including Winter 2024 at which time MACES will bring the student fee back to the student body in a referendum.

Administrative Charges

The University assesses a number of administrative charges to students, which include:

Registration Charge – All students in courses and programs are assessed a registration charge.

Information Technology Charge – The purpose of the information technology charge is to enhance certain technological services provided to students as well as to provide training and support to students in the use of new technologies.

Transcripts and Diploma Charge – The University assesses a transcripts and diploma charge to all students. This entitles currently enrolled students to order transcripts free of charge and covers the costs of producing diplomas and some of the costs associated with convocation ceremonies. Students who attend their convocation may be responsible for some additional costs. A fee per official transcript is applicable if you have not been registered at McGill in the last 12 months. Please see mcgill.ca/student-records/transcripts (https://www.mcgill.ca/student-records/transcripts/) for further information.

Copyright Fee – All students in courses and programs are charged a copyright compliance fee. This fee covers the cost of using material protected by copyright. It is levied to comply with all Quebec and Canadian copyright laws.

General Administrative Charge – This fee originated from increases in ancillary fees that were allowed by the Quebec Government. The University complies with the Quebec government's regulation on administrative fee increases by applying the same indexation factor that the government applies to tuition to this charge. A portion of the amount continues to be directed to Athletics (except in the School of Continuing Studies).

For further information about administrative charges, see mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/society-services-and-administrative-fees (https://www.mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/society-services-and-administrative-fees/).

Other Fees for Continuing Studies Students

Other Fees (rates as of 2025–2026)

International Student Health and Accident Plan (compulsory; please see mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/insurance#universityplan (https://www.mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/insurance#universityplan) for more details):

Fee	Amount
Single	$951
Dependant	$2,916
Family (one student with two or more dependants)	$5,544
Application for Admission (credit programs)	$101.38
Late Registration (non-refundable)	$25
Language Placement Test	$44.35
Course Transfer	$20
Course dropped prior to refund deadline	$20
Supplemental Examinations	$46.51
Duplicate ID card	$25
Late Payment Fee (charged at the end of October for the Fall term, or at the end of February for the Winter term):	
Balances between $100.01 and $300	$25
Balances between $300.01 and $1,000	$50
Balances greater than $1,000	$75
Interest on outstanding balances (rate determined in February, to be applicable on June 1, is 1.24% monthly or 14.88% annually)	
Returned cheque or Pre-Authorized Debit payment [1]	$45
Cheque Refund charge:	
on balances less than $100	$10
on balances $100 and over	$20
Reinstatement Penalty (see Overdue Accounts) (p. 22)	$150
Rescheduled Examinations	$38.85
Exemption by Examination	$129.52
Comprehensive Challenge Examination (English and French Language Programs)	$129.52
McGill School of Continuing Studies Test of English Language Proficiency (TELP)	$139.40
Intensive Language Programs:	
Application Fee	$101.38
Course cancellation prior to refund deadline	$200

[1] **Note:** Please note that the $45 fee for returned cheques and pre-authorized debit payments is in addition to the value of the amount debited for the returned item in question. For transactions in Canadian dollars, the amount debited is the same as the amount paid. For transactions in other currencies, including pre-authorized debit payments in US dollars, accounts will be debited at the exchange rate charged by the bank to the University. This sometimes represents a significant difference from the amount originally paid, depending on the rate of exchange on the date of the return.

Other Policies Related to Fees

The following sections describe other fee-related policies that may apply to your account.

Overdue Accounts

All tuition and fees assessed by the University must be paid in full or arrangements must be made to settle the debt.

Students' accounts are considered delinquent if they are not paid in full within 60 days after the bill is issued. McGill places a financial hold on these accounts, preventing students from obtaining official academic transcripts and from accessing Minerva for any registration functions. In the event that a student's account has a hold preventing registration or the release of transcripts, the University may require a guaranteed form of payment, for instance, a certified cheque or money order. Certain financial holds prevent the release of diplomas. Other financial holds can affect access to non-registration functions, for example Meal Plan Top-Ups.

Interest: Interest is charged on overdue balances at the monthly rate of 1.24% (14.88% annually), multiplied by the balance outstanding after the due date (within 2–3 days). The rate is evaluated each Spring, and then it is set for the following academic year. As of this publication, the interest rate of 1.24% (14.88% annually) is correct. See mcgill.ca/student-accounts/your-account/deadlines-and-penalties/overdue (https://www.mcgill.ca/student-accounts/your-account/deadlines-and-penalties/overdue/) for more information.

Note: You should regularly verify your account balance on Minerva.

The University has no obligation to issue any transcript of record, award any diploma, or re-register you as a student if you do not pay your tuition fees, library fees, residence fees, or loans by their due date.

Information for Registered Students

If you register for a term but still owe amounts from previous terms, you must either pay your previous term account balance or make payment arrangements with the Student Accounts Office before the end of the course add/drop period. If you have financial difficulty, first contact the **Student Aid Office** to discuss the possibility of obtaining financial aid:

Brown Student Services Building
3600 rue McTavish, Room 3200
Montréal, QC H3A 0G3

Telephone: 514-398-6013
Email: student.aid@mcgill.ca
Website: mcgill.ca/studentaid (https://www.mcgill.ca/studentaid/)

If you fail to pay the previous term's fees or to make arrangements to settle your debt prior to the add/drop deadline, the University will cancel your registration in the current and subsequent terms.

Information for Students Who Are No Longer Registered

When students fail to settle their debt or reach a suitable payment arrangement, or fail to provide the Student Accounts Office with up-to-date contact information, the University refers these delinquent accounts to a collection agency. **If neither the University nor the collection agency is able to collect on the account, the University reserves the right to have the student reported to a credit bureau.** You should be aware that the University is entitled to use all legal means to obtain payment and that students are responsible for all costs associated with such actions.

Cancelling Registration for Non-Payment of Previous Term(s)

In accordance with the fee policies stated in Overdue Accounts (https://coursecatalogue.mcgill.ca/en/regulations/undergraduate/fees/policies-related/) and Information for Registered Students (https://coursecatalogue.mcgill.ca/en/regulations/undergraduate/fees/policies-related/), before the University cancels your current and subsequent term registration(s), the Student Accounts Office will make all reasonable efforts to notify you if your account is delinquent, or if you owe more than $100 from the previous term. The cancellation is effective the last day of the add/drop period unless you settle the account or make payment arrangements with the University by then. If you pay or make payment arrangements with the Student Accounts Office after the add/drop deadline and you want the University to reinstate your registration for the current or subsequent term(s), you must complete the *Request for Reinstatement* form (mcgill.ca/student-accounts/forms (https://www.mcgill.ca/student-accounts/forms/)) and submit it to the Student Accounts Office, which will forward it to Enrolment Services for approval and processing. Your fee account will be charged a Reinstatement Penalty for the processing of the re-enrolment; exact fee amounts and further details are available on the Student Accounts (https://www.mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/other/) website.

Acceptance of Fees vs. Academic Standing

Acceptance of fees by the University in no way guarantees that students will receive academic permission to pursue their studies. If it is subsequently determined that your Academic Standing does not permit you to continue, all fees paid in advance will be refunded.

For directions on requesting your refund online in Minerva, see mcgill.ca/student-accounts/your-account/requesting-refund (https://www.mcgill.ca/student-accounts/your-account/requesting-refund/).

Deferred Admission, Degree Transfers, Break in Enrolment

Deferred Admission: Students who defer their admission to the University will be subject to the tuition rates that are in effect for the term in which they are starting, and not the term in which they were originally admitted. This is of interest to International and Canadian non-Québec resident students in particular programs where tuition rates have been guaranteed for the duration of their program as long as there is no break in enrolment or degree transfer.

Degree Transfers: International undergraduate students and students in non-research graduate programs who transfer degrees will be charged the tuition rate in effect for newly admitted students in the new degree in their term of transfer. Canadian non-Québec resident students will be charged the tuition rate in effect for newly admitted students in their term of transfer.

Break in Enrolment: Québec Residents may need to reprove their fee status if they have been absent (i.e., not enrolled) for more than two terms (not counting the Summer term). Students may verify their legal status in Minerva (select the appropriate term) to confirm that the QC residency status is still active. *Terms for which students are recorded as being away on an officially approved leave of absence are not counted.*

Canadian non-Québec resident students who are absent (i.e., not enrolled) for more than three terms (including the Summer term), will be charged the tuition rate in effect for newly admitted students in the term in which they resume their studies.

International students in undergraduate or graduate level non-research programs who are absent (i.e., not enrolled) for more than three terms (including the Summer term), will be charged the tuition rate in effect for newly admitted students in the term in which they resume their studies. *A term of withdrawal from the University is included in the calculation of the break in enrolment when students are not charged tuition for that term. Terms for which students are registered on an officially approved leave of absence, exchange or study away program are not calculated as part of a break in enrolment.* This policy is not applicable to Visiting and Special students as international students in these categories always pay the fees of the new academic year.

Fees for Students in Two Programs

Students in two programs are normally billed additional fees for their second program. Depending on the level of the two programs (e.g., one at the undergraduate level versus one at the graduate level), you may incur both society and faculty fees and/or additional tuition fees. Consult the Student Accounts website at mcgill.ca/student-accounts/

tuition-fees/general-tuition-and-fees-information/exchange-senior-citizens-part-time-and-double-program (https://www.mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/exchange-senior-citizens-part-time-and-double-program/) for further details.

You should consult the Student Accounts Office at student.accounts@mcgill.ca for information on tuition fees. Adjustments to bills are made throughout the term in cases where fees cannot be automatically calculated.

Students Taking Courses Extra to Their Program

Students who have been given permission by their department and Enrolment Services to take courses that are considered to be extra to their primary program, must request, in writing to their department, to have those courses flagged as extra to their program, and are required to pay additional tuition charges. Such assessment of fees will be processed after normal course add/drop deadlines have passed.

Please refer to the "Extra Courses" policy found at mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/grad-studies-information (https://www.mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/grad-studies-information/).

Québec Inter-University Transfer Agreements

If you are taking courses as part of the Québec Inter-University Transfer (IUT) agreement, you are required to pay the fees at your home university; see Québec Inter-University Transfer Agreement (https://coursecatalogue.mcgill.ca/en/regulations/undergraduate/registration/inter-university-transfer-agreement/). The agreement covers only the transfer of academic credits.

IUT students taking courses at McGill are required to pay additional course charges that are compulsory upon registration, such as special activity charges or course material costs.

The University reserves the right to refuse course registrations in non-government-funded activities.

Senior Citizens

Financial aid is available for students in need who are aged 65 or over and who are enrolled in full-time degree programs. Contact the Scholarships and Student Aid Office (https://www.mcgill.ca/studentaid/scholarships-aid/) for more information at 514-398-6013.

Deferred Fee Payment for Continuing Studies Students

Students with Sponsors

If your fees will be paid by an outside agency such as the Department of Veterans Affairs, CIDA, a foreign government, or your University department (i.e., teaching assistants or demonstrators), you must have written proof of this sponsorship. Your sponsor must confirm the conditions of their sponsorship in writing on company letterhead to the University. This allows the University to initiate a contract with your sponsor and effect the payment to your fee account. You need to notify the University at least one month before the beginning of the term in which the contract takes effect. For more information and the required forms, see mcgill.ca/student-accounts/parents-and-sponsors/third-party-sponsorship (https://www.mcgill.ca/student-accounts/parents-and-sponsors/third-party-sponsorship).

When a third party agrees to pay fees on your behalf, payment is recorded on your fee account, which reduces the balance you must pay. The University reserves the right to insist upon payment. **If the third party does not pay the promised fees within 90 days of invoicing, you are responsible for paying the fees plus the late payment fee and accrued interest.**

Loans and Bursaries for Continuing Studies Students

Full-time students (registered for a minimum of 12 credits per term) may apply for provincial student loans and bursaries. Refer to mcgill.ca/studentaid (https://www.mcgill.ca/studentaid/) for information on entrance scholarships, federal and provincial student assistance, McGill loans and bursaries, and loans available to U.S. citizens.

Corporate Tax Benefits for Continuing Studies Students

McGill University is recognized by the *Ministère du Travail, de l'Emploi et de la Solidarité sociale Québec* as a training establishment for the purpose of corporate tax benefits (registration number: 06C0084-00). Companies who are paying fees on behalf of their employees may be eligible for a tax deduction in accordance with Bill 90, or for the refundable training tax credit. Please refer to the following website for further information: www.emploiquebec.gouv.qc.ca/en (https://www.quebec.ca/emploi).

Tax Slips for Continuing Studies Students

T4A (RL-1), T2202, and Relevé 8 slips are issued on Minerva (https://horizon.mcgill.ca/pban1/twbkwbis.P_WWWLogin) under the *Student Accounts Menu* by the end of February each year. Note that a Quebec permanent code, a social insurance number and a valid mailing address are required to be transmitted to Revenu Québec by the University as part of its tax reporting for both the T4A and the Relevé 8 slips; therefore, it is highly recommended that if you expect to be completing a Quebec income tax return, you provide this information to the University upon registration. More information on these slips is available on mcgill.ca/student-accounts/your-account/tax-information (https://www.mcgill.ca/student-accounts/your-account/tax-information).

Summer Studies

Student Types and Registration Procedures for Summer Studies

All students, including McGill students, Quebec Inter-University Transfer students, and Special and Visiting Students from universities outside Quebec must register using Minerva (https://horizon.mcgill.ca/pban1/twbkwbis.P_WWWLogin), McGill's web-based registration system. Once you have determined your student type below, take note of the registration procedures in the corresponding column. Please

note that students owing fees from previous terms will be denied access to register on Minerva.

McGill Students

A McGill student is:

- One who is registered in the Winter term immediately preceding the Summer term in a McGill degree or diploma program; students who are graduating in June, see instructions for Special Students below.
- One who has not registered or who withdrew in the Winter term and has received a letter of readmission from the Faculty office.

A McGill student should:

- Pay any outstanding fees on their student account;
- Verify course and program requirements in the Course Catalogue;
- Consult their faculty student affairs office for a list of Summer courses that are acceptable for credit toward their degree. Other courses may be taken, but may not count toward your degree;
- Obtain authorization from the appropriate department, if required;
- Visit the Using Minerva to Register site (https://www.mcgill.ca/students/courses/add/register) and follow instructions on how to register. View their class schedule on Minerva to ensure they are correctly registered.
- **Graduate students** should consult with their graduate department/unit (https://coursecatalogue.mcgill.ca/en/graduate/). For further information, please see the Future Graduate Students Applying and Admissions site (https://www.mcgill.ca/gradapplicants/how-apply).
- **Continuing Studies students** must register with the School of Continuing Studies (https://www.mcgill.ca/continuingstudies/).
- **Macdonald Campus Summer Session students** must follow the steps for the appropriate student type (McGill, IUT, visiting, or special) as well as obtain permission from the Faculty of Agricultural and Environmental Sciences (https://www.mcgill.ca/macdonald/undergraduates) in order to register for their courses.

Quebec Inter-University Transfer Students

A Quebec Inter-University Transfer student is:

- One who is currently registered at a Quebec university and wishes to transfer credits granted by McGill during the Summer to that university.

Currently registered students at other Quebec universities should:

- Initiate an online Inter-University Transfer (IUT) form to request the required authorizations. Complete the online AEHE-IUT form (https://www.mcgill.ca/transfercredit/iut) by clicking on the Non-McGill Students tab on the vertical menu and then Step 1: Applying.
- After the online Inter-University Transfer form is approved by your home university and McGill, you must register in the approved course(s) on Minerva.
- Visit the Using Minerva to Register site (https://www.mcgill.ca/students/courses/add/register) and follow instructions on how to register. View their class schedule on Minerva to ensure they are correctly registered.

Note: The online IUT form is only an approval process and does not signify that you will be registered in the course.

Other Student Types

A Visiting Student from a university outside Quebec is:

- One who is currently registered in a degree or diploma program at another university. You may take Summer courses at McGill for credit at your home university. After you have selected the courses that you would like to take for university credit, obtain written permission from the Registrar or other responsible authority at your home university. This letter of permission should state the course(s) and number of credits that may be taken and must accompany the documentation sent to McGill.

A Special Student is:

- One who has received either a conditional or final letter of acceptance to a McGill undergraduate degree or diploma program.
- Anyone who is not currently registered in a degree or diploma program either at McGill or elsewhere.
- One who is graduating from McGill University in the month of June.

Note: If you have received a final acceptance to a McGill undergraduate degree or diploma program and have confirmed your acceptance, please see the registration procedures for McGill students above.

Visiting Students from universities outside Quebec and Special Students should:

- Fill out and submit a Registration Package for Summer (https://www.mcgill.ca/summer/future-students/registering).

Note: There is a processing fee, payable online when you upload your Registration Package.
Note: McGill students who have a Winter 2026 graduation term on their record will only need to complete the online form entitled Authorization for Change of Program - Graduating Students (https://www.mcgill.ca/student-records/summer).

- Ensure they have received an email with their McGill ID number and instructions on how to register using Minerva (https://www.mcgill.ca/students/courses/add/register).
- Provide their Permanent Code form and supporting documents according to the regulations explained in What Documents Does McGill Need from You? (https://coursecatalogue.mcgill.ca/en/regulations/undergraduate/personal-information/submitting-legal-documents/#text) Please read this section carefully before submitting your registration package.
- Processing of registration packages will begin in February and registration will begin in March (see Summer Key Dates (https://coursecatalogue.mcgill.ca/en/continuing/about-summer-studies/key-dates/)). Some courses fill up rapidly so you are advised to send your Registration Package for Summer Studies early.

Note: You are responsible for all courses in which you are registered unless you formally drop these courses online using Minerva before the deadline date. Neither notification of the course instructor nor discontinuing class attendance is sufficient (see Summer Key Dates

(https://coursecatalogue.mcgill.ca/en/continuing/about-summer-studies/key-dates/) for add/drop and withdrawal deadlines).

Summer Residence Accommodations

Students who are in need of accommodations are encouraged to explore the Summer accommodations options (https://www.mcgill.ca/accommodations/summer) offered by McGill's Housing and Conference Services.

Student Records

Students must inform themselves of University rules and regulations and keep abreast of any changes that may occur. The Student Records section of this publication contains important details pertaining to Academic Standing, grading, grade point averages (GPA), and transcripts, as well as other topics, and should be periodically consulted.

- Academic Standing (p. 26)
- Credit System (p. 26)
- Grading and Grade Point Averages (GPA) for Continuing Studies (p. 26)
- Transcript of Academic Record (p. 28)
- Incomplete Courses for Continuing Studies (p. 28)
- Non-Evaluated Work for Continuing Studies Students (p. 28)
- Student Record Changes (p. 29)
- Letters of Attestation for Continuing Studies Students (p. 29)

Academic Standing

When you first start your program, and in your first term, you are deemed to be in Satisfactory Standing. At the end of each term, after final grades have been submitted, your Academic Standing in your program is determined based on your grade point average (GPA) calculations in the current and previous terms and your faculty's regulations.

Academic Standing codes are generated in January for the Fall term, in May for the Winter term, and in September for the Summer term, and are displayed on your McGill official and unofficial transcripts. If you receive Unsatisfactory Standing, you may not continue in your program, register for any future terms and must apply for readmission to your faculty. Note that readmission is not automatic or guaranteed. Consult the appropriate section of this publication for the regulations on Academic Standing for your faculty.

School of Continuing Studies Students

If you are in Unsatisfactory Standing, you must apply to the Appeals Committee of your academic area.

Credit System

The faculties listed in this publication 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, but this does not apply to all faculties. Laboratory contact hours usually count for fewer credits. Credits also reflect the amount of effort required of you and generally assume two hours of personal study for each contact hour.

Note: One credit equals about 45 hours of work. This may be a combination of lecture, laboratory, tutorial, and conference time plus personal study hours. Personal study hours may include required activities, group activities, time spent doing assignments, and preparing and reviewing for a course. All synchronous activities should be held within the time the course is scheduled per the Minerva Class Schedule (https://www.mcgill.ca/minerva/). Credit hours normally do not require a set number of synchronous hours, allowing for flexibility in course design and scheduling options. However, some programs, such as those with accreditation requirements, may require a minimum of synchronous contact hours.

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

Note for Agricultural and Environmental Sciences, and Science: As a guideline, a one-credit course would represent approximately 45 hours of total work per course. This is, in general, a combination of lecture hours and other contact hours such as laboratory periods, tutorials, and problem periods as well as personal study hours.

Note for Engineering: One credit normally represents three hours total work per week. This is, in general, a combination of lecture hours and other contact hours such as laboratory periods, tutorials, and problem periods as well as personal study hours. As a guide, the average number of hours per week of course activities is indicated in the course listing underneath the course description. For example, (3-1-5) indicates a course consisting of three lecture hours per week, one hour of tutorial or lab, and five hours of personal study per week.

Note for Summer Studies: For Summer courses, a three-credit course usually indicates 10 hours of lectures per week starting in either the May, June, or July session and spanning a maximum period of five weeks.

Continuing Education Units (CE units)

Some courses at the School of Continuing Studies carry a Continuing Education (CE) unit rating. These courses do not normally count toward the fulfilment of a credit program.

A Continuing Education unit is a measure of the number of hours of participation—contact and/or study—in an organized Continuing Education activity. One CE unit represents ten hours of participation.

Grading and Grade Point Averages (GPA) for Continuing Studies

Courses can be graded either by letter grades or in percentages, but the official grade in each course is the letter grade. Where appropriate, a class average appears on transcripts expressed as the letter grade most representative of the class performance.

For undergraduate courses, Grades A through C represent satisfactory passes, D a conditional (non-continuation) pass, and F a failure. Certain courses have been approved for Pass/Fail (P/F) grading.

For graduate level courses, Grades A through B- represent satisfactory passes. Students must obtain a B- or better in courses to fulfil program requirements.

You cannot register in a course for which you have not passed all the prerequisite courses with a grade of C or better at the undergraduate level and B- or better at the graduate level, except by written permission of the Director. Certain programs have further requirements. Students should refer to the program regulations in the appropriate academic area of this Course Catalogue.

Undergraduate Grading

Grades	Grade Points	Numerical Scale of Grades
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]	1.0	50–54%
F (Fail)	0	0–49%
P		Pass

[1] A grade of D is a conditional (non-continuation) pass:
- If you obtain a grade of D in a course that is a prerequisite, you cannot register for any course that requires this prerequisite.
- If you obtain a grade of D in a required course, the course will not count toward your program.

Graduate Grading

Grades	Grade Points	Numerical Scale of Grades
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%
F (Fail)	0	0–64%
P		Pass

The University assigns grade points to letter grades according to the table above. Your Academic Standing is determined by a grade point average (GPA), which is calculated by dividing the sum of the course credit, times the grade points by the total course GPA credits. The result is not rounded up to the nearest decimal point.

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

The *term grade point average* (TGPA) is the GPA for a given term calculated using all the applicable courses at the same level in that term. The *cumulative grade point average* (CGPA) is the GPA calculated using your entire record of applicable courses at McGill at the same level; if you change levels, e.g., from undergraduate to graduate, the CGPA starts again.

If you repeat courses, all results are included in the GPA calculation. Therefore, grades of D or F continue to be used in the CGPA calculation even after you repeat the course or if you take a supplemental examination. Note that credits are only granted once for a repeated course regardless of the passing grade.

You must obtain a minimum CGPA of 2.00 to be considered for graduation with a McGill degree.

Note: During the first week of lectures, each instructor will provide you with a written course outline. This information should include, where appropriate:

- whether there will be a final examination in the course;
- how term work will affect the final grade in the course;
- how term work will be distributed through the term;
- whether there will be a supplemental examination in the course, and if so, whether the supplemental exam will be worth 100% of the supplemental grade, or whether term work will be included in the supplemental grade (courses with formal final examinations must have supplementals);
- whether students with grades of D, F, J, or U will have the option of submitting additional work, and, if so, how the supplemental will be calculated with the extra work (applicable only to students in Science and B.A. & Sc.).

Other Grades for Continuing Studies

Grades	Explanation
J	unexcused absence (failed); the student is registered for a course but does not write the final examination or do other required work; calculated as a failure in the TGPA and CGPA.
K	incomplete; deadline extended for submission of work in a course (see “Incomplete Courses”).
KE or K	further extension granted (see “Incomplete Courses”).
KF	failed to meet the extended deadline for submission of work in a course; calculated as a failure in TGPA and CGPA.
KK	completion requirement waived. Not calculated in TGPA or CGPA.
L	deferred examination.
LE or L	permitted to defer examination for more than the normal period.

NE	no evaluation; indicates work for which no evaluation has been carried out and which may not count as credit toward any program.
NR	no grade reported by the instructor (recorded by the Registrar).
P	pass; not calculated in TGPA or CGPA.
Q	course continued in next term (applicable only to courses taken pre-Fall 2002).
W	withdrew; a course dropped, with permission, after the Course Change deadline; not calculated in TGPA or CGPA.
WF	withdrew failing; a course dropped, with special permission in an exceptional case, after faculty deadline for withdrawal from course, the student's performance in the course at that stage being on the level of an F; not calculated in TGPA or CGPA. (Not used by Music.)
WL	faculty permission to withdraw from a deferred examination; not calculated in TGPA or CGPA.
NA or &&	grade not yet available.
W- or -	no grade; student withdrew from the University, not calculated in TGPA or CGPA.

If, without a valid excuse, you do not participate in or write a final examination or submit required term work for any courses you were registered in, you will receive a final grade of J (unexcused absence).

Transcript of Academic Record

A McGill transcript includes all attempted work and final grades obtained in all programs. The University does **not** issue partial transcripts under any circumstances.

The University issues official transcripts in electronic or paper format bearing the Registrar's signature. Requests for both electronic official (eTranscripts) and paper transcripts are submitted in Minerva (https://www.mcgill.ca/minerva/).

eTranscript PDFs are issued the same-day in as little as 15 minutes (providing there are no holds on your student account and no attachments to review) via the MyCreds (https://mycreds.ca/)™ platform where you will need to purchase share credits. MyCreds (https://mycreds.ca/)™ is a Canadian Network, shared service and platform that provides students and graduates access to a secure, online, password protected learner credential wallet owned by the Association of Registrars of the Universities and Colleges of Canada (ARUCC).

Official paper transcripts are normally processed in 3 to 5 working days (5 to 7 working days during peak periods) and mailed by regular Canada Post mail to the address(es) indicated on the request. Paper transcripts are free of charge for currently registered students. Transcript fees apply for alumni and former students. Requests for archived transcripts (pre-1972) have a longer processing time.

Paper official transcripts are printed on secure paper that cannot be copied. eTranscripts are digitally signed and certified PDF documents that cannot be copied.

For more information on requesting official transcripts, refer to Official Transcripts (https://www.mcgill.ca/student-records/transcripts).

Note: The University may not be held responsible for the loss or delay of transcripts in the mail.

Note: You cannot submit a transcript request in Minerva if you have **holds** on your record (e.g., accounting, registrar, library, etc.). Please verify the top of your unofficial transcript (*Student Menu > Student Records Menu > View Your Unofficial Transcript*) in Minerva (https://www.mcgill.ca/minerva/) for any holds.

Incomplete Courses for Continuing Studies

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

Notes:

- If the instructor submits a grade of K, they will also indicate the date by which the student must complete the work.
- If the instructor submits a new grade within the deadline, both the new grade and the grade of K will appear on your verification forms and unofficial and advising transcript. However, the new grade will replace the K on your official transcript.
- If you do not complete the required work before the deadline, a grade of KF will be updated on your record. A KF denotes a failed course and is calculated in the TGPA and CGPA as an F.
- In exceptional circumstances, and with the approval of the Director of the unit, the deadline may be extended further, in which case the grade of KE (further extension granted) appears. If you do not meet the extended deadline, a grade of KF will replace the KE.
- All students who miss a final exam are given a grade of J. For more information regarding the J grade, see Unexcused Absences for Continuing Studies Students (p. 28).

Non-Evaluated Work for Continuing Studies Students

If you are attending a course that has an evaluation process (such as an examination or other criteria), you may choose not to be evaluated. To do this, you must complete the required form at mcgill.ca/continuingstudies/scs-current-students/scs-student-records/scs-non-evaluation (https://www.mcgill.ca/continuingstudies/scs-current-students/scs-student-records/scs-non-evaluation/) prior to the start of the third lecture. Submitting this request will result in a grade of NE (No Evaluation) on your academic record. Under no circumstances

will a course with a grade of NE count toward a certificate, diploma, or degree program. Note that only courses administered by Continuing Studies can have a grade of NE.

Student Record Changes

Student record changes include the following: course add or course drop, course withdrawal, university withdrawal, program change (including changing majors or concentrations), or status change (i.e., leave of absence, exchange, or term away). They also include changes to tuition status based on the submission of legal documents.

Registrar Deadlines

- Fall term – January 31
- Winter term – June 1
- Summer term – October 1

Before Registrar Deadlines

For record changes after the normal deadlines published in this publication, but before the Registrar Deadlines, you must make a request in writing to your Associate Dean or Director, clearly explaining why you could not request the change before these dates. The Associate Dean or Director will review your request and decide. If your request is approved, the change is processed according to existing faculty and Enrolment Services student record procedures.

Note for the Faculties of Arts and Science (including B.A. & Sc.): Requests are made at Service Point (https://www.mcgill.ca/servicepoint/) (3415 McTavish). However, it is important that you also meet with a faculty advisor in Arts OASIS (https://www.mcgill.ca/oasis/advising/advising-services/) or SOUSA (https://www.mcgill.ca/sousa/advising/degree-advisors/) to discuss your options and the effects that your request may have on your studies.

After Registrar Deadlines

The University does not normally consider a change requested after the Registrar Deadlines have passed. In situations where there are extraordinary personal or extraordinary academic circumstances that could not have been foreseen prior to these deadlines, you may formally request a student record change from your Associate Dean or Director. If your Associate Dean or Director approves the request, the change will be processed according to faculty and Enrolment Services student record procedures. You may be assessed a fee for a change requested after Registrar deadlines. For all changes other than grade changes, the faculty must submit complete documentation that supports the extraordinary circumstances to Enrolment Services.

Note for the Faculties of Arts and Science (including B.A. & Sc.): Requests are made at Service Point (https://www.mcgill.ca/servicepoint/) (3415 McTavish). However, it is important that you also meet with a Faculty advisor in Arts OASIS (https://www.mcgill.ca/oasis/advising/advising-services/) or SOUSA (https://www.mcgill.ca/sousa/advising/degree-advisors/) to discuss your options and the effects that your request may have on your studies.

Fee Assessment Consequences

When a change to your student record is made, the revised fee assessment appears on your next fee statement.

If you wish to contest the fee assessment, you must submit a written request to Enrolment Services. Enrolment Services will review the extraordinary circumstances described in the supporting documentation provided by your faculty and, if necessary, consult with the Student Accounts Office to decide whether to consider your request. Then, Enrolment Services will communicate with you explaining the decision.

Student's Citizenship, Immigration, or Fee Exemption Status

Note that your faculty/school or Graduate and Postdoctoral Studies does not handle changes related to your citizenship and/or immigration or fee exemption status; see Why Does McGill Collect Legal Documents from You? (https://coursecatalogue.mcgill.ca/en/regulations/undergraduate/personal-information/submitting-legal-documents/) You may be assessed a fee for a change requested after the submission deadline.

Letters of Attestation for Continuing Studies Students

You may obtain Letters of Attestation in Minerva (https://www.mcgill.ca/minerva/) under the Student Records Menu. You can also make a request at the School of Continuing Studies. This letter will confirm that you are registered for the current term with the School of Continuing Studies, and will also include the following information:

- Registration load (full-time/part-time)
- Courses (course numbers and titles)
- Credit or CE units for each course
- Beginning and end dates for each course
- Certificate or diploma program in which the student is registered

If you require information from previous terms, you may order a transcript (mcgill.ca/student-records/transcripts (https://www.mcgill.ca/student-records/transcripts/)).

Please allow 48 hours for these letters to be prepared.

For more information on obtaining a letter in Minerva, see mcgill.ca/student-records/proof-reg (https://www.mcgill.ca/student-records/proof-reg/).

Examinations: General Information

The Exam Regulations are governed by the Policy on Assessment of Student Learning (PASL). Both the Regulations and PASL documents can be found on the Secretariat website:

- Exam Regulations (https://www.mcgill.ca/secretariat/policies-and-regulations/)
- Policy on Assessment of Student Learning (PASL) (https://www.mcgill.ca/secretariat/files/secretariat/policy_on_assessment_of_student_learning.pdf)

In addition, students must consult the exam guidelines on the Exams website (https://www.mcgill.ca/exams/) and any program-specific exam information on their faculty or school's website(s).

Credit by Examination

In certain exceptional cases and in certain faculties, students can apply to the Associate Dean or Director to take a final examination in order to obtain credit in a course that the student was not registered in. This is possible only in those courses where there is no other assessment except the final examination.

Exams for Continuing Studies Students

School of Continuing Studies Students should consult mcgill.ca/continuingstudies/exams (https://www.mcgill.ca/continuingstudies/exams/) for information on examinations.

Graduation

Overview

To graduate, you must complete faculty and program requirements in the program you were admitted to and registered in. **It is your responsibility to meet all faculty and program requirements before graduation.**

At the time of graduation from an undergraduate degree, you must be in Satisfactory Standing with a minimum CGPA of 2.00. Certain faculties may require a higher CGPA for graduation.

You should contact your advisor (https://www.mcgill.ca/academic-advising/advisor-directory) (graduate students should contact their department) early in the graduating year to make sure you will meet your program requirements by graduation time.

Once your record has been approved for graduation, your unofficial and official transcripts will indicate the notation “Degree Granted” after approval by the University Senate. At this point, your academic record is deemed as final and no further record changes may be requested at this time (e.g., grade changes).

- **Fall term graduation** (courses completed by the end of December; transcript will indicate “Degree Granted” in February after approval by the University Senate; diploma will be conferred at Spring convocation): You must apply on Minerva by the end of November.
- **Winter term graduation** (courses completed by the end of April; transcript will indicate “Degree Granted” in May after approval by the University Senate; diploma will be conferred at Spring convocation): You must apply on Minerva by the end of February.
- **Summer term graduation** (courses completed by the end of August; transcript will indicate “Degree Granted” in October after approval by the University Senate; diploma will be conferred at Fall convocation): You must apply on Minerva by mid-May.

For more information on applying to graduate, refer to the Apply to Graduate (https://coursecatalogue.mcgill.ca/en/regulations/undergraduate/graduation/#applytograduatetext).

Minimum Residency Requirement

The total number of McGill credits required to graduate is known as the minimum residency requirement. You must successfully complete a minimum of 60 McGill credits to obtain a McGill undergraduate degree. Some programs have specific requirements on the type of credits that must be completed at McGill. For example, two-thirds of all program requirements must be completed at McGill. For specific information refer to your faculty's section of this publication.

Students completing a second undergraduate degree at McGill must successfully complete a minimum of 60 McGill credits to obtain their degree. You should check with your faculty advisor for any conditions applicable to the McGill credits required toward your degree.

Graduate students should confirm their minimum residency requirements for graduate programs. This information is listed for each faculty, and you can also access it through the faculty's graduate pages.

Minimum Residency Requirement for Continuing Studies

- You must successfully complete a minimum of 21 McGill credits (excluding prerequisites and corequisites) to obtain a McGill undergraduate certificate. For specific information refer to your department section of this publication.
- Students completing a second undergraduate certificate at McGill must successfully complete a minimum of 21 McGill credits (excluding prerequisites and corequisites) to obtain their certificate. You should check with your advisor for any conditions applicable to the McGill credits required toward your certificate.

Apply to Graduate

Most undergraduate students and non-thesis graduate students (master's, certificates, diplomas) must use Minerva (https://horizon.mcgill.ca/pban1/twbkwbis.P_WWWLogin) to apply to graduate (go to *Student Records > Apply for Graduation for Your Primary Curriculum*). It is your responsibility to inform the University of your intention to graduate. You need a minimum residency requirement of 60 credits at McGill to qualify for a McGill undergraduate degree. For more information, see Graduation (https://coursecatalogue.mcgill.ca/en/regulations/undergraduate/graduation/). The minimum CGPA required to graduate is 2.00, and you must be in Satisfactory Standing.

The Application for Graduation (https://www.mcgill.ca/graduation/applying) is available on Minerva when you register for your final year (e.g., U3 or U4), except if you are in the Faculty of Medicine and Health Sciences or Faculty of Dental Medicine and Oral Health Sciences, where you are automatically flagged for graduation in your final year.

When you apply to graduate, you are confirming the following:

- Your primary curriculum is correct (for any problems, contact your Student Affairs Office).
- You have completed the requirements for graduation or will have completed them by the end of your selected graduation term.

Optional Convocation and Graduation-Related Processing

Participation in Convocation-related activities and the digital diploma service is optional and does not affect the conferral of your degree. You may oppose any of the items below by completing the Opposition Form (https://www.mcgill.ca/student-records/opposition-form). Unless you submit the form by the applicable deadline, you will be deemed to have authorized the following:

1. **Convocation materials and broadcast:** Inclusion of your name (last name/preferred first name (if available) and image in the McGill Convocation program (print and digital), the live-streamed Convocation broadcast, and other Convocation-related communications.

2. **Academic Regalia Provider:** Communication of your student ID number, name (last name/preferred first name—if applicable), degree, and ceremony information to the academic regalia provider for the purpose of preparing regalia for Convocation.
3. **Convocation Photographer:** Communication of your student ID number, name (last name/preferred first name—if applicable), email address, degree, and ceremony information to the official Convocation photographer for the purpose of organizing graduation photography services.
4. **Professional Order (if applicable):** If you are enrolled in a professional program (e.g., Engineering, Nursing), communication of your legal first and last names, email address, degree, and confirmation of graduation to the relevant professional order (e.g., OIQ, OIIQ) for licensing or accreditation purposes.
5. **Digital Diploma – ARUCC MyCreds™ / MesCertif™:** Communication of your full legal name, McGill student ID number, McGill email address, degree conferred, and date of conferral to ARUCC MyCreds™/ MesCertif™for the purpose of issuing an official digital diploma and making it available to you through the MyCreds™ / MesCertif™platform.
    - **Terms of Use:** By your use of MesCertif™, MyCreds™, MyCreds™ Portfolio, MyCreds™ Verify, and MyCreds™ Member (the "Solution"), you will be providing personal information to the Association of Registrars of the Universities and Colleges of Canada – ARUCC and to Digitary Canada Inc. By using the Solution, you agree to be governed exclusively by the MyCreds™ Platform End User Terms.

To oppose the communication of your personal information for any of the purposes listed above, you must complete an Opposition Form by:

- April 15 (Spring Convocation), or
- September 15 (Fall Convocation).

Deadlines

- **Fall term graduation** (courses completed by the end of December; transcript will indicate "Degree Granted" in February after approval by the University Senate; diploma will be conferred at Spring convocation): You must apply on Minerva by the end of November.
- **Winter term graduation** (courses completed by the end of April; transcript will indicate "Degree Granted" in May after approval by the University Senate; diploma will be conferred at Spring convocation): You must apply on Minerva by the end of February.
- **Summer term graduation** (courses completed by the end of August; transcript will indicate "Degree Granted" in October after approval by the University Senate; diploma will be conferred at Fall convocation): You must apply on Minerva by mid-May.

If you miss one of these deadlines, contact your faculty's Student Affairs Office immediately.

Note for the Faculties of Arts and Science (including B.A. & Sc.): If you miss the above deadlines to apply to graduate in Minerva, you can submit a Graduation Term Change Request (https://www.mcgill.ca/student-records/graduation-changes). However, it is important that you also meet with a faculty advisor from Arts OASIS (https://www.mcgill.ca/oasis/advising/advising-services) or SOUSA (https://www.mcgill.ca/science/undergraduate/academic-advising/science-office-undergraduate-student-advising-sousa) to talk about your options and the effect that your request may have on your studies. For more information, see the Academic Advising website (https://www.mcgill.ca/academic-advising/).

Note for Continuing Studies: The minimum residency requirement of 60 credits does not apply to the School of Continuing Studies certificates and diplomas.

Note for Graduate and Postdoctoral Studies: If you miss one of these deadlines, you must follow the procedures on the GPS Graduating page (https://www.mcgill.ca/gps/students/registration/graduating). The Application for Graduation is available on Minerva for students in non-thesis programs who have registered for their final year. To ensure that you have met the requirements for graduation, you should refer to the program requirements found under each faculty's *Graduate* section in the McGill Course Catalogue (https://coursecatalogue.mcgill.ca/en/graduate/). Students in a doctoral program should refer to Regulations Concerning Theses (https://coursecatalogue.mcgill.ca/en/regulations/graduate/regulations/theses/).

Note for Physical and Occupational Therapy: You must be in Satisfactory Standing with a minimum CGPA of 2.30 to graduate.

Graduation Approval

As a graduating student, you can view the status of your graduation record on Minerva (https://horizon.mcgill.ca/pban1/twbkwbis.P_WWWLogin) during the faculty review and approval process (go to *Student Records > Graduation Approval Query*). The Graduation Approval Query form becomes available to graduating students in early January for Fall term graduation, in early April for Winter term graduation and in early September for Summer term graduation.

If you meet all requirements for graduation, your graduation record will indicate **Faculty Approved** on the Graduation Approval Query, and your transcript on Minerva will display the **Degree Granted** notation after the approval of degrees by the University Senate and according to this schedule:

- Late February, for **Fall term** graduation (courses completed by the end of December, Convocation in Spring)
- Late May, for **Winter term** graduation (courses completed by the end of April, Convocation in Spring)
- Late October, for **Summer term** graduation (courses completed by the end of August, Convocation in Fall)

See Graduation and Convocation website (https://www.mcgill.ca/graduation/convocation) for information regarding convocation ceremonies.

Note for Medicine and Dentistry: The Application for Graduation (https://coursecatalogue.mcgill.ca/en/regulations/undergraduate/graduation/#applytograduatetext) is available on Minerva when you register for your final year (e.g., U3 or U4), except if you are in the Faculty of Medicine and Health Sciences or Faculty of Dental Medicine and Oral Health Sciences, where you are automatically flagged for graduation in your final year.

The following honours and awards may be conferred to Continuing Studies students at graduation. Students are eligible for awards only in the year they have completed their program.

Dean's Honour List

If you are graduating from a certificate or a diploma program, you may be awarded the designation of Dean's Honour List if you have:

1. completed a minimum of 21 McGill credits toward your certificate (residency requirement); and
2. are in the top 10% of your graduating class (calculation based on the CGPA).

Note for Transfer Students: This designation may be withdrawn if your CGPA at another university or in another faculty at McGill is not comparable to the CGPA earned in your graduating faculty.

The American Express Prizes in Management – Treasury/Finance

Awarded on the basis of overall academic performance to the top student graduating with the Diploma in Management (Treasury/Finance). One award will be available for each of the Spring and Fall convocations, and awarded by the Executive Committee of the School of Continuing Studies.

Value: $350 each.

Bernard J. Finestone Prizes in General Insurance

Established in 1989 in recognition of Mr. Finestone's contribution to insurance studies at McGill. Awarded to the top student who has successfully completed the General Insurance I course and to the top student who has successfully completed the General Insurance II course at the McGill School of Continuing Studies. Awarded by the Executive Committee of the School.

Value: $400 each.

The Edward C. Webster Prize in English as a Second Language

Established in 1989 in memory of E.C. Webster in recognition of his contribution to the School of Continuing Studies as its Director from 1968–1972. This prize is awarded annually to the student obtaining the highest Standing in the Certificate of Proficiency in English.

Value: $300.

Jacob Jonker Memorial Prize

Established in 2003 by Jonker Navigation Corporation in memory of Jacob Jonker, to recognize the academic performance of the top students graduating with the Diploma in Management (General). Awarded by the Executive Committee of the School of Continuing Studies on the recommendation of the Diploma in Management program committee. One prize will be available for each of the Spring and Fall convocations.

Value: minimum $500 each.

McGill Associates Prize in Management

Awarded annually by the Executive Committee of the School of Continuing Studies to the top student in the Certificate in Management Program in recognition of high academic achievement throughout the program.

Value: $300.

McGill Associates Prizes in Translation

Awarded annually to the student with the best academic record over the entire program in the Certificate in Translation, French to English, and in the Certificate in Translation, English to French.

Value: two prizes of $300.

Resolute Forest Products Prizes

Established in 1980, to be awarded to a student obtaining the highest Academic Standing in the Diploma in Management. One prize will be available for each of the Spring and Fall convocations.

Value: $350 each.

Tata Communications Prize in French as a Second Language

Established in 1989, this prize is awarded annually to the student obtaining the highest Standing in the Certificate of Proficiency in French.

Value: $300.

Giovanna Santullo Memorial Prize

Established in 2023 by Richard Galego, in loving memory of Giovanna Santullo. Awarded by the School of Continuing Studies at both fall and spring convocation to one or more women enrolled in an accounting or finance program in the School of Continuing Studies.

Value: varies.

Replacing a Diploma

Required Documents

Diplomas are normally distributed to new graduates at their Convocation ceremony, in either May/June or October/November. **Diplomas are not available prior to the Convocation ceremony as the date on the parchment corresponds to the date of the ceremony**.

Replacing a lost diploma

To replace a lost diploma, you must submit an order and pay for its replacement and delivery by courier using the ES Services eStore (https://www.mcgill.ca/es-services/).

Requesting a diploma following your Convocation ceremony

If you did not attend your Convocation ceremony and need your diploma, you can submit an order and pay for its delivery by courier using the ES Services eStore (https://www.mcgill.ca/es-services/) or contact Service Point (https://www.mcgill.ca/servicepoint/contact) for an appointment to pick up your diploma.

Unclaimed diplomas will be held for two years after the Convocation ceremony. If it has been more than two years since Convocation, an unclaimed diploma will be destroyed as per the University Archives

retention rules. You will then have to request and pay for a replacement diploma.

Modifying the name on your diploma

If you have changed your name after graduation and need to obtain a replacement diploma with your new name, first follow the steps to request a name change (https://www.mcgill.ca/student-records/personal-information/name-gender) by completing and signing a Personal Data Change Form (https://www.mcgill.ca/student-records/forms) and submitting the required supporting documentation (https://coursecatalogue.mcgill.ca/en/regulations/undergraduate/personal-information/legal-name-gender/). Once you have received confirmation that your McGill record reflects the updated name, submit a request for a replacement diploma and pay the fee for replacement and delivery via courier using the ES Services eStore (https://www.mcgill.ca/es-services/).

Certified Copies

Enrolment Services will certify copies of your diploma in the original language or issue certified translations in English (from the original Latin) or French (from the original English or Latin). Starting with Spring 2026 Convocation, the McGill parchment (https://www.mcgill.ca/graduation/diplomas) will be issued in English for all degrees except for the Executive MBA (EMBA). Prior to Spring 2026, degrees were issued in English or Latin, depending on the type of degree (https://www.mcgill.ca/graduation/diplomas).

Submitting Your Request

For all diploma-related requests (i.e., replacement, mailing following convocation, certified copy, or translation) please visit the ES Services eStore (https://www.mcgill.ca/es-services/).

Language Requirements for Professions

Quebec law requires that candidates seeking admission to provincially recognized professional corporations[1] must be able to communicate verbally and in writing in French. To demonstrate a working knowledge of French, the professional corporation requires one of the following:

- Evidence that you have completed three years of full-time instruction in a French post-primary school
- A certificate that shows you completed your secondary education in Quebec in 1986 or later
- Successful completion of a written examination set by Quebec's *Office québécois de la langue française* (OQLF). See below for more information.

If you are a registered student and are within two years of graduating with a degree that will give you access to a professional corporation, you can write the OQLF examination. You should contact Enrolment Services for an application form. Examinations take place every three months and may be attempted an unlimited number of times. Priority is given to students closest to graduation.

More information may be obtained from the:

Office québécois de la langue française
125 Sherbrooke St. W.
Montréal, QC H2X 1X4

Telephone: 514-873-6565

Website: www.oqlf.gouv.qc.ca (https://www.oqlf.gouv.qc.ca/)

If you need to acquire a functional level of proficiency in French, you can take courses from either the French Language Centre (Faculty of Arts mcgill.ca/flc (https://www.mcgill.ca/flc/)) or the School of Continuing Studies, 688 Sherbrooke Street West, telephone: 514-398-6200 (mcgill.ca/continuingstudies/oqlf-french-exam-preparation-course (https://www.mcgill.ca/continuingstudies/areas-study/oqlf-french-exam-preparation-course)).

If you are already strong in French and want to maintain or improve your proficiency, you may consider taking courses in the Department of French Language and Literature, Faculty of Arts, or the School of Continuing Studies.

Note: You cannot apply non-credit language courses, and certain credit language courses, completed at the School of Continuing Studies to program/degree requirements. Consult your faculty for clarification.

1 McGill degrees and diplomas currently give access to corporations regulating the activities of the following professional groups:
- Agrologists
- Architects
- Chartered Accountants
- Chartered Appraisers
- Chemists
- Dentists
- Dietitians
- Engineers
- Geologists
- Industrial Administration Accountants
- Industrial Relations Counsellors
- Lawyers
- Licensed General Accountants
- Nurse Clinicians
- Occupational Therapists
- Physicians
- Physiotherapists
- Psychologists
- Social Workers
- Speech Therapists and Audiologists
- Urbanists
- Vocational Guidance Counsellors

Aegrotat Standing and Degree at McGill University

In rare cases where a student, based on serious medical or similar evidence, is unable to complete their program requirements within a reasonable time, or at all, they may be awarded their degree with *Aegrotat* Standing.

At McGill, this designation may be considered if a student has completed 75% or more of their degree program requirements and based on a serious medical situation or other extenuating circumstance is unable to complete their program. If approved, this could result in the awarding of an a*egrotat* degree. An a*egrotat* indicator of "Yes" in

the graduation module signifies that a student was awarded such a degree. An a*egrotat* degree is awarded only to students in Satisfactory Standing who have been unable to complete their degree due to special circumstances toward the end of their program. Information on this degree designation is only included in the convocation program, and not on the transcript.

A degree with *Aegrotat* Standing is rarely granted at McGill University. A formal request must be submitted by the Dean of the student's faculty to the Associate Provost (Student Life and Learning), to approve granting this degree.

Advising and the University Mission

The Mission Statement of the University expresses the commitment to offer students the best education available. An essential component of this is the advising process, so it is important that you learn about advising services available to you and how they can help you reach your goals. You should also consult the advising information provided on the Academic Advising website (https://www.mcgill.ca/academic-advising/).

The Role of the Student in Advising

Your active participation in the advising process is essential for accessing the full range of academic opportunities during your studies. You must be proactive in seeking meetings with various advisors, professors, and counsellors to ensure that you receive the advice you need to formulate a personal plan of study and to meet your academic goals. While advisors are there to provide you with guidance, you are ultimately responsible for meeting your degree or diploma requirements. It is your responsibility to learn the rules and regulations of the University, your faculty, and your program. With your cooperation, advisors and counsellors will assist you throughout your studies.

School of Continuing Studies Contact Information

680 Sherbrooke St. W., Suite 1199
Montréal, QC H3A 2M7

Telephone: 514-398-6200
Email: info.conted@mcgill.ca
Website: mcgill.ca/continuingstudies/scs-current-students/scs-student-services (https://www.mcgill.ca/continuingstudies/scs-current-students/scs-student-services)

About Summer Studies

Looking to expand your knowledge base, take some courses before university starts, or make up a few credits? McGill offers a wide array of condensed summer courses on two campuses designed for current students, visiting students, international students, or inter-university transfers.

Studying at McGill during the summer allows you to take advantage of everything Montréal has to offer. McGill is right in the heart of one of North America's most appealing and cosmopolitan cities. Montréal is lively, sophisticated, fun, and affordable. As an English-speaking university based in Montréal, McGill is perfectly situated to offer you many opportunities to explore the French language and Quebec culture while studying in English.

How to Reach Summer Studies

General Information

Summer Studies
Website: mcgill.ca/summer (https://www.mcgill.ca/summer/)
Email: summer.studies@mcgill.ca
Service Point: 514-398-7878

Note**:** Offices will be closed on statutory holidays (https://www.mcgill.ca/hr/employee-relations/statutory-holidays-summer-fridays/).

Minerva Helpline: 514-398-7878.

Academic Inquiries about a Specific Summer Course

For academic information (prerequisites, placement test, departmental approval, etc.) regarding a specific course, please contact the department or unit offering the course. The name of the department or unit can be found under the course title. Information for all Faculties, Schools, and Departments at the University is available at mcgill.ca/faculties (https://www.mcgill.ca/faculties/).

Field, Exchange, and Special Study Courses

Several areas offer special courses to students during the summer. These opportunities provide valuable cultural, research, or field experience to enhance your academic career. You may contact a department directly for further information regarding Summer term offerings.

Reach out to your department or faculty advisor (https://www.mcgill.ca/students/advising/advisordirectory/) for more information, or browse the McGill Abroad website (https://www.mcgillabroad/go-abroad/) for some examples of what's offered.

How to Register for Summer Studies

How do I register for a Summer 2027 term course at McGill University?

1. **McGill Students:**
   Register online using your Minerva (https://www.mcgill.ca/minerva/) student account as of March 2, 2027, if you are a U3 or U4 McGill student or March 4, 2027, for U1 and U2 students as well as special and visiting students. Please refer to the Summer Studies Important Dates (https://www.mcgill.ca/summer/dates/) website for specific registration dates.
2. **Non-McGill Students:**
   Complete the Summer Registration request and include all necessary supporting legal documentation. Once you have obtained your McGill ID number, you must register online beginning in March using your new Minerva student account.

Submit your Summer Registration request (https://www.mcgill.ca/summer/future-students/registering/) and select the category that best applies to you.

Should you require any assistance, email summer.studies@mcgill.ca.

For information regarding the status of your Summer Registration, please contact Enrolment Services Service Point (https://www.mcgill.ca/servicepoint/contact/).

Summer Courses and Programs in Continuing Studies

The McGill School of Continuing Studies has an international reputation as a leader in continuing education. We are situated in the heart of Montréal, on the main campus of Canada's leading university. The School of Continuing Studies is known for its excellence in teaching, innovative programs, and entrepreneurial approaches to education.

To upgrade your professional skills, Continuing Studies has a multitude of job-enhancing credit and non-credit offerings covering dozens of industries and professions. You can also improve your English, French, or Spanish with a part-time or full-time language course.

Our students come to McGill from Montréal, across Canada, and around the world to take advantage of exceptional learning and professional development opportunities that are tailored for today's rapidly changing society.

Multidisciplinary and actively collaborating with McGill faculties and experts from both the public and private sectors, we are learner- and client-centred and responsive to our students' evolving needs. The School also continues to build international partnerships with educational institutions, corporate clients, and other organizations.

Join us for a rewarding journey on the path of lifelong learning.

Undergraduate Summer Programs

The School of Continuing Studies offers programs and courses to help you reach your personal and professional goals. Regardless of the field of study, you will be surrounded by motivated students and taught by experienced course lecturers who are current business and industry leaders.

Undergraduate Credit Programs

- Business and professional programs: Undergraduate Credit Programs (p. 66)
- Language programs: Global and Strategic Communication (p. 60) page.
- English Immersion Summer Program (EISP) (https://www.mcgill.ca/continuingstudies/program/english-immersion-summer-program/)

Graduate Summer Programs

The School of Continuing Studies offers programs and courses to help you reach your personal and professional goals. Regardless of the field of study, you will be surrounded by motivated students and taught by experienced course lecturers who are current business and industry leaders.

Graduate Credit Programs

- Business and professional programs: Graduate Credit Programs (p. 71)

Professional Development Courses

The School of Continuing Studies offers non-credit, professional development courses. For a complete list of professional development courses and workshops offered by the School of Continuing Studies, please visit mcgill.ca/continuingstudies (https://www.mcgill.ca/continuingstudies/) or call 514-398-6200.

Study Abroad: Summer Short Programs

There are a number of non-credit study abroad programs offered in the Summer term for international students interested in discovering McGill University. For a complete list of programs and dates, please refer to the Summer Session Overview (https://www.mcgill.ca/continuingstudies/international-students-1/study-abroad-mcgill/summer-short-programs/), contact us by email at shortprograms@mcgill.ca, or call us at 514-398-5212.

Summer 2027 Term Key Dates

These dates are a general guideline. See mcgill.ca/importantdates (https://www.mcgill.ca/importantdates/) for a complete list. Check the Minerva Class Schedule (https://www.mcgill.ca/minerva/) for precise dates of your courses.

Agricultural and Environmental Sciences, Arts, Education, Engineering, Music, Religious Studies, and Science

Day Courses

Registration opens for:	**May Session**	**June Session**	**July Session**
U3 and U4 McGill students (including U3 and U4 readmitted students)	Tuesday, March 2	Tuesday, March 2	Tuesday, March 2
U2 and U1 McGill students (including U2 and U1 readmitted students) and all Special and Visiting Students	Thursday, March 4	Thursday, March 4	Thursday, March 4
1st day of classes	May 3	June 4/June 7	July 9/July 12
Last day to **add/drop** a course[1] (**with refund**)	**4th SCHEDULED CLASS**	**4th SCHEDULED CLASS**	**4th SCHEDULED CLASS**

Last day to **withdraw** from a course[2] (**no refund**)	**9th SCHEDULED CLASS**	**9th SCHEDULED CLASS**	**9th SCHEDULED CLASS**
Statutory Holidays (no classes)	Monday, May 24	Thursday, June 24 and Thursday, July 1	

[1] The add/drop deadline might differ for intensive courses; please consult the course description for details.
[2] The withdrawal deadline might differ for intensive courses; please consult the course description for details.

Examinations

The Summer Studies examination schedule (https://www.mcgill.ca/summer/finalexams) will be posted on the Summer Studies website two weeks prior to the Final Examination date. Please consult the Summer Studies website to verify details of the date, time, and place at which your examination will be held. The Desautels Faculty of Management will be posted their Summer Management examination schedule (https://www.mcgill.ca/exams/).

Management

Day and Evening Courses

Registration opens for:	**May Session**	**July Session**
Management courses restricted to McGill U3 students in B.Com.; Minor in Management, Minor in Technological Entrepreneurship, Minor in Finance, Minor in Marketing, Minor in Operations Management, Minor in Construction Engineering and Management; B.A. Faculty Program in Industrial Relations; B.A. Joint Honours Economics and Accounting; B.A. Joint Honours Economics and Finance; B.A. Major Concentration in Contemporary German Studies; Major in Agricultural Economics; B.A. Honours or Interfaculty Program in Sustainability, Science and Society; Minor in Agribusiness Entrepreneurship.	Tuesday, March 3	Tuesday, March 3
Management courses restricted to McGill students in B.Com.; Minor in Management, Minor in Technological Entrepreneurship, Minor in Finance, Minor in Marketing, Minor in Operations Management, Minor in Construction Engineering and Management; B.A. Faculty Program in Industrial Relations; B.A. Joint Honours Economics and Accounting; B.A. Joint Honours Economics and Finance; B.A. Major Concentration in Contemporary German Studies; Major in Agricultural Economics; B.A. Honours or Interfaculty Program in Sustainability, Science and Society; Minor in Agribusiness Entrepreneurship.	Tuesday, March 3	Tuesday, March 3
Management courses open to all McGill students and Special and Visiting Students.	Thursday, March 5	Thursday, March 5
1st day of classes	TBA	TBA
Last day to **add/drop** a course[1] (**with refund**)	**4th SCHEDULED CLASS**	**4th SCHEDULED CLASS**
Last day to **withdraw** from a course[2] (**no refund**)	**9th SCHEDULED CLASS**	**9th SCHEDULED CLASS**
Statutory Holidays (no classes)	Monday, May 24	N/A
Last day of classes (includes exam)	TBA	N/A

[1] The add/drop deadline might differ for intensive courses; please consult the course description for details.
[2] The withdrawal deadline might differ for intensive courses; please consult the course description for details.

Students interested in the International Study Trips can find more information about the dates on the B.Com. website (https://www.mcgill.ca/desautels/programs/bcom/academics/study-trips/).

University and Facilities

Information on University governance and student facilities is detailed here.

- University Government (p. 37)
- Administration (p. 38)
- Student Governance (p. 39)
- Facilities and Residences (p. 40)
- Incorporated and Affiliated Colleges (p. 44)
- Libraries and Historical Collections (p. 44)
- McGill Writing Centre (p. 45)
- Service Point (p. 45)
- Student Services (p. 46)
- Information Technology (IT) Services (p. 47)
- Athletics and Recreation (p. 48)
- Ombudsperson for Students (p. 49)
- Extra-Curricular and Co-Curricular Activities (p. 49)
- Day Care (p. 50)
- Campus Store (p. 50)

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 Québec. In them is vested the management of finances, the appointment of professors, and other duties. Twelve of the governors are elected by the Board from amongst those nominated by its Nominating, Governance and Ethics Committee; three are elected by the Alumni Association; two are elected by the Senate from amongst its members; two are elected by the full-time administrative and support staff from amongst its members; two are elected by the full-time academic staff; and two are 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. The Chancellor and the President 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 President and Vice-Chancellor is the chief executive officer of the University, appointed by the Board of Governors after consultation with a statutory committee. The President is, ex officio, Chair of the 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.

The Visitor

Name	Title
Her Excellency the Right Honourable Louise Arbour; C.C., C.M.M., C.O.M., G.O.Q., C.D.	**Governor General of Canada**

As of July 1, 2026, the 25 voting members of the Board are:

Executive Leadership

Name	Title
Fred Headon	**Chair**
Deep Saini	**President and Vice-Chancellor**
Pierre Boivin	**Chancellor**

Representative Members

Members-at-Large

Bajaj, Arun
Cesvet, Bertrand
David, Gregory
Deckelbaum, Ariel
Desnoyers, Alan
Fischer, Debbie
Headon, Fred *Chair of the Board*
Matuszewski, Pierre *Vice-Chair*
Paul, Maarika *Vice-Chair*
Prando, Diletta
Sakhia, Samira
Sigler, Jonathan

Alumni Association Representatives

Hantho, Mark
Jabalpurwala, Inez
Reckziegel, David

Academic Staff Representatives

Kaspi, Victoria
Temcheff, Caroline

Administrative and Support Staff Representatives

Piggott, Adrienne
Malo, Kit

Senate Representatives

Shor, Eran
Zorychta, Edith

Student Representatives

Students' Society of McGill University (SSMU) (1)
Post-Graduate Students' Society of McGill University (PGSS) (1)

Two non-voting student observers ("voice but no vote"):

McGill Association of Continuing Education Students (MACES) (1)
Macdonald Campus Students' Society (MCSS) (1)

For detailed profiles, including terms and professional backgrounds of the Board of Governors members, please visit mcgill.ca/boardofgovernors/membership (https://www.mcgill.ca/boardofgovernors/membership).

Senate Membership

Ex Officio

- The Chancellor
- The Chair of the Board of Governors
- The President and Vice-Chancellor, Chair
- The Provost, Deputy Provost, and the vice-presidents
- The deans of faculties

- The Dean of Continuing Studies
- The Dean of Graduate and Postdoctoral Studies
- The Dean of Students
- The Dean/Director of Libraries
- The University Registrar and Executive Director of Enrolment Services
- The Director of Teaching and Learning Services

Elected Members

- 65 members elected by the faculties, the University libraries, the Board of Governors, and administrative and support staff
- 21 Student Members

Administration

McGill's Senior Administration and governing bodies—the Board of Governors (https://www.mcgill.ca/boardofgovernors/) and Senate (https://www.mcgill.ca/senate/)—provide strategic guidance and oversight, ensuring accountability through a system of formal decision-making and reporting.

Please refer to About McGill's Administration and Governance page (https://www.mcgill.ca/about/administration/) to meet McGill's senior staff and learn about the University's administration and governance structure.

Senior Administration

Name	Title
Pierre Boivin	**Chancellor**
Deep Saini	**President and Vice-Chancellor**
Véronique Bélanger	**Chief of Staff**
Paul Chamberland	**Chief Information Officer**
Angela Campbell	**Provost and Executive Vice-President (Academic)**
Janine Mauzeroll	**Associate Provost (Academic Policies and Faculty Affairs)**
Marie-Hélène Pennestri	**Associate Provost (Graduate Education)**
Celeste Pedri-Spade	**Associate Provost (Indigenous Initiatives)**
Tony Mittermaier	**Associate Provost (Student Life and Learning)**
Christopher Buddle	**Deputy Provost (Academic)**
Fabrice Labeau	**Vice-President (Administration and Finance)**
Marc Weinstein	**Vice-President (University Advancement)**
Philippe Gervais	**Vice-President (Communications and Institutional Relations)**
Lesley Fellows	**Vice-President (Health Affairs)**
Dominique Bérubé	**Vice-President (Research and Innovation)**
Anja Geitmann	**Vice-President (Global Engagement)**
Romesh Vadivel	**Registrar and Executive Director of Enrolment Services**
Petra Rohrbach	**Acting Associate Vice-President (Macdonald Campus)**
Diana Dutton	**Associate Vice-President (Human Resources)**
Francois Pouliot	**Interim Associate Vice-President (Financial Services)**
Jean-Pierre Farmer	**Associate Vice-President and Vice-Dean (Health Affairs, Faculty of Medicine and Health Sciences)**
Benoit Boulet	**Associate Vice-President (Innovation and Partnerships)**
Sophie Bolduc	**Associate Vice-President (Facilities Management and Ancillary Services)**
Lara Khoury	**Associate Vice-President (Research)**
Cecile Baccanale	**Associate Vice-President (Animal Care)**
Kristina Öhrvall	**Assistant Vice-President (Research Development)**
Philippe Gros	**Deputy Vice-President (Research and Innovation)**
Pascal Théoret	**Executive Director, Internal Audit**
Edyta Rogowska	**Secretary-General**
Jean-François Legault	**General Counsel and Director of Legal Services**

Deans

Name	Unit
Salwa Karboune	**Agricultural and Environmental Sciences**
Lisa Shapiro	**Arts**
Carola Weil	**Continuing Studies**
Elham Emami	**Dental Medicine and Oral Health Sciences**
Vivek Venkatesh	**Education**
Viviane Yargeau	**Engineering**
Marie-Hélène Pennestri	**Graduate and Postdoctoral Studies**
Tina Piper	**Law**
Guylaine Beaudry	**Libraries**
Yolande E. Chan	**Management**
Lesley Fellows	**Medicine and Health Sciences**
Sean Ferguson	**Music**
Alanna Watt	**Science**
Tony Mittermaier	**Dean of Students**

Directors of Schools, Institutes and Libraries

Name	Unit
Julie Picard	**Administration and Governance domain, Continuing Studies, School of**
Anthony Ricciardi	**Bieler School of Environment (AES, Arts, Law, and Science)**

Keith Murai	**Biomedical Sciences, School of**
Elin Thordardottir	**Communication Sciences and Disorders, School of**
Mathieu Blanchette	**Computer Science, School of**
Marion Vergues	**French Language Centre**
Natalie Stoljar	**Gender, Sexuality, and Feminist Studies, Institute of**
Eric Dupont	**Global and Strategic Communication domain, Continuing Studies, School of**
Nicolette Papastefanou	**Graduate Programs, Continuing Studies, School of**
Elizabeth Anne Kinsella	**Health Sciences Education, Institute of**
Ryan J. Mailloux	**Human Nutrition, School of**
Veldon Coburn	**Indigenous Relations Initiative, Continuing Studies, School of**
Joan Bartlett	**Information Studies, School of**
Lynne McVey	**Ingram School of Nursing**
Khalid Medani	**Islamic Studies, Institute of**
Julie Ricard	**Management and Entrepreneurship domain, Continuing Studies, School of**
Jennifer M. Welsh	**Max Bell School of Public Policy**
Jennifer Elrick	**McGill Institute for the Study of Canada (interim)**
Yvonne Hung	**McGill Writing Centre**
Lesley Fellows	**Medicine, School of**
Edward Fon	**The Neuro (Montreal Neurological Institute-Hospital)**
Reza Salavati	**Parasitology, Institute of**
David Theodore	**Peter Guo-hua Fu School of Architecture**
Isabelle Gagnon	**Physical and Occupational Therapy, School of**
Robert Platt	**Population and Global Health, School of**
Christopher Burns	**Rare Books and Special Collections**
Garth W. Green	**Religious Studies, School of**
John Stagg	**Rosalind and Morris Goodman Cancer Institute**
Nicole Ives	**Social Work, School of**
Megan Bradley	**Study of International Development, Institute for the**
Samrajesh Mault	**Technology and Innovation domain, Continuing Studies, School of**
Richard Shearmur	**Urban Planning, School of**
Mark Lathrop	**Victor Phillip Dahdaleh Institute of Genomic Medicine**

Student Governance

Students' Society of McGill University (SSMU)

All students enrolled in an undergraduate program on the Downtown Campus are members of the accredited Students' Society of McGill University (SSMU) (https://ssmu.ca/). This means you are part of a student-led organization that represents your interests, advocates on your behalf, and provides services, resources, and opportunities to enrich student life.

To ensure student voices are heard and the organization operates effectively, the SSMU is governed by a network of elected student representatives, governing bodies, committees, and professional staff.

All SSMU members (including you!) have voting power at General Assemblies (https://ssmu.ca/how-we-run/general-assembly/). Make sure to attend; they take place twice each academic year.

The Legislative Council (https://ssmu.ca/how-we-run/governing-bodies/) meets with representatives from faculty associations and other student groups across campus on a biweekly basis. The Council of thirty-seven members meets to discuss student issues and review how services and resources are being delivered to students.

SSMU operates over 250 clubs and runs 17 student services (https://ssmu.ca/student-life/clubs-services-isg/). SSMU provides a great deal of extracurricular opportunities for students to balance a life of study with a life of involvement and to meet other students.

The organization also offers a diverse range of programming throughout the year, including Activities Night, accessible events and social gatherings, themed parties such as the annual Halloween celebration, community engagement opportunities, educational workshops, and formal events such as galas.

Situated on the Downtown Campus, SSMU operates the University Centre (3480 McTavish), a five-storey building that includes a student lounge, cafeteria, Gerts Bar (https://gertscampusbar.ssmu.ca/), Gerts Café (https://www.instagram.com/gertscafe/), and many multipurpose spaces for student groups and McGill community members.

SSMU offices are located at 3501 rue Peel and operate between 9:00 a.m. and 5:00 p.m. during the year. Follow the SSMU Instagram at @ssmuaeum (https://www.instagram.com/ssmuaeum/) to stay updated on events, news, resources, and giveaways!

For more information about the student government at McGill, contact the SSMU (https://ssmu.ca/who-we-are/contact-us/) or visit their website at ssmu.ca (https://ssmu.ca/).

Email: info@ssmu.ca
President: president@ssmu.ca

Welcome to McGill. We look forward to representing your interests.

McGill Association of Continuing Education Students (MACES)

All students registered in courses that appear on the official McGill transcript, and whose records (including from the Faculty of Education) are administered by the School, are members of the McGill Association of Continuing Education Students (MACES). Students taking

Continuing Studies courses, but registered in programs administered by other McGill faculties, are members of other McGill student associations. Students registered in more than one program may belong to both MACES and other McGill student associations.

MACES was founded in 1985, incorporated in 1989, and a certificate of accreditation was issued in 1990. MACES's mission is to advocate for its students' academic and social needs as well as to offer them a network where they can meet other diverse groups of students and professionals.

Additionally, the Association offers a variety of services for its members including a fully equipped computer lab, which is free for all members, Microsoft courses, as well as study, meeting, and social spaces in its building located at 3437 Peel Street, only minutes away from the McGill downtown campus. MACES also organizes and sponsors various events that provide an opportunity for students to build their social and professional network.

MACES has an ideal warm, relaxed ambiance for socializing, studying, or having a group meeting after a working day, before classes, and on weekends, a place where students are always welcome.

MACES is governed by its bylaws through the elected MACES Board of Directors. These executives are there to run the Association as well as to address students' needs with an open-door policy.

Full details of MACES services, bylaws, officers, and committees are available from the Association.

Telephone: 514-398-4974
Website: maces.ca (https://maces.ca/)

Macdonald Campus Students' Society (MCSS)

All students registered in an undergraduate or diploma (FMT) program on the Macdonald Campus are registered members of the accredited Macdonald Campus Students' Society (MCSS). The MCSS is your representative on key issues around campus and will advocate for students' priorities to the McGill administration on both campuses There are seven elected executives of MCSS who represent all 1,200 plus undergrads on the Macdonald Campus. The MCSS also includes departmental associations that represent the students for each department at the Macdonald Campus.

There is a Full MCSS Council that meets with representatives from the departmental associations on a biweekly basis to discuss student affairs, student life, advocacy matters, and issues relevant to the student body and campus community. The Executive Council meets on a varying basis to ensure smooth operation of the society and to coordinate projects. There are committees within MCSS, namely the internal committee that plans large scale events and the business operations committee that oversees the operations of the Ceilidh bar and restaurant. MCSS hosts over 30 clubs and provides a great deal of extra-curricular opportunities for students, organizing events such as Halloween party, Ski Trip, Graduation Ball, and more. The offices of the MCSS are on the main floor of the Centennial Centre located on the Macdonald Campus and operate between the hours of 8:30 a.m. and 4:00 p.m. during the year. Full details of MCSS services, bylaws, and details are available from the association.

Telephone: 514-398-8787
General MCSS Info: info.mcss@mail.mcgill.ca (president.mcss@mail.mcgill.ca)
President: president.mcss@mail.mcgill.ca (https://coursecatalogue.mcgill.camatilto:president.mcss@mail.mcgill.ca)
Website: mcssmcgill.ca (https://coursecatalogue.mcgill.ca/en/regulations/university/student-governance/www.mcssmcgill.ca)

Macdonald Campus Graduate Students' Society (MCGSS)

The Macdonald Campus Graduate Students' Society (MCGSS) represents all graduate students at Macdonald Campus. We are a part of McGill's Post-Graduate Students' Society (PGSS), representing all McGill graduate students. MCGSS works to bring forward the concerns of Mac grads to university administration and PGSS. We also organize various activities for Mac grad students throughout the year. Our bagel breakfasts are a highlight of our event calendar, for example.

The MCGSS executive team, of nine members, meets biweekly to plan events and discuss current issues affecting graduate students at Mac. Executives are elected in April for a one-year term from June 1 to May 31. The MCGSS Council consists of representatives from each department at Mac, who organize events for their peers and are an important link between MCGSS and the departments. All graduate students at Mac are eligible for nomination for elections for executive or department representative positions.

Facilities and Residences

Students are expected to treat facilities and services offered at McGill respectfully and responsibly, to benefit all present and future members of the McGill community.

Further information about McGill campus facilities is available on the Facilities Management and Ancillary Services website (https://www.mcgill.ca/facilities/catalogue).

Residential Facilities

McGill residences offer you a variety of accommodations that reflect the diversity of our student population on both the Downtown and Macdonald campuses.

Mission Statement

To continuously develop a safe home and nurturing community for our students through the following means:

- Keeping the value of respect for ourselves, others, and the physical environment as our cornerstone
- Making environmentally and economically sustainable choices
- Being responsive to student needs and supporting student initiatives
- Maintaining open lines of communication and collaborative decision-making
- Working together to provide a comfortable, clean, and secure environment
- Keeping current with developing technology, practices, and professional development
- Maintaining integrity and accountability

- Thinking critically about what we do and having the courage to change
- Honouring our rich history and strong residence tradition

Please select the appropriate tab for further information:

- University Residences: Downtown Campus (p. 41)
- University Residences: Macdonald Campus (p. 42)
- Summer Accommodation (p. 43)
- Policies related to facilities (p. 43)

University Residences: Downtown Campus

Move#in Weekend is scheduled for August 22–23, 2026. Leases run from August 20, 2026 to May 2, 2027, for first year undergraduate residences and exchange students while upper year undergraduate and graduate leases run from August 20, 2026, to June 30, 2027, except at Solin Hall which begin August 1, 2026 and proceed until June 30, 2027.

First#Year Undergraduate Students

McGill Residences house approximately 3,000 undergraduate students in a variety of traditional dormitories, hotel#style residence buildings, apartment#style units, and shared#facilities houses. All residences include 24#hour support from Residence Life Managers and Protection Services, an active Residence Council, and full access to McGill's wireless network.

Most first#year undergraduates live in our Traditional or Hotel-Style residences, each offering a strong community atmosphere and convenient access to dining halls.

Traditional-Style Residences (Mandatory Meal Plan)

- Gardner, McConnell, and Molson Hall(s)
- Douglas Hall (Quiet residence)
- Royal Victoria College (RVC West Wing – women only)

These buildings offer primarily single rooms with shared bathrooms on each floor.

Hotel-Style Residences (Mandatory Meal Plan)

- New Residence Hall
- Carrefour Sherbrooke
- La Citadelle

These residences offer mostly double rooms with private en#suite bathrooms.

Students in these buildings are placed on the All You Care to Eat (AYCTE) Meal Plan and receive oneCard Flex dollars for use across campus.

Shared-Facilities Houses (Undergraduate Options)

Quiet Residences

- 506/510/522 Pins Ave
- 3653 University
- 3601 University
- University Hall

McGill maintains several beautifully restored historic houses offering a smaller, close#knit residence experience. All of these buildings offer single occupancy rooms with large, shared kitchens and common spaces as well as laundry facilities.

Apartment Style

Solin Hall (Apartment#Style, No Mandatory Meal Plan)

- Fully furnished apartments with 2–4 private bedrooms
- Shared kitchens and living areas
- Located near Atwater Market and the Lachine Canal
- Quick four#stop metro commute to campus
- oneCard dollars provided for dining flexibility

Upper#Year Undergraduate Students

Upper#year undergraduates who wish to remain in residence have the following options:
RVC Tower (with Mandatory Meal Plan) or Solin Hall (no Mandatory Meal Plan but oneCard dollars)

Apartment#Style Buildings (No Mandatory Meal Plan)

Greenbriar Apartments

- Studio and one#bedroom units
- For both upper#year undergraduates and graduate students

Hutchison Apartments

- Studio and one#bedroom units
- A short walk from campus

Residents may use oneCard dollars for dining on campus.

Graduate Students

Graduate students may live in:

Solin Hall

- 2–4 bedroom apartments with private rooms
- Ideal for independent or shared living

Apartment Style Residences including Greenbriar, Hutchison, 3643 University and Rexford Hall

- Self#contained studios and one#bedroom apartments
- Quiet, private living spaces near campus

Shared-Facilities Houses (Graduate Options)

McGill maintains several beautifully restored historic houses offering a smaller, close#knit residence experience.

All of these buildings offer single occupancy rooms with large, shared kitchens and common spaces as well as laundry facilities. Meal plans are not mandatory, but residents receive oneCard dollars for use at dining halls and campus food outlets.

Meal Plans

Students assigned to the following residences are on the mandatory All You Care to Eat Meal Plan:
Carrefour Sherbrooke, La Citadelle, Douglas Hall, Gardner Hall, Molson Hall, McConnell Hall, New Residence Hall, Royal Victoria College, and University Hall.

This plan offers unlimited dine#in access at McGill's dining halls and promotes community building through shared meals.

oneCard

oneCard is linked to your McGill ID and allows you to make purchases on campus without needing cash or debit cards. Payment is due at the end of September.

- Downtown undergraduate residences with the AYCTE Meal Plan: $500 flex dollars
- Other downtown residences: $600
- Macdonald Campus residences: $400

Living in Residences

Building a community is about being confident in reaching out to others and establishing meaningful relationships that enrich everyone's experience. The Residence Life Facilitator's role in this journey is crucial. This group of students are extremely motivated and inspired to organize and facilitate programming and activities in McGill residences to help build a strong community, encourage diversity, education, and personal development.

Contact Us

McGill Student Housing and Dining Service Centre
3465 Durocher St.
Montréal, QC H2X 0A8

Telephone: 514#398#6368
Online: Requests must now be submitted through the Service Desk customer support portal: hrservicedesk.mcgill.ca/servicedesk/customer/portal/34 (https://hrservicedesk.mcgill.ca/servicedesk/customer/portal/34)
Website: mcgill.ca/shhs/ (https://www.mcgill.ca/shhs/)

Student Government

Each hall has a Residence Council, elected at the start of the academic year. It is the job of the council to gather hall opinions, supervise financial affairs, and organize recreational and social activities within the residences. McGill's residences are run for the convenience and advantage of the students living in them. Residence Councils play a significant role in deciding and administering their community standards.

Note: Students are charged an activity fee of $30 collected by the University on behalf of the Residence Council of each hall and the Inter-Residence Council. These funds comprise each Council's budget with which to plan activities for the hall and across residences.

Residence Fees

The full list of housing options and prices is available on the Student Housing website (https://www.mcgill.ca/students/housing/fees-applying/).

University Residences: Macdonald Campus

Overview

Macdonald Campus offers two on#campus residence options: **Laird Hall** and **Eco Residence**. Both options provide housing for undergraduate, graduate, and Farm Management and Technology (FMT). Students registered in courses at the downtown campus are also welcome to live at Macdonald Campus pending available spaces. Residence life plays a significant role in the student experience at Macdonald Campus and provides access to academic, recreational, and community resources.

Residence Options

Laird Hall

Laird Hall is a co#educational residence with a capacity of approximately **250 students**. It provides accommodation for undergraduate, graduate, and FMT students. Facilities include furnished rooms, modern shared kitchens, lounge areas, and other common spaces. High#speed Internet service and laundry is included with room fees.

Eco Residence

The Eco Residence accommodates approximately **100 students** and is intended primarily for **upper#year undergraduate and graduate students**. Each unit is a fully furnished, self#contained apartment with either **two or six single bedrooms**, along with split#level layouts and large common living areas. High#speed Internet service and laundry is included with room fees.

Residence Occupancy Period

Residence fees cover the period from **August 20, 2026, to May 2, 2027**.
Students are required to vacate their rooms at the end of this lease period.

Early arrival or late departure is only permitted in **exceptional circumstances**

Some circumstances include:

- Enrollment in extended academic sessions
- Summer course registration
- On#campus employment
- International or long#distance travel constraints

All exceptions require advance approval from the Housing Office and may be subject to additional fees.

Residence Fees

Residence fees are billed separately from tuition but paid directly to the student fee account.

Because fees for the upcoming year may not yet be finalized, students should consult the most recent fee sheet at:
mcgill.ca/students/housing/fees-applying/mac-fees (https://www.mcgill.ca/students/housing/fees-applying/mac-admissions)

Food Services

There is **no mandatory meal plan** on Macdonald Campus. However, all new incoming students are assigned $400 oneCard dollars payable at the start of their lease and charged to their student fee account. Students may:

- Purchase meals directly at **Twigs Café**, located between the Macdonald#Stewart Building and the Barton Library.
- Utilize the shared kitchen facilities located in both Laird and Eco Residence.

Parking – Macdonald Campus

Parking permits are available from the **Macdonald Campus Parking Office** (Laird Hall, Room 101).
Permits are issued only to students and staff due to limited parking capacity. Payment must be made in person.

Applications can be submitted in advance by emailing the completed form to **parking.servicesmac@mcgill.ca**.

For more information, see: **mcgill.ca/transport/parking/mac**

Macdonald Campus Residence Information

Residence Admissions Office

Laird Hall / EcoResidence
P.O. Box 188
Macdonald Campus of McGill University
21 111 Lakeshore, Room 107
Sainte-Anne-de-Bellevue, QC H9X 3V9

Telephone**:** 514#398#7716
Email**:** Requests must now be submitted through the Service Desk customer support portal: hrservicedesk.mcgill.ca/servicedesk/customer/portal/34 (https://hrservicedesk.mcgill.ca/servicedesk/customer/portal/34)
Website**:** mcgill.ca/students/housing/residence-options/macdonald (https://www.mcgill.ca/students/housing/residence-options/macdonald)

Summer Accommodation

McGill University Housing and Conference Services offers residence accommodations in the following locations during the summer:

- **La Citadelle (LC)**: located only a few blocks from the McGill University main campus at 410 Sherbrooke Street West.
- **Carrefour Sherbrooke (CS)**: located near McGill's main campus in the heart of downtown at 475 Sherbrooke Street West.
- **Royal Victoria College Residence (RVC)**: located directly across from McGill's Downtown Campus.

McGill's residences are the perfect place to be during the summer in Montréal.

First-class shopping, restaurants, and museums are at your doorstep, with outdoor events and street festivals around every corner. The cobblestone streets and historic buildings of Old Montréal lie to the south; while to the north, Mount Royal invites you to go sunbathing, strolling, and picnicking. The sights and sounds of Montréal's many cultures are part of the vibrancy of the city.

La Citadelle (LC) offers hotel-style accommodation in McGill's residence located on Sherbrooke Street West, just steps from McGill's Downtown campus and the Golden Square Mile. At LC, you have the choice of a single-occupancy room with one queen-size bed or a double-occupancy room with two double beds. Each guestroom is equipped with a private bathroom, air conditioning, cable TV, free local calls, and Wi-Fi Internet access. There is a card-operated laundry room and fitness centre available 24 hours per day on site. LC also offers a common kitchen area for students. Students must bring their own cookware, dishware, and flatware.

Carrefour Sherbrooke (CS) provides hotel-style accommodations. Guests will find first-class shopping, restaurants and art galleries, outdoor cafés, and street festivals all within walking distance. Rooms offer one or two queen beds, private bathrooms, cable TV, air conditioning, a small refrigerator, and daily in-room housekeeping services. The building includes a small gym, paid laundry facilities, and shared common spaces.

Royal Victoria College Residence (RVC) offers traditional dormitory-style accommodations, featuring private rooms with shared bathroom and kitchen facilities. RVC is located right in the centre of the city, directly across from McGill's downtown campus. It is only a few steps away from the well-known Sainte-Catherine Street, lined with great shops and restaurants. The "Quartier des Spectacles" (entertainment district), museums, and Mount Royal Park are all within walking distance. All rooms are private study rooms with one twin bed, a desk, dresser, armoire, and a small refrigerator. Shared bathrooms, kitchenettes, and laundry facilities can be found throughout the residence.

Reservations for Summer Residences

Anyone arriving prior to May 8 must commit to a minimum of one month's stay and will be required to pay one month's accommodation in advance. There will be no refund of this amount should the student withdraw.

Cancellation Policy:

Please contact the Housing and Conference Services reservations office no later than May 8, 12:00 p.m. ET (noon) to avoid a one-night cancellation fee. **Notice to any other University office is not sufficient.**

Prior to sending your application, it is strongly recommended that you verify availabilities with the Housing and Conference Services Reservation Office.

To make a reservation:

- Telephone: 514-398-5200
- Email: reserve.residences@mcgill.ca
- Website: mcgill.ca/accommodations/summer (https://www.mcgill.ca/accommodations/summer/)

Proper Use of Computing Facilities

You must comply with the Policy on the Responsible use of McGill Information Technology Resources as approved by the University Senate. You can find this policy in the listing of University Policies,

Procedures and Guidelines under Information Technology, at mcgill.ca/it/policies (https://www.mcgill.ca/it/it-policies).

Smoking Policy

Quebec law (https://www.legisquebec.gouv.qc.ca/en/document/cs/L-6.2) prohibits smoking in public buildings. Smoking on University property is permitted only within outdoor designated smoking areas. Smoking is prohibited outside any designated smoking area on University property. For more information, see the University's regulation concerning smoking (https://www.mcgill.ca/secretariat/files/secretariat/smoking_policy.pdf).

For the purposes of the Tobacco Control Act, "smoking" also covers the use of an electronic cigarette or of any other device of that nature; "tobacco" also includes the following accessories: cigarette tubes, rolling paper and filters, pipes, including their components, and cigarette holders. Please consult Chapter L-6.2 - Tobacco Control Act (https://www.legisquebec.gouv.qc.ca/en/document/cs/L-6.2), for further information.

Policy Concerning Cannabis

McGill University has adopted a *Policy Concerning Alcohol, Cannabis and Other Drugs*. This policy applies to all McGill students, faculty, staff and visitors on the Downtown and Macdonald campuses, the Gault Nature Reserve, and spaces leased by the University. The policy only permits the consumption of cannabis for medical reasons, accompanied by a valid medical certificate, under certain conditions. However, all consumption of cannabis for recreational use is prohibited on University property.

For further details on this policy please refer to the Policy Concerning Alcohol, Cannabis and Other Drugs *(*https://www.mcgill.ca/provost/article/policy-concerning-alcohol-cannabis-and-other-drugs*/)*.

Incorporated and Affiliated Colleges

Incorporated College

The Royal Victoria College is a non-teaching college of McGill University that provides residential accommodation for both men and women in a co-education environment.

Royal Victoria College

3425 University St.
Montréal, QC H3A 2A8

Affiliated Theological Colleges

The three colleges below 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.

Montreal Diocesan Theological College

3473 University St.
Montréal, QC H3A 2A8
Principal: Rev. Dr. Jesse Zink; B.A.(Acad.), M.A.(Chic.), M.Div.(Yale), Ph.D.(Camb.)

Presbyterian College of Montreal

3495 University St.
Montréal, QC H3A 2A8
Principal: Rev. Dr. Roland de Vries; B.A.(Guelph), M.Div.(The Presbyterian College), S.T.M., Ph.D.(McG.)

United Theological College of Montreal

3475 University St.
Montréal, QC H3A 2A8
Principal: Rev. Maylanne Maybee; B.A.(Tor.), Dip.Theol., Cert.Ed.(Oxon), M.Div.(Trin. Coll., Tor.)

Libraries and Historical Collections

The McGill Libraries provide access to over 10 million items, both in print and electronic formats, and consist of multiple location and units, including the McGill University Visual Arts Collection (https://www.mcgill.ca/vacollection/). Refer to our location map (https://www.mcgill.ca/library/branches), and bring your McGill ID card if you wish to borrow physical items from our collections. Access to our electronic resources (e-books, e-journals, databases, etc.) is possible anytime and anywhere. You will be prompted to enter your McGill username and password when accessing our e-resources from off campus.

The McGill Libraries website (https://www.mcgill.ca/libraries/) is the portal to all our resources and services for your learning and research needs. There are thousands of databases (https://libraryguides.mcgill.ca/az/databases) available that you can choose from when doing a search on any topic. Librarians have created subject guides (https://libraryguides.mcgill.ca/?b=s) for each area of study at McGill. Each guide pulls together all the relevant resources for doing research in that field. Find your subject guide to get started. In addition, unique scholarly materials from art and distinctive collections (https://www.mcgill.ca/libraries/using-libraries/distinctive-collections) have been digitized and are accessible through the Libraries' website. Our website also provides access to items such as newspapers (https://libraryguides.mcgill.ca/newspapers/finding-newspapers), and escholarship@McGill (https://www.mcgill.ca/libraries/research-services/escholarship)—a digital repository, which collects, preserves, and showcases the publications, scholarly works, and theses of McGill University faculty members, researchers, and students.

Friendly staff in each library location can help you locate the information you need. Students have liaison librarians for their departments (https://www.mcgill.ca/libraries/contact-us/liaison). Liaison librarians provide workshops on finding, organizing, and citing information (https://libraryrooms.mcgill.ca/calendar/mcgill?cid=8219&t=m&d=0000-00-00&cal=8219&audience=533&inc=0), visit your classes to provide instruction on doing research for course assignments, and are available to assist you with your questions, whether in person, on the phone, by email, or via online chat (https://www.mcgill.ca/libraries/contact-us/ask-librarian).

Several locations offer extended opening hours (https://www.mcgill.ca/libraries/using-libraries/hours) during exam periods. The Libraries offer a variety of comfortable and attractive spaces, such as individual quiet study areas and group study rooms that can be booked (https://libraryrooms.mcgill.ca/reserve/groupstudy) for use. Wireless access is available throughout the library, as are hundreds

of computers, and all libraries have printing, scanning, and copying machines.

Special services like the Course Readings Service allows you to access digital items on course reading lists in the Libraries' catalogue and in *my*Courses. You can also borrow materials from any location and the McGill University Collection Centre and return them anywhere across the system. If you need material not owned by the McGill University Libraries, our network loan (https://www.mcgill.ca/libraries/using-libraries/otherloans/quebec) and Interlibrary Loan Service (https://www.mcgill.ca/libraries/using-libraries/interlibrary-loan) will obtain it for you at no cost for McGill students, faculty, and staff. Loans can be picked up at any library location.

Workshops

Workshops and tours designed to teach effective library use and to familiarize students with the McGill Libraries system are offered at various times throughout the academic session. For information, and schedules, visit the Workshops web page (https://libraryrooms.mcgill.ca/calendar/mcgill?cid=8219&t=m&d=0000-00-00&cal=8219&audience=533&inc=0).

Historical Collections

McGill also hosts a number of exceptional historical collections. For more information, and to view the full list of historical collections at McGill, please visit the Historical Collections web page (https://www.mcgill.ca/historicalcollections/).

McGill Writing Centre

The McGill Writing Centre (MWC), established in 2010, is the University's central resource for writing and communication. Staffed by specialists in writing pedagogy, the Writing Centre offers a slate of credit courses and non-credit activities that attract undergraduate and graduate students from across the disciplines.

The MWC's core set of credit courses focuses on a number of relevant topics, e.g., academic or scholarly communication, creative writing, digital genres, business communication, and communicating science and/or research to broad audiences. In addition to courses, students can also access non-credit programming (e.g., workshops, writing retreats) and individualized writing consults with the Tutorial Service.

The courses in academic, creative, digital, and professional writing may be taken as electives or to fulfil language requirements in some undergraduate degree programs. In some faculties, you need to obtain approval from your Student Affairs Office as well as from your academic advisor before you take courses outside of your faculty, especially if the courses do not form part of your program requirements.

For further information, please visit the MWC website (https://www.mcgill.ca/mwc/).

McGill Writing Centre Course Information

Undergraduate course offerings can be found at mcgill.ca/mwc/courses/undergraduate (https://www.mcgill.ca/mwc/courses/undergraduate).

Graphos graduate course offerings can be found at mcgill.ca/graphos/courses (https://www.mcgill.ca/graphos/courses).

Continuing Education (non-credit) course offerings can be found at mcgill.ca/mwc/special-interest-courses (https://www.mcgill.ca/mwc/special-interest-courses).

Course Coordinator Information:

If you have inquiries about courses, please contact the specific course coordinator listed at mcgill.ca/mwc/contact-us (https://www.mcgill.ca/mwc/contact-us).

McGill Writing Centre Tutorial Service

The McGill Writing Centre Tutorial Service provides writing and presentation consults and support for all McGill students. Our tutors work with students at every stage of the writing or presentation process, from drafting and development to polishing and refinement. For more information, visit the McGill Writing Centre's Tutorial Service page (https://www.mcgill.ca/mwc/tutorial-service).

McGill Writing Centre Contact Information

McGill Writing Centre
McLennan-Redpath Library
Main Floor, Room #02
3459 McTavish St.
Montréal, QC H3A 0C9

Telephone: 514-398-7109
Fax: 514-398-7416
Website: mcgill.ca/mwc (https://www.mcgill.ca/mwc/)
General Inquiries: mwc@mcgill.ca

Graphos
Website: mcgill.ca/graphos (https://www.mcgill.ca/graphos/)
Inquiries: graphos@mcgill.ca

MWC Tutorial Service
Website: mcgill.ca/mwc/tutorial-service (https://www.mcgill.ca/mwc/tutorial-service)
Inquiries: mwctutorial@mcgill.ca

Service Point

Service Point has brought together newly integrated, front-line undergraduate and graduate student administrative services. Located on the ground floor of the McLennan Library Building in the heart of the Downtown Campus, Service Point will address a wide variety of students' needs.

Some of the many services offered at Service Point for undergraduate and graduate students:

- certified or translated copies of diplomas
- degree verification
- help with admissions
- help with Minerva
- international health insurance cards and exemptions
- McGill ID cards

- official transcript pick-up
- replacement diplomas
- student exchanges/study abroad
- submitting legal documents
- tuition and fees information

Arts or Science students will also be able to inquire about:

- course and program registration
- exams (including deferred and supplemental)

For a complete list of student services and resources at McGill, see mcgill.ca/studentservices/ (https://www.mcgill.ca/studentservices/).

For more information about Service Point, see mcgill.ca/servicepoint (https://www.mcgill.ca/servicepoint/).

Location

3415 McTavish St. (at Sherbrooke)
Montréal, QC H3A 0C8

Telephone: 514-398-7878
Opening hours: mcgill.ca/servicepoint (https://www.mcgill.ca/servicepoint/)
Email: mcgill.ca/servicepoint/contact (https://www.mcgill.ca/servicepoint/contact)

Student Services

McGill Student Services is dedicated to supporting students' academic and personal development throughout their time at McGill.#The services encompass health and wellness, international student support, academic accommodations, spiritual care, financial aid, career planning, and student life. These services are designed to foster student success and well-being, offering essential resources andassistance#to students in person at the Downtown and Macdonald campuses, as well as online.

Accessing Student Services

All McGill students#who pay the Student Services Ancillary fee, regardless of their faculty, have access to services at both the Downtown and Macdonald campuses.

Continuing Studies Students

Students who are enrolled in Continuing Studies and registered for 9 credits or more in the current term can choose to opt in to the Optional Student Services Package.#Opting in allows access to the same services as undergraduate students, graduate students, and postdoctoral fellows. While the optional fee provides access toScholarships and Student Aid's services and tools,it does not provide access to monetary resources like financial aid and awards.

Campus Life and Engagement (CL&E)

Campus Life and Engagement welcomes students into the McGill community, from the moment they accept their offer, through orientation, and beyond. Working with campus and Montreal community partners, Campus Life and Engagement fosters a vibrant, inclusive student experience with opportunities for leadership, connection, and personal growth. Build lasting connections through orientation events, student life activities,#mentoring,#and volunteer opportunities. Explore all offerings at Campus Life and Engagement. Newly admitted students can visit Get Ready.

Career Planning Service (CaPS)

The Career Planning Service supports students in exploring and developing their future careers, whether through finding part-time employment, making career decisions, or preparing for post-graduation studies. Services include career counselling, career fairs, skill-building workshops, experiential learning opportunities, and networking events. Students have access to resources on internships, co-op programs, leadership development, job markets, and further education, all aimed at helping students feel confident in their next steps.

International Student Services

International Student Services supports the academic and personal success of international students at McGill. This#servicefacilitates#students'#transition to a new school, home, and country; providing assistance#with immigration advising, health insurance, work opportunities in Canada, and adjusting to Montreal's climate.

Office of Religious and Spiritual Life

The Office of Religious and Spiritual Life (MORSL) fosters religious literacy and spiritual wellness on campus. It offers opportunities to explore faith communities, discover on-campus and Montreal-based resources, and engage with faith clubs. MORSL provides a drop-in meditation and spirituality space,#an interfaith#lounge, a peer faith volunteer program, and publishes the Radix magazine. These initiatives create a welcoming environment for students of any faith or religious background (or those with no religious affiliation at all) to engage and reflect.

Student Accessibility and Achievement

Student Accessibility and Achievement (https://www.mcgill.ca/access-achieve/) provides learning assessment, support services, and reasonable accommodations to undergraduate, graduate, and postdoctoral students with documented disabilities, mental health issues, chronic illnesses, or other impairments, whether they be temporary, permanent, or episodic.

Scholarships and Student Aid

Scholarships and Student Aidhelps students navigate the financial aspects of university life, from finding funding to building budgeting and debt management skills. The office administers government aid from the U.S. and Canadian provincial and federal sources, as well as McGill loans, bursaries, and the Work Study Program. Students can explore financial support options for exchanges, field semesters, and unpaid internships. Scholarships and Student Aidis committed to making financial support accessible to all students, including through special funding opportunities such as theOkòn:ra#award for Indigenous undergraduate students.

Student Wellness Hub

The Student Wellness Hub is the central location for health and wellness services at McGill. It provides access to physical and mental health care, offers one-on-one clinician appointments, as well as weekly wellness workshops,#therapy,#and peer support groups. Focusing on awareness, prevention, and early intervention, the Hub supports students inmaintaining#their well-being throughout their time at McGill.

Healthy Living Annex(Student Wellness Hub)

The Healthy Living Annex is a welcoming, student lounge space located next to the Student Wellness Hub, designed to promote well-being. The Annex provides a calm setting for activities like animal therapy, art hives, mindfulness sessions, and more. Whether seeking connection, creativity, or a break with a therapy dog, the#Healthy Living#Annex offers space for students to#connect and#recharge.

Information Technology (IT) Services

IT Tools

McGill University students, faculty, staff, and other members of the McGill community benefit from a variety of Information Technology resources. Please visit Resources for Students (https://www.mcgill.ca/it/students/) for details.

IT Support

McGill's IT Support site (https://mcgill.service-now.com/itportal) is your one-stop shop for information and support on using IT services including email, Microsoft 365 tools, Wi-Fi, VPN, and more. Search the IT Knowledge Base for instructional articles, report issues, make requests for services, chat with support agents, view announcements and system status, and follow up on your support tickets all from one convenient location.

Communication and Collaboration

McGill offers communication and collaboration tools that work together to support and enhance your educational experience.

Email

All students are assigned a McGill email address (usually in the form of *firstname.lastname*@mail.mcgill.ca) and given a McGill email mailbox. Please refer to Email Communication (p. 48) for further information on email services.

MS Teams

Microsoft Teams (https://mcgill.service-now.com/itportal?id=kb_article_view&sysparm_article=KB0011627) is the recommended application for conducting virtual meetings, audio and video calls, text messaging, and filesharing among McGill students, faculty, and staff members.

OneDrive

Students are given 1 Terabyte of free file storage space (https://mcgill.service-now.com/itportal?id=kb_article_view&sysparm_article=KB0011278) on the Microsoft 365 cloud where you can store and share documents.

Microsoft Office and 365 Apps

As a student you can download and install the entire Microsoft 365 apps (previously ProPlus apps) (https://mcgill.service-now.com/itportal?id=kb_article_view&sysparm_article=KB0011239) suite (Word, Excel, PowerPoint, OneNote, etc.) to your personal devices, and sync your files with the online versions in OneDrive.

Other Microsoft 365 apps include Forms (surveys and data collection), Sway (interactive online presentations), Stream (video streaming platform), SharePoint Online, and more.

Note for Continuing Studies: The above services are not available if you are registered in short courses or seminars not recorded on the official McGill transcript.

Online Course Materials and Lecture Recordings

Sign in to myCourses (https://mcgill.ca/mycourses) for your online assignments, reading materials, and syllabus. Many course lectures are recorded for streaming playback on demand.

Zoom (https://mcgill.service-now.com/itportal?id=kb_article_view&sysparm_article=KB0011625) is the cloud-based tool used for attending remote classes when on-campus classes are not available.

See the Teaching and Learning Services website (https://www.mcgill.ca/tls/) for more information.

Minerva

Minerva is McGill's web-based information system serving applicants, students, staff, and faculty. To access Minerva, go to mcgill.ca/minerva (https://www.mcgill.ca/minerva/) and log in with your McGill username and password or with your McGill ID and Minerva PIN. Once logged in, you can:

- Apply to McGill and view your application status
- View class schedules, including course descriptions and spaces available in course sections
- Register and make course changes
- Change your major or minor program (not all faculties)
- View your unofficial transcript and degree evaluation reports
- View your McGill Username, used to access computers on campus, WiFi, Email, Office 365, campus printing, and more
- View your Permanent Code, citizenship, and Québec residency status, and fee information
- Update personal information such as address, telephone number, and emergency contacts
- Update your preferred first name
- Submit an online course evaluation
- Submit an application to participate in an exchange program (not all faculties)
- Apply to graduate
- View graduation status and convocation details
- Order official transcripts

- Retrieve tax receipts
- Official documentation to order a reduced-fare STM Opus card

For information on accessing Minerva, visit McGill's IT Portal (https://mcgill.service-now.com/itportal?id=kb_article_view&sysparm_article=KB0010785).

Secure Your Journey

McGill IT Services wants to ensure students have a safe and secure journey from the moment you apply to the university to graduation, and beyond. Our new Secure Your Journey website contains tips on:

- Starting your McGill journey safely with strong passwords and two-factor authentication (2FA);
- Learning securely; and
- Staying vigilant against cyber threats such as phishing.

Visit mcgill.ca/cybersafe (https://www.mcgill.ca/cybersafe/) for tools and resources to secure your student journey at McGill.

IT Policies

McGill University students, faculty, staff, and other members of the McGill community benefit from a variety of Information Technology resources, which are used in accordance with University policies and directives. Visit the IT policies (https://www.mcgill.ca/it/it-policies/) site for further details.

Responsible Use of McGill Information Technology Resources

Each of us has responsibilities when using McGill's IT resources. The *Policy on the Responsible Use of McGill Information Technology Resources* is a code of conduct that identifies what is acceptable when working with McGill technology resources.

For more information, view the Policy on the Responsible Use of McGill Information Technology Resources, available on the Secretariat website (https://www.mcgill.ca/secretariat/policies-and-regulations/).

Note for M.D.,C.M., and D.M.D. Programs: For guidelines regarding the use of social media by M.D.,C.M., and D.M.D. students, see mcgill.ca/ugme/policies-procedures/guidelines-social-media and mcgill.ca/thewelloffice (https://www.mcgill.ca/ugme/policies-procedures/guidelines-social-media/).

Report Security Incidents

Please inform IT Services immediately if you experience or are aware of an IT security incident!

- Contact IT through the IT Service Desk (https://mcgill.service-now.com/itportal);
- Or by telephone at **514-398-3398** for immediate help;
- For additional information, please see Reporting IT security incidents (https://mcgill.service-now.com/itportal?id=kb_article&sysparm_article=KB0010926).

If the incident involves bullying, harassment or other potential risks to the health and safety of individuals, please contact McGill Security Services (https://www.mcgill.ca/campussafety/security-services/report-incident/) at **514-398-3000** in the Downtown Campus or **514-398-7777** at the Macdonald Campus immediately.

Use of Cloud Services

McGill's Cloud Directive governs your usage of cloud services—programs and apps delivered over the Internet. McGill has approved cloud apps and solutions that are available for your use while at McGill. However, you will need to choose your apps wisely as not all apps are safe, and they will not all adequately protect sensitive data (either your own or McGill's).

To learn how to safely use cloud apps and solutions, please refer to the Cloud Services Page (https://www.mcgill.ca/cloud-directive/).

Two-Factor Authentication (2FA)

All student, faculty, and staff accounts are protected with two-factor authentication (2FA) (https://www.mcgill.ca/cybersafe/two-factor-authentication-2fa/), an additional security measure that requires a secondary method of authentication (e.g., acknowledging a prompt or entering a code sent to your mobile device via a mobile app) when signing into many McGill systems. 2FA makes it much harder for cybercriminals to access your account and your personal information, even if they obtain your password. 2FA is required for all higher education institutions in Canada.

Email Communication

All students are assigned a McGill email address (usually in the form of *firstname.lastname*@mail.mcgill.ca) and are given a McGill email mailbox. It is your responsibility to monitor your McGill email regularly because this is the official means of communication between McGill University and its students. Ensure that you read and act upon the emails in a timely fashion.

To access your McGill email, go to the Microsoft Office website and sign in with your McGill username and password.

Note: Confirm your McGill email address or set your McGill password on Minerva (https://www.mcgill.ca/minerva/), under the *Personal Menu*. You can also change or reset your McGill password by following the instructions on the McGill Password Reset Checklist (https://www.mcgill.ca/it/pw-reset/).

If you have another email account using an external service provider (such as Gmail, Hotmail, Yahoo, etc.), please review the Options for dealing with multiple email services (https://mcgill.service-now.com/itportal?id=kb_article_view&sysparm_article=KB0011377) article on the IT Knowledge Base.

For more information, visit the Policy on E-mail Communication with Students, available on the Secretariat website (https://www.mcgill.ca/secretariat/policies-and-regulations/).

Athletics and Recreation

Downtown Campus Athletics and Recreation

Offers a wide range of facilities, activities, and equipment. Facilities include:

- gymnasium
- fully equipped fitness centre
- varsity weight room
- pool
- fieldhouse
- stadium
- indoor and outdoor running tracks and tennis courts
- squash and racquetball courts
- spinning, fitness, and martial arts studios
- various playing fields
- small groups and one-on-one training spaces
- gender-neutral changing spaces and bathrooms

McGill students can participate in instructional, recreational, intramural, and intercollegiate activities, as well as sports clubs. There are nominal fees for instructional courses, intramurals, sports equipment rentals, and membership to the Fitness Centre. Sporting equipment (x-country skis, snowshoes, racquets, balls, etc.) is available for loan or rent.

McGill Sports Complex
475 Pine Ave. W.
Montréal, QC H2W 1S4

Telephone: 514-457-7326
Email: perry.karnofsky@mcgill.ca (recreational sports) or lisen.moore@mcgill.ca (varsity sports)
Website: recreation.mcgill.ca/membership (https://recreation.mcgill.ca/membership)
Facebook: facebook.com/mcgillathleticsandrecreation (https://www.facebook.com/mcgillathleticsandrecreation/)
Twitter: twitter.com/McGillAthletics (https://x.com/McGillAthletics/)

Macdonald Campus Athletics and Recreation

Offers a wide range of facilities, activities, and equipment, free of charge. Facilities include:

- gym
- fitness centre
- smart studios
- multi-courts
- playing fields
- outdoor Trekfit gym
- outdoor volleyball court
- large expanses of green space

Students can participate in instructional, recreational, intramural, and intercollegiate activities. There are nominal fees for intramural and fitness courses. Sporting equipment (cross-country skis, snowshoes, stand up, frisbees, balls, etc.) is available for loan or rent.

Athletics offices are located in the Stewart Athletic Complex, just west of the Centennial Centre.

Stewart Athletic Complex
21,111 Lakeshore Rd.
Sainte-Anne-de-Bellevue, QC H9X 1S2

Telephone: 514-457-7326
Website: recreation.mcgill.ca/maccampus (https://recreation.mcgill.ca/maccampus)
Facebook: facebook.com/Mac-Athletics-and-Recreation-559732057427796/?fref=ts (https://www.facebook.com/maccampusathletics?fref=ts%2F)

McGill Athletics Package for Continuing Studies Students

Membership for SCS students includes access to The B2 Gym and all the drop-in recreational activities (basketball, badminton, jogging, lap swim). There are also classes available for purchase. For information, visit recreation.mcgill.ca/membership (https://recreation.mcgill.ca/membership).

Ombudsperson for Students

The Office of the Ombudsperson for Students offers confidential, informal, independent, and impartial dispute resolution services to all members of the student community by providing information, advice, intervention, and referrals.

The mandate of the Office is to intervene at any point and attempt to resolve issues informally before proceeding to more formal processes. Please refer to the website to determine when you should contact the Ombudsperson (https://www.mcgill.ca/ombudsperson/contact).

Office of the Ombudsperson
3610 McTavish St., Room 14 (main floor)

Telephone: 514-398-7059
Email: ombudsperson@mcgill.ca
Website: mcgill.ca/ombudsperson (https://www.mcgill.ca/ombudsperson/)

Extra-Curricular and Co-Curricular Activities

Extra-Curricular Activities

Student-led clubs, societies, and associations (https://www.mcgill.ca/cle/life-campus/student-led-clubs-societies-and-associations) give you the opportunity to connect with your peers and expand your collaborative and leadership skills.

As a McGill student, you are automatically a member of one of the five Student Societies at McGill, who each offer various ways to get involved:

- SSMU (the Students' Society of McGill University (https://ssmu.ca/)) for undergraduate students on the Downtown Campus,
- MCSS (Macdonald Campus Students' Society) (https://mcssmcgill.ca/) for undergraduate students at Macdonald Campus,
- PGSS (Post-Graduate Students' Society (https://pgss.mcgill.ca/)) for graduate students on the Downtown Campus
- MCGSS (Macdonald Campus Graduate Students' Society) (http://www.mcgssmcgill.ca/) for graduate students on Macdonald Campus

- MACES (McGill Association of Continuing Education Students) (https://maces.ca/) for students in the School of Continuing Studies

Various volunteer placements on campus or with community organizations can be found on the Volunteering Opportunities Board on myFuture (https://myfuture.mcgill.ca/).

Explore mentorship opportunities on the McGill Mentorship Network. (https://mentorship.mcgill.ca/v2/) Give back and make a meaningful impact by becoming a mentor and sharing your experiences to support the growth of fellow students.

Co-Curricular Activities and Experiential Learning Opportunities

Co-curricular and experiential learning activities are structured experiences that help you apply and deepen what you learn in the classroom.

- **Co-curricular activities** take place outside your academic courses and complement your personal, professional, or academic goals.
- **Experiential learning** can be either curricular (part of a course) or co-curricular, and focuses on learning through hands-on experience and reflection.

Student Experience Record

McGill University's Student Experience Record is a comprehensive tool for recording and showcasing students' co-curricular and experiential learning both inside and outside the classroom. Learn more about the Student Experience Record (https://www.mcgill.ca/eln/ser). Browse opportunities in the Student Experience Catalogue (https://myfuture.mcgill.ca/experience-catalogue.htm).

Day Care

The McGill Childcare Centre (CPE McGill) is an independently run centre that can accommodate 110 children, ranging in age from four months to five years. Applications are to be submitted at www.laplace0-5.com (https://www.laplace0-5.com/); early application is required as placement is limited.

The Centre is located at:

3491 Peel St.
Montréal, QC H3A 1W7

Telephone: 514-398-6943
Website: mcgill.ca/daycare (https://www.mcgill.ca/daycare/)

A Campus Day Care Centre, located adjacent to the Macdonald Campus, is an independently run centre that can accommodate approximately 60 children, ranging in age from four months to five years. Preference is given to the Macdonald Campus community. Early application is recommended.

The Centre is located at:

1 Maple Ave.
Sainte-Anne-de-Bellevue, QC H9X 2E3

Telephone: 514-398-7951

Campus Store

Downtown Campus

The McGill Campus Store is home to all things McGill, including course materials, general interest books, stationery, McGill apparel, gift items, and more. Visit the McGill Campus Store website to sign up for the newsletter and be the first to know about services, promotions, store hours, and more. The McGill Campus Store's online store (https://mcgillcampusstore.ca/) is open year-round, allowing you to shop 24/7 from the comfort of your home.

Main Store:
680 Sherbrooke St., West
Montréal, QC, H3A 2M7

Website: mcgillcampusstore.ca (https://mcgillcampusstore.ca/)

Macdonald Campus

Located on the main floor of the Centennial Centre, the McGill Campus Store at Macdonald Campus carries McGill and Macdonald apparel, stationery, gifts, and insignia items. Shop online 24/7 at mcgillcampusstore.ca (https://mcgillcampusstore.ca/) and have your items shipped to this location for pickup.

Macdonald Campus Store
Macdonald Campus Centennial Centre
21111 Lakeshore Rd.
Sainte-Anne-de-Bellevue, QC, H9X 3V9

Website: mcgillcampusstore.ca (https://mcgillcampusstore.ca/category/macdonald-campus)

CONTINUING STUDIES

The McGill School of Continuing Studies transforms today's adult learners into skilled thought leaders of tomorrow's workforce. Join thousands of the School's graduates to experience innovative teaching, learn through hands-on practice, and gain in-demand skills.

For over 50 years, we have helped learners like you who seek knowledge and skills for career advancement or transition, professional development, and personal enrichment. Our in-person and online courses and programs, expert instructors, and diverse and supportive community will help future-proof your career and assist you in achieving your learning goals.

Take charge of your future and realize your dreams while gaining practical skills, in-demand expertise, and earning a credential from one of Canada's top-ranked universities.

Visit SCS (https://www.mcgill.ca/continuingstudies/)

Academic Regulations

For information on academic regulations within the School of Continuing Studies, please follow the appropriate link. For more information, please contact the School of Continuing Studies (https://www.mcgill.ca/continuingstudies/contact-us).

- Undergraduate Academic Regulations (p. 51)
- Graduate Academic Regulations (p. 53)

Undergraduate Academic Regulations

Students must inform themselves of University rules and regulations and keep abreast of any changes that may occur. The Academic Regulations section contains important detailed information required by students during their studies at the School of Continuing Studies and should be periodically consulted for modifications.

Academic Advising

General information for the School of Continuing Studies can be obtained by calling one of our Service Representatives at 514-398-6200 during regular business hours, or by sending an email to info.conted@mcgill.ca.

Current and prospective students who wish to take the opportunity to meet with an academic advisor to obtain information on course and program selection, are encouraged to book an appointment by visiting the SCS advising website (https://www.mcgill.ca/continuingstudies/scs-current-students/scs-student-services#program-advising). Please note this service is by appointment only.

Information Sessions

Information sessions are held throughout the year. This is an opportunity for you to learn more about specific programs and courses and to talk to academic advisors. Members of the School of Continuing Studies staff will be available to explain and discuss the requirements of the various programs and courses offered. Academic advisors and Academic Program Coordinators will be available at these sessions to answer your questions and you will be given the opportunity to meet with industry representatives, course lecturers, and instructors. Please call the School of Continuing Studies at 514-398-6200 for further information.

Advanced Standing and Residency Requirement

Advanced Standing

Advanced Standing may be granted to students who provide evidence of equivalent credit course(s) completed in other programs at McGill University or at another recognized university. Students should note that courses taken more than five years ago will not be recognized for Advanced Standing.

Students wishing to apply for Advanced Standing must complete an Advanced Standing form at the time of admission. Evaluation requests received after this time will not be considered before registration and will be delayed until the following session. Requests will not be considered unless a student has applied to a program and must be accompanied by all required documentation.

Note: The evaluation process takes at least six weeks to complete.

Residency Requirement

1. Students transferring to McGill:
   Advanced Standing of up to 30% of the courses in any one certificate program may be awarded for successfully completed equivalent study done at another university within the last five years.
2. Students transferring within McGill:
   a. Students who withdraw from a certificate program may transfer credit to another certificate with no limit to the number of credits granted provided the courses are identical, were completed within the last five years and all other requirements of the new certificate are met.
   b. Students who withdraw from a degree, graduate certificate, or diploma program and those who have completed a degree program and who have successfully completed courses appropriate to the content, standards, and other requirements of a particular certificate may apply and be awarded credit toward that certificate program up to and including five courses provided they were completed within the last five years. They must complete a minimum of five courses (15 credits) in the certificate program at the School of Continuing Studies after admission to that program.
   c. Students who have completed a diploma, graduate certificate, or certificate program may apply for admission to a second certificate program and be given Advanced Standing (if applicable) up to a maximum of 9 credits (three courses) provided the courses were completed within the last five years.

   Students wishing to transfer from a graduate certificate or diploma program to a certificate program will receive Advanced Standing only for those courses in which they obtained the minimum passing grade required in the graduate certificate or diploma program.
3. Students taking two programs concurrently:
   a. Students may apply for admission to and register in more than one certificate program at a time. Where program course requirements overlap, credit may be granted up to a

maximum of three courses (9 credits). Students may be granted exemption for overlapping courses in excess of 9 credits but must choose substitute courses with the approval of the SCS. Courses cannot be counted more than twice.

b. Students may be concurrently registered in a certificate and degree program. Courses taken at the School of Continuing Studies and approved for the degree program by the Associate Dean, which also meet the requirements of the certificate, may also be counted toward completion of the certificate. This form of double counting between certificate and degree programs is limited to five courses. Courses cannot be counted more than twice.

4. Students admitted to degree, graduate certificate, or diploma programs after completing a certificate program:
   - Students who apply for admission to a degree or diploma program after having completed a certificate program may be granted Advanced Standing at the discretion of the Associate Dean of the faculty in which the degree, graduate certificate, or diploma is offered.
5. Special Students:
   Please consult the Special Student Status page (p. 59).

Special Student Status

Please consult the Undergraduate Courses section of the Special Student Status page (p. 59).

Academic Standing for Certificate Programs

A minimum grade of C is required in all courses in a program, with the exception of CMSC 000 Foundations of Mathematics for which a minimum grade of B- is required. The only other exception is that a grade of D will be allowed in one elective course that is not a prerequisite to other courses to be taken in the program. Language programs are subject to internal program regulations, please refer to Academic Standing requirements for the Certificate of Proficiency - English for Professional Communication and Certificate of Proficiency - French for Professional Communication for more information.

A maximum of two unsatisfactory grades, excluding supplementals, is permitted on the record. In this context, an unsatisfactory grade is a grade of F, J, or D in compulsory courses, and a grade of F, J, or more than one D in elective courses. Even if an unsatisfactory grade is improved by means of a supplemental examination, where available, the original grade remains on the record and counts toward the total number of unsatisfactory grades.

Students who have more than two unsatisfactory grades on their record will not be permitted to register in other courses or programs in the School of Continuing Studies.

In order to be eligible for graduation, students must complete all program requirements with a cumulative grade point average (CGPA) of at least 2.0, which will be computed over all courses (including supplementals and unsatisfactory grades but excluding corequisite courses) taken in the program. If a student's CGPA falls below 2.0, the student may be asked to withdraw.

Academic Standing Requirements for Special Students

Special Students, although not formally registered in a program, are expected to demonstrate seriousness of academic purpose. Special Students must meet all academic and language requirements stipulated by the School of Continuing Studies (SCS), and must complete all courses, including corequisite and prerequisite courses, with a grade of C or better. A maximum of two grades below C in any course offered through the SCS is permitted on the record. In this context, grades below C include the grade of D (a conditional, non-conditional pass), F (a failure), and J (unexcused absence/failed). Special Students are permitted to repeat the same course only once. Special Students who accumulate more than two grades below C in the SCS and/or whose CGPA falls below 2.0 will not be permitted to register in other courses in the SCS. Please note that even if a grade is improved by means of repetition of the course(s), the original grade remains on the student's record and counts toward the total number of unsatisfactory grades.

Course Terminology

Corequisites

This refers to academic course requirements that may be completed before or concurrently. In course terminology, this means that Course A is corequisite to Course B if Course A must be taken concurrently with (or may have been taken prior to) Course B. Corequisite courses must be respected for all courses—including all courses for which deferrals (L) have been granted.

Prerequisites

Admission to certain courses is restricted to students who have reached a certain level of knowledge by having completed other required work. In course terminology, this means that Course A is prerequisite to Course B if a satisfactory pass in Course A is required for admission to Course B. Prerequisite courses must be completed prior to course registration - including all courses for which deferrals (L) have been granted. Therefore, students are required to drop all courses in which they have obtained a grade of D, F, L, or J in the prerequisite and re-register for the prerequisite and corequisite course(s) as required.

The prerequisite course(s) or conditions are specified in the course description; see the Continuing Studies Course Information and Regulations page (p. 17). Students must observe these prerequisites. If you fail to meet the prerequisite requirement, you will be denied permission to register in the course. Students unsure of their status with regard to a prerequisite must inquire at the School of Continuing Studies.

Note: Any student in violation of the above regulation may have the course in question immediately removed from their student record. Please note that this will affect course load, which may result in part-time registration status.

Required Courses

Programs may frequently comprise a number of required courses. In course terminology these represent mandatory courses that must be completed to fulfil the requirements of a program unless the student receives an exemption(s).

Complementary Courses

Programs may comprise a number of complementary courses. These are courses selected from a restricted list, a particular subject area, or a discipline. In some programs, students must include a number of these complementary courses to meet program requirements.

Course Load

All our programs are structured to be taken on a part-time basis. Therefore, students are advised to register for no more than two courses per term. If, however, a student with a special reason wishes to take a full-time load, the following conditions are applicable:

- A student would be permitted, if the schedule allows it, to register for a full load in the first term.
- If a student then has one failure, the course load will be reduced to three courses in the subsequent term.
- If a student has two failures, the course load would be reduced to two in the subsequent term.
- If a student has three failures, the course load would be reduced to one in the subsequent term and the student would not be permitted any further failures.
- If a student has accumulated four failures, the student will be asked to withdraw.

Note: The number of failures will be cumulative over the complete record. A failure is defined as being a grade less than C (55%) for any student pursuing an undergraduate certificate program. The only exception is CMSC 000 Foundations of Mathematics for which a failure is defined as being a grade less than B- (65%).

Program Corequisites

Certain programs require specific corequisites. These may be completed after admission to the program. It is highly recommended that students complete all corequisite courses for a program at the beginning of the program. Please note that all program corequisites must be completed in order to graduate from the program.

Transfer of Program

For more information, see the School of Continuing Studies' Program Transfers page (p. 59).

Time Limits

For a single certificate requiring ten courses (30 credits) the program must be completed within four years of initial registration. For corequisite certificates, the two certificate programs (20 courses, 60 credits) must be completed within eight years of initial registration. Where a certificate program requires more than 10 courses, the time limit will be adjusted accordingly. Time limits will be adjusted accordingly for those students who are granted Advanced Standing or who transfer from one program to another. Students exceeding the time limits may request an extension in writing to the undergraduate advisor. A recommended revision of the program of study must be approved by the Director.

Students who do not register for a course in their program for one year will be required to reapply, pay the application fee and meet any new program requirements.

Graduate Academic Regulations

Academic Advisors

General information for the School of Continuing Studies can be obtained by calling one of our **Service Representatives** at 514-398-6200 during regular business hours, or by sending an email to info.conted@mcgill.ca.

Current and prospective students who wish to take the opportunity to meet with an academic advisor to obtain information on course and program selection, are encouraged to book an appointment by visiting the SCS advising website (https://www.mcgill.ca/continuingstudies/scs-current-students/scs-student-services#program-advising). Please note this service is by appointment only.

Please note that a pre-scheduled appointment is preferred so we can better address your queries and prioritize your appointment over walk-ins. Learners are encouraged to contact the School of Continuing Studies well ahead of admission deadlines and registration peak periods for assistance, as academic advisors have a high influx of learners during those periods and the wait time may be longer.

Information Sessions

Information sessions will be held throughout the year. Please refer to the School of Continuing Studies website for the precise dates. These sessions will give you an opportunity to learn more about specific programs and courses. Academic advisors and Academic Program Coordinators will be available at these sessions to provide you with details on program requirements, admission procedures, etc. We urge you to attend these sessions if you are planning to take courses in the upcoming term.

Advanced Standing for Graduate Certificates or Diplomas

Students transferring to McGill University from another university may be awarded Advanced Standing of up to 30% of the courses in any one degree program for successfully completed equivalent graduate-level courses with a minimum grade of B- done at another recognized university within the last five years.

Students may apply for admission to, and register in, more than one program concurrently. Where program course requirements overlap, credits may be granted up to a maximum of 30% of the program. Students may be granted exemption for overlapping courses in excess of this but must choose substitute courses with the approval of the Department.

Students who apply for admission to a degree, graduate certificate or diploma program after having completed a certificate program may be granted Advanced Standing at the discretion of the Associate Dean of the faculty in which the degree or diploma is offered.

30-Credit Graduate Certificates or Diplomas

Students who have completed equivalent post-graduate level courses with a minimum grade of B- at a recognized university may apply for a transfer of credits. A maximum of 9 credits (three courses) may be credited for post-graduate courses taken outside the program in which they are registered. These courses must have been completed within

the last five years. Students are required to complete the remaining courses at McGill University in order to be eligible for the program.

15-Credit Graduate Certificates

Students who have completed equivalent post-graduate level courses, including corequisite and prerequisite courses, with a minimum grade of B- at a recognized university may be granted a maximum of 3 credits (one course). This course must have been completed within the last five years. Students must complete 12 credits (four courses) in the Graduate Certificate at McGill University. Students completing two graduate certificates may only double count 3 credits (one course).

Academic Standing Regulations

30-Credit Graduate Certificate or Diploma Programs

1. Students must complete all courses with a minimum passing grade of B-. This includes all required courses, complementary courses, corequisite courses, prerequisite courses, and courses outside the program to which the student has been admitted. Students will be allowed to fail no more than two courses. On the third failure, students will not be permitted to register in other courses or programs in the School of Continuing Studies. In this context, an unsatisfactory grade is deemed to be any grade below that of a B-. Please note that even if an unsatisfactory grade is improved by means of repetition of the course(s), the original grade remains on the student's record and counts toward the total number of unsatisfactory grades.
2. Students have a maximum of four years to complete a 30-credit Diploma program.
3. Students in the Graduate Diploma in Legal Translation will be allowed to fail no more than one course. On the second failure, students will not be permitted to register in other courses or programs in the School of Continuing Studies.

15-Credit Graduate Certificates

1. Students must complete all courses, including corequisite, prerequisite, required, and complementary courses, with a minimum passing grade of B-. Students will be permitted a maximum of one failure. On the second failure, students will be asked to withdraw from the program immediately. In this context, an unsatisfactory grade is deemed to be any grade below that of a B-. Please note that even if an unsatisfactory grade is improved by means of repetition of the course(s), the original grade remains on the student's record and counts toward the total number of unsatisfactory grades.
2. Students have a maximum of two years to complete a 15-credit graduate certificate.

Special Students

Special Students must meet all academic and language requirements stipulated by the School of Continuing Studies (SCS) and must complete all courses, including corequisite and prerequisite courses, with a minimum passing grade of B-. Students will be permitted a maximum of two unsatisfactory grades on their academic record. Students who obtain three unsatisfactory grades will be asked to withdraw from the SCS immediately. In this context, an unsatisfactory grade is deemed to be any grade below that of a B-. Please note that even if an unsatisfactory grade is improved by means of repetition of the course(s), the original grade remains on the student's record and counts toward the total number of unsatisfactory grades.

Students who fail to comply with the minimum standards set by the SCS may not continue in their program, may not take courses as a Special Student, and will have their registration cancelled. Once a student is asked to withdraw they will not be permitted to register in other courses or programs in the SCS, nor will they be permitted to exercise deferral privileges for the following term.

McGill University's School of Continuing Studies affirms the right of students to dispute substantive or procedural academic matters, including decisions about the student's continuation in a program. Students may likewise dispute decisions that concern the application of academic regulations and requirements to students. A formal academic appeal must be made in writing directly to the School of Continuing Studies Appeal Committee. This request must be accompanied by supporting documentation which substantiates reinstatement.

Course Terminology

Corequisite

This refers to academic requirements that may be completed before or concurrently. Corequisite courses must be respected for all courses – including all courses for which deferrals (L) have been granted.

Corequisites for Programs

Certain programs require specific corequisites. These may be completed after admission to the program. It is highly recommended that students complete all corequisite courses for a program at the beginning of the program. Please note that all program corequisites must be completed in order to graduate from the program.

Prerequisites for Courses

Admission to certain courses is restricted to students who have reached a certain level of knowledge by having completed other required work. In course terminology, this means that Course A is prerequisite to Course B if a satisfactory pass in Course A is required for admission to Course B. The prerequisite course(s) or conditions are specified in the course descriptions. Students must observe these prerequisites. If you fail to meet the prerequisite requirement, you will be denied permission to register in the course. Students unsure of their status with regard to a prerequisite must inquire at the School of Continuing Studies. Prerequisite courses must be completed prior to course registration - including all courses for which deferrals (L) have been granted. Therefore, students are required to drop all courses in which they have obtained a grade of D, F, L, or J in the prerequisite and re-register for the prerequisite and corequisite course(s) as required.

Note: Any student in violation of the above regulation may have the course in question immediately removed from their student record. Please note that this will affect course load, which may result in part-time registration status.

Required Courses

Programs may frequently comprise a number of required courses. In course terminology these represent mandatory courses that must be completed to fulfil the requirements of a program unless the student receives an exemption(s).

Complementary Courses

Programs may comprise a number of complementary courses. These are courses selected from a restricted list, a particular subject area, or a

discipline. In some programs, students must include a number of these complementary courses to meet program requirements.

Course Load

All our programs are structured to be taken on a part-time basis. Therefore, students are advised to register for no more than two courses per term. If, however, a student with special reason wishes to take a full-time load, the following conditions are applicable:

- A student would be permitted, if the schedule allows it, to register for a full load in the first term.
- If a student then has one failure, the course load will be reduced to three courses in the subsequent term.
- If a student has two failures, the course load would be reduced to two in the subsequent term.
- If a student has accumulated three failures, they will be asked to withdraw.

A failure is defined as being a grade less than B- (65%).

Supplemental Examinations for all Programs

Please note that supplemental examinations are not available for courses offered by the School of Continuing Studies (i.e., if a student fails a course they must repeat it).

Time Limits

For a single graduate certificate or diploma requiring 30 credits, the program must be completed within four years of initial registration. For a single graduate certificate program requiring 15 credits, the program must be completed within two years of initial registration. Time limits will be adjusted accordingly for those students who are granted Advanced Standing, or who transfer from one program to another. Students exceeding the time limits may request an extension, in writing, to the graduate advisor. A recommended revision of the program of study must be approved by the Director.

Students who do not register for a course in their program for one year will be required to reapply, pay the application fee and meet any new program requirements.

Admission Requirements

Application and admission procedures for the various programs within the School of Continuing Studies can be found here. For more information, contact the School:

School of Continuing Studies
Telephone: 514-398-6200
Email: admissions.scs@mcgill.ca

- Admission Regulations for Certificate Programs (p. 55)
- Deferring or Declining Our Offer of Admission? (p. 57)
- Program Transfers (p. 59)
- Advanced Standing (p. 57)
- International Students (p. 57)
- Special Student Status (p. 59)
- Language Testing (p. 59)

Admission Regulations for Certificate Programs

To be admitted to one of the 30-credit certificate programs offered by the School of Continuing Studies, applicants must hold a CEGEP diploma (Diploma of Collegial Studies in Quebec (DEC)) or equivalent, and meet the English Language Proficiency requirements. Applicants who are 21 years of age and over but do not have the normal academic background for admission may be admitted as mature students provided that they meet the English Language Proficiency requirements. Applicants between 18 and 21 years of age who do not have a CEGEP diploma but have at least a high school leaving certificate may be accepted into a qualifying program, determined by the department. Formal admission to a certificate program will normally follow upon satisfactory completion of the qualifying program provided that all other admission criteria are met. Students below 18 years of age without a CEGEP diploma will not be admitted to a certificate program nor will they be permitted to take courses.

Admission Requirements for Certificate Programs

To be admitted to a certificate program:

1. Students must hold a CEGEP diploma (Diploma of Collegial Studies in Quebec (DEC) or equivalent); or
2. Students 21 years of age and over who do not have the normal academic background for admission may be admitted as mature students.
3. Students between 18 and 21 who do not have a CEGEP diploma but have at least a high school leaving certificate may be accepted into a qualifying program to be determined by the School of Continuing Studies. Formal admission to the certificate program will normally follow upon satisfactory completion of the qualifying program.

Students below 18 years of age without a CEGEP diploma (DEC) will not be admitted to a certificate program, nor will they be permitted to take courses.

Proof of Proficiency in English

The language of instruction for most courses and programs at McGill is English. Students may submit any written work that is to be graded in English or French, except in cases where knowledge of the language is one of the objectives of the course.

Admission to **undergraduate** and **graduate certificate** programs at the School of Continuing Studies requires proficiency in English, except for **certificates in proficiency**, where knowledge of the language is the objective of the course, and for the **Graduate Diploma in Legal Translation** where applicants must write an entrance examination to test their preparedness for studies in both English and French.

Applicants must demonstrate an adequate level of proficiency in English prior to admission, regardless of citizenship status or country of origin. McGill reserves the right to request proof of English proficiency if it is deemed necessary. In any situation you must provide documentation to support your answer.

If you meet any of the following conditions, you may not need to provide proof of English proficiency; however, **you will be required to submit documentation to support your specific situation.**

- You have lived and attended school for at least four years in a country where English is the acknowledged primary language

- You have completed both Secondary V (Quebec High School transcript issued by the Ministère de l'Éducation) and a Diploma of Collegial Studies (DEC) at a French CEGEP in Quebec
- You have completed a DEC at an English CEGEP in Quebec
- You have completed or will complete the International French Baccalaureate - (Baccalauréat Français International – BFI) (American or British section), or the previous 'Option Internationale (OIB)'
- You have completed or will complete an International Baccalaureate (IB) Group 1 English *(Language A: Literature, Language A: Language and Literature, or Literature and Performance)* with a '5' or better
- You have completed or will complete English as Language 1 or Language 2 in the European Baccalaureate curriculum (in the Schola Europaea system)
- You have completed or will complete the British Curriculum A-Level English with a final grade of C or better
- You have completed the British Curriculum GCSE / IGCSE / GCE O-Level English, English Language, English First Language, or English as a Second Language with a final grade of B (or 5) or better
- You have been attending school for at least four consecutive years in a non-English speaking country at an accredited educational institution where English is the primary language of instruction
- You have obtained an undergraduate degree from an accredited educational institution where the language of instruction in your program of study was English (minimum three years)
- You have obtained a graduate degree from an accredited educational institution where the language of instruction in your program of study was English (minimum two years)

Applicants who **do not** meet any of the conditions above **must take an English proficiency test** as part of their application (see list of McGill-approved tests below).

When a test of English proficiency is required, results must come directly from the examining institution to McGill; copies of test results uploaded by students will not be accepted. It is your responsibility to ensure that official test results are submitted to McGill.

McGill's strong preference is to receive results electronically when possible. Note that the Institutional versions of the tests below are not accepted.

1. TOEFL (Test of English as a Foreign Language):
   iBT (internet-based test): minimum acceptable score of 4.5 overall (with a minimum individual component score of 4 in each of the four components, i.e., reading, writing, listening, and speaking).

2. IELTS (International English Language Testing System) Academic Versions: A band score of 6.5 or better; individual component scores must be 6.0 or better. Regular Academic and UKVI Academic versions are both accepted. Please note that the IELTS indicator test is not accepted by McGill University.
3. McGill Certificate in Proficiency in English or McGill Certificate in Proficiency – English for Professional Communication: Certificate in Proficiency awarded.
4. University of Cambridge: Cambridge C1 Advanced. Certificate awarded with a grade of B or higher (formerly Certificate in Advanced English (CAE)).
5. University of Cambridge: Cambridge C2 Proficiency. Certificate awarded with a grade of C or higher (formerly Certificate in Proficiency in English (CPE)).
6. Canadian Academic English Language Assessment (CAEL) = overall band score of 70 or better; individual component scores of 60 or better. The paper, the computer and the online tests are accepted.
7. Pearson Test of English – Academic = Overall score of 65 or better individual component scores of 60 or better.
8. Duolingo English Test (DET): score of 115 or better.

Special Student Status

Please consult Special Student Status for School of Continuing Studies (p. 59) for information pertaining to Special Students.

Exemption by Examination

In general, certificates offered by the School of Continuing Studies are composed of 10 courses. Some programs, however, have corequisite and prerequisite courses that must be completed by the student in order for them to obtain their certificate, diploma, or graduate certificate.

Students who believe that they have taken the equivalent of one or more of the corequisites to the program, or one or more of the prerequisite courses that are not part of the program to which they have applied, may take an Exemption by Examination test for eligible programs as deemed by the Department. Students who have failed any of the corequisite courses to the program, or any of the prerequisite courses that are not part of the program to which they have applied, are not eligible to take the Exemption by Examination test for the course(s) that they have failed.

The Exemption by Examination test is intended for students who do not have the requisite academic background required, but who believe that they have the requisite level of knowledge needed. Students who successfully pass the Exemption by Examination test(s) with a minimum grade of 55%, with the exception of CMSC 000 Foundations of Mathematics which requires a minimum passing grade of 65%, will not have to take the course(s) for which the test(s) was taken. Those who fail the Exemption by Examination test(s) will not be permitted to repeat the test(s); instead, they must enrol in the course(s) for which the particular test was taken. Students will be notified in writing of their test results. Test results are valid for one academic year.

Students may find information and register for the Exemption by Examination test on the Recognition of Prior Learning site (https://www.mcgill.ca/continuingstudies/scs-future-students/recognition-prior-learning). There is a non-refundable application fee (payable by credit card) due at the time of registration.

For further details on the Exemption by Examination test and dates, students should contact the School of Continuing Studies.

Note: The School of Continuing Studies reserves the right to reschedule test dates and to revise the application fee without prior notice.

Advanced Standing

Advanced Standing is reviewed and processed at the time of admission and is granted based on the official documents submitted with the admission application. However, you may submit your own request for Advanced Standing (https://www.mcgill.ca/continuingstudies/scs-future-students/recognition-prior-learning). Advanced Standing will only be granted for equivalent credit courses that were completed within the last five years, at the same level and with the minimum grade stipulated by the University.

Post-Admission Requests for Advanced Standing

Students applying for Advanced Standing after the time of admission must complete an Advanced Standing: Credit/Exemption Form (https://www.mcgill.ca/continuingstudies/files/continuingstudies/advanced_standing_-_fillable_pdf.pdf) and submit it to the SCS Student Services and Support office (https://www.mcgill.ca/continuingstudies/scs-current-students/scs-student-services#program-advising). Requests will not be considered unless accompanied by all required documentation. Please note that the evaluation process takes at least six weeks to complete. All decisions are final and may not be appealed. Students should take note of the following procedures:

1. Complete all sections of the application for Advanced Standing.
2. Attach an unofficial copy of your transcript.
3. Attach detailed official course outline(s) (indicating textbook used, chapter/topics covered, etc.).
   Note: Summary course description(s) are **not** acceptable.
4. Make arrangements for official transcripts to be sent directly from the institution where the course(s) were taken to the SCS Student Services and Support office (https://www.mcgill.ca/continuingstudies/scs-current-students/scs-student-services#program-advising).
5. If required, students are responsible for submitting any additional supporting documentation to the SCS Student Services and Support office.

The application for Advanced Standing Request form can be found on the Recognition of Prior Learning site (https://www.mcgill.ca/continuingstudies/scs-future-students/recognition-prior-learning). It is also available at the SCS Student Services and Support office.

Exemption by Examination for Students of the School of Continuing Studies

The Exemption by Examination test is intended for students who do not have the requisite academic background or formal training required, but who believe that they have the requisite level of knowledge needed.

Applicants will be permitted to take an Exemption by Examination test for:

- corequisite courses to the program;
  or
- prerequisite courses that are not part of their program.

Students who successfully pass the Exemption by Examination test(s) will not have to take the course(s) for which the test(s) was taken.

Those who fail the Exemption by Examination test(s) will not be permitted to repeat the test(s); instead, they must enrol in the course(s) for which the particular test was taken.

Students may obtain relevant information from the Recognition of Prior Learning site (https://www.mcgill.ca/continuingstudies/scs-future-students/recognition-prior-learning). Students interested in the Exemption by Examination test should contact the SCS Student Services and Support office (https://www.mcgill.ca/continuingstudies/scs-current-students/scs-student-services#program-advising) for further details.

Note: Students who have been granted credits and/or exemptions are not permitted to register for the courses for which they have been granted credits and/or exemptions. Students applying to an undergraduate program will not be granted credits and/or exemptions for equivalent credit course(s), unless the course(s) in question were successfully completed with a minimum grade of C or better within the last five years. Students applying to a graduate program will not be granted credits and/or exemptions for equivalent credit course(s), unless the course(s) in question were successfully completed at the graduate level within the last five years with a minimum grade of B- or better.

Deferring or Declining our Offer of Admission?

You must accept or decline the Offer of Admission via your admission portal. If you accept the Offer of Admission, the offer will be valid for the term of admission. If you do not enrol in courses during that term, you will be required to re-apply. If you wish to decline the offer of admission, you may do so via your admission portal, or you may contact the Admissions office via email at admissions.scs@mcgill.ca to inform them of your decision.

International Students

The immigration authorities do not issue visas to students unless they are studying full-time in a recognized program. Please note that McGill University does not issue any immigration documents. Most of the programs offered by the School of Continuing Studies are designed for part-time students, but some may be taken full-time. To be full-time in a credit program you must take at least 12 credits each term toward your program. The non-credit intensive English and intensive French language programs are full-time programs.

Prospective visa students should contact the School of Continuing Studies to verify that the program they wish to apply to may be taken full time. Admitted students will be given an International Student Study Plan and are advised, prior to registration, of the appropriate sequence of courses that will enable them to complete the program within the time frame specified by the immigration authorities.

Note: Students in the intensive English or intensive French language programs will not be required to provide a Study Plan to immigration authorities.

Application Procedures – International Students

For acceptance into a program, students must complete a formal application. Please see Admission Requirements (p. 55) for information on how to apply to a program.

International students are reminded that in order to study at McGill, they are required to obtain a Study Permit (Visa) from Immigration, Refugees, and Citizenship Canada. This, in turn, can be issued only after a *certificat d'acceptation du Québec (CAQ)* has been obtained from the *Ministère de l'immigration, de la Diversité et de l'inclusion* of Quebec.

Initial application for a Study Permit may not be made from within Canada, although subsequent renewals may be made from within the country.

Acceptance into the School's programs does not necessarily entitle a student to a *certificat d'acceptation du Québec* or Study Permit, which is issued at the sole discretion of the respective immigration authorities, nor does it permit a student to work within Canada, for which a separate Work Permit is required.

Immigration Procedures

Unless their studies at McGill will be completed in less than six months, all students, other than Canadian citizens and permanent residents of Canada, must obtain proper authorization from both Quebec and Canadian immigration officials prior to proceeding to Canada and/or commencing studies.

Once you receive your Admission letter from McGil University, you should start the application process for a *certificat d'acceptation du Québec* (CAQ). Once you receive your CAQ, obtaining a study permit can take **three to six months**. You should take this into consideration when making your application to the School of Continuing Studies.

Immigration authorities require prospective students to present proof of access to sufficient funds to support themselves for the period of their studies, before acceptance will be granted. Proof of a *certificat d'acceptation du Québec* (CAQ) will be required of all international students at registration. International students have the following two immigration options, depending on the length of time chosen to study in Canada:

Temporary Resident Visa

If you are certain that you will study for less than six consecutive months, you need only apply for a Temporary Resident Visa from Immigration Canada. However, some international students may have to apply for an Electronic Travel Authorization (eTA) (https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/eta.html). Please note that a person arriving on a Temporary Resident Visa cannot study for more than six consecutive months. Temporary Resident Visas cannot be changed to a Study Permit from within Canada.

Study Permit

Persons planning to study for more than six consecutive months are required to obtain a *certificat d'acceptation du Québec* (CAQ) from the *Ministère de l'immigration, de la Diversité et de l'inclusion* of Quebec. and a Study Permit from Immigration, Refugees, and Citizenship Canada. The first application for these documents must be made before arriving in Canada. For more information, consult the Immigration Canada website at cic.gc.ca (http://cic.gc.ca).

Students must start by applying for the *certificat d'acceptation du Québec* (CAQ) at the *Ministère de l'immigration, de la Diversité et de l'inclusion* office designated to serve the geographic area where the student resides. The application form, as well as a guide on how to apply, is available on the Quebec government's website (https://www.quebec.ca/en/education/study-quebec). Allow at least five weeks to complete the application process for a CAQ. Immigration Québec officials will notify the Canadian Visa Service in the embassy or consulate closest to the student when the CAQ has been approved or it may be mailed directly to the student. The student must then visit the Canadian Visa Service and apply for a Study Permit and a Temporary Resident Visa if required.

Note the Expiry Date on your Study Permit; in some cases, it may expire before you register for your second year at McGill. **It is extremely important that you do not let your Study Permit expire. You should contact Quebec and Canadian immigration authorities six to seven weeks prior to the expiry date on your document.**

For further information, students may contact the Canadian Embassy/Consulate in their country of residence. McGill cannot determine the length of time that it may take to complete immigration procedures. We can only advise you to begin this process as soon as possible, and to be patient.

Immigration Contacts

Immigration, Refugees, and Citizenship Canada
Telephone: 1-888-242-2100
Website: cic.gc.ca (http://cic.gc.ca)
Client Support Centre: canada.ca/en/immigration-refugees-citizenship/corporate/contact-ircc/client-support-centre.html (http://canada.ca/en/immigration-refugees-citizenship/corporate/contact-ircc/client-support-centre.html)

Ministère de l'Immigration, de la Francisation et de l'Intégration (Immigration Québec)
Telephone: 514-864-9191
Website: quebec.ca/en/immigration (https://quebec.ca/en/immigration)

Canadian Bureau for International Education (CBIE)
220 Laurier Ave. West, Suite 1550
Ottawa ON K1P 5Z9
CANADA
Telephone: 613-237-4820
Website: cbie.ca (http://cbie.ca)

Canada Border Services Agency
From within Canada, call: 1-800-461-9999 (toll-free).
From outside Canada, call: 204-983-3500 or 506-636-5064 (long-distance charges apply).
Website: cbsa.gc.ca (http://cbsa.gc.ca)

Further information regarding the regulations governing student status in Quebec can be provided by the nearest Canadian embassy or consulate.

Language Testing

The TEF Canada and TEF Québec (*Test d'évaluation de français / Test d'évaluation du français adapté au Québec*) are French language proficiency tests recognized by the *Ministère de l'Immigration, de la Francisation et de l'Intégration* as a measure of proficiency for its *Certificat de Sélection du Québec* (CSQ) immigration selection process, as well as Citizenship and Immigration Canada (CIC) for its citizenship selection process.

The tests contain four sections:

- Oral Comprehension (40 minutes)
- Oral Expression (15 minutes)
- Written Comprehension (60 minutes)
- Written Expression (60 minutes)

McGill University offers the TEF Canada and TEF Québec on behalf of the *Chambre de commerce et d'industrie de Paris* (CCIP).

- Detailed information about the **TEF Canada** is available on the TEF Canada page on (https://www.lefrancaisdesaffaires.fr/en/tests-diplomas/test-for-evaluating-french-tef/tef-canada/)Le français des affaires de la CCI Paris Île-de-France *(*https://www.lefrancaisdesaffaires.fr/en/tests-diplomas/test-for-evaluating-french-tef/tef-canada/*)*.
- For more information about the **TEF Québec**, visit our website and/or see the TEF Québec page on (https://www.lefrancaisdesaffaires.fr/en/tests-diplomas/test-for-evaluating-french-tef/tef-quebec-tefaq/)*Le français des affaires de la CCI Paris Île-de-France*.

The University also offers a **preparatory course**. Please visit our website to find more information about this course.

For more information on Language Testing at the School of Continuing Studies:
Email: tefaq.scs@mcgill.ca
Website: mcgill.ca/continuingstudies/program/tef-canada-tefaq-test-devaluation-de-francais (http://mcgill.ca/continuingstudies/program/tef-canada-tefaq-test-devaluation-de-francais)

Program Transfers

A student may request one program transfer per admission; for any subsequent request, the student will be required to complete a new Application for Admission and will be subject to the application fee. Students who wish to transfer from one program to another must submit a written request to the Admissions Office at admissions.scs@mcgill.ca. Please note that students cannot request a program transfer in the same session in which they were admitted, nor if they never registered for courses in the program to which they were admitted. Additionally, students cannot request a program transfer if they have not registered for courses in their current program for over a year.

The Request for Change of Program (https://www.mcgill.ca/continuingstudies/files/continuingstudies/mcgill_scs_request_for_change_of_program_2023.pdf) form is available on the Continuing Studies Forms (https://www.mcgill.ca/continuingstudies/scs-current-students/scs-forms) page.

Special Student Status

This following information applies to all programs within the School of Continuing Studies.

Undergraduate Courses

The majority of undergraduate courses at the School of Continuing Studies are open to the general public. Anyone over 18 years of age can register. If you are under 18 years of age, you may register on the condition that you have already completed your DEC (*Diplôme d'Études Collégiales*).

If you are interested in taking courses without necessarily committing yourself to completing a degree, diploma, or certificate, you may do so by registering as a "Special Student". To do so, students need to have the required prerequisite qualifications for the course and meet the admission criteria.

Note: The number of courses a Special Student may take is limited. Students are encouraged to apply to a program before completing four (4) courses. The School of Continuing Studies has no obligation to recognize credits earned by Special Students toward completion of a certificate program.

For details on how to register in courses, please consult the Continuing Studies website (https://www.mcgill.ca/continuingstudies/scs-future-students/independent-students).

Graduate Courses

Students must hold a university degree from a recognized university that is equivalent to an undergraduate degree as approved by Graduate and Postdoctoral Studies to be admitted to a graduate-level course.

Note: The number of courses a Special Student may take is limited. Students are encouraged to apply to a Graduate Diploma program before completing four (4) courses and to a Graduate Certificate program before completing two (2) courses. The School of Continuing Studies has no obligation to recognise credits earned by Special Students toward completion of a Graduate Diploma or Graduate Certificate program.

Note: Other academic regulations may apply to Special Students, depending on the courses in which they register.

For details on how to register in courses, please consult the Continuing Studies website (https://www.mcgill.ca/continuingstudies/scs-future-students/special-students).

Areas of Study

For information on the School of Continuing Studies' program offerings and areas of study, please select from the following.

- Administration and Governance (p. 60)
- Global and Strategic Communication (p. 60)
- Management and Entrepreneurship (p. 66)
- Technology and Innovation (p. 66)
- Undergraduate Credit Programs (p. 66)
- Graduate Credit Programs (p. 71)
- Other Programs (p. 80)

Administration and Governance

Planning, analyzing, and controlling the execution of strategies are critical in private and public-sector organizations. Content areas in this academic domain include human resources, accounting, finance, and public administration, as well as specific application of these competencies to fields such as health and social services management, parliamentary governance, and property management.

- Certificate in Accounting and Finance (p. 66)
- Graduate Certificate in Accounting (p. 71)
- Certificate in Human Resources Management (p. 68)
- Graduate Certificate in Financial Analysis (p. 75)
- Graduate Certificate in Financial Technology (p. 76)
- Graduate Certificate in Human Resource Management (p. 76)
- Graduate Certificate in Advanced Human Resource Management (p. 72)
- Certificate in Health and Social Services Management (p. 67)
- Certificate in Public Administration and Governance (p. 69)
- Graduate Certificate in Public Administration and Governance (p. 79)
- Graduate Certificate in Digital Health Solutions (p. 74)

Location

Administration and Governance
Telephone: 514-398-6200
Email: ag.scs@mcgill.ca
Website: mcgill.ca/continuingstudies/areas-study (http://mcgill.ca/continuingstudies/areas-study)

Global and Strategic Communication

The Global and Strategic Communication (GSC) domain focuses on the theory and practice of applied communication and cross-cultural competencies in a strategic and/or global context. Programs in this field equip learners with the knowledge and analytical and practical skills necessary to develop and implement communication strategies for globalized organizations. Our undergraduate, graduate, and non-credit programs—in areas such as public relations, marketing, communication studies, translation, and language acquisition—enable individuals to strategically position their organizations for success and to achieve their personal and professional goals in rapidly changing local and global contexts.

- Certificate in Applied Marketing (p. 67)
- Certificate in Public Relations and Communication Management (p. 69)
- Certificate of Proficiency in English for Professional Communication (p. 61)
- Certificate of Proficiency in French for Professional Communication (p. 63)
- Certificate of Proficiency in Bilingual Professional Communication (p. 65)
- Graduate Certificate in Public Relations and Communication Management Practice (p. 79)
- Graduate Certificate in Strategic Public Relations and Communication Management (p. 80)
- Graduate Certificate in Marketing (p. 78)
- Graduate Certificate in Advanced Marketing (p. 72)
- Graduate Diploma in Legal Translation (p. 77)

Location

Global and Strategic Communication (GSC)
680 Sherbrooke St. W., Suite 1181
Montréal, QC H3A 2M7

Telephone: 514-398-1212
Email: gsc.scs@mcgill.ca
Website: mcgill.ca/continuingstudies/areas-study (http://mcgill.ca/continuingstudies/areas-study)

Languages at the School of Continuing Studies

Do you want to get ahead in your job or at school, integrate better into Quebec society, or qualify for certain McGill programs? With dynamic instructors and a stimulating educational framework, the School of Continuing Studies offers proven methods for expanding your language skills. Thousands of working professionals, new Montrealers, and students from over 60 countries can attest to how our language programs have been an important catalyst in their lives.

There are a variety of courses and programs available in English and French. In addition to regular language offerings, customized courses can be delivered in English or French. These customized programs are made to meet the specific language and communication needs of corporations, organizations, government agencies, and institutions.

Whatever your language needs, we have the proven track record to deliver exceptional results.

Location

Global and Strategic Communication
680 Sherbrooke Street West, Suite 1181
Montreal QC H3A 2M7
Telephone: 514-398-1212
Email: gsc.scs@mcgill.ca
Website: mcgill.ca/continuingstudies/areas-study (http://mcgill.ca/continuingstudies/areas-study)

English Language Programs

The School of Continuing Studies' Global and Strategic Communication (GSC) domain offers high-quality English language instruction to meet the needs of a wide-ranging clientele including professionals, international students, incoming McGill students, and new Montrealers. The School's part-time language program helps learners achieve competence in both oral and written English, and leads to the McGill Certificate of Proficiency. Using stimulating and effective teaching methods as well as the latest technology, the GSC domain's dynamic teaching team helps learners improve their English as quickly and as efficiently as possible, opening doors to new professional, academic, and cultural opportunities in Quebec and beyond.

English for Professional Communication (Cert. Proficiency) (30 credits)

Offered by: Global & Strategic Comm.
Degree credit weight: 30

Program Description

This award-winning certificate program focuses on the English oral and written communication skills necessary to function effectively in a professional environment. The program is the equivalent to one year of full-time university study.

The program begins at the low-intermediate level. Students with a basic or an elementary knowledge of English will need to complete prerequisite courses before entering the program. The prerequisite courses do not count towards the program's 30 credits.

Students who begin the program at the Intermediate-2 or Intermediate-3 levels may take courses from the list of approved substitutions to complete 30 credits.

Students wishing to take extra courses may take courses from the list of complementary elective courses.

The program is offered three times a year: in Fall, Winter, and Summer for a period of 13 weeks. Courses are offered during the week and on Saturdays.

The program leads, under certain conditions, to the Certificate in Proficiency in English for Professional Communication.

Preparatory Courses (0-15credits)[1]

Expand allContract all

Course	Title	Credits
CEEN 102	Basic English.	3
CEEN 111	Elementary English 1: Reading and Writing.	3
CEEN 112	Elementary English 1: Listening and Speaking.	3
CEEN 121	Elementary English 2: Reading and Writing.	3
CEEN 122	Elementary English 2: Listening and Speaking.	3

Required Courses[2] (30 credits)

Expand allContract all

Course	Title	Credits
CEEN 211	Intermediate English 1: Reading and Writing.	3
CEEN 212	Intermediate English 1: Listening and Speaking.	3
CEEN 221	Intermediate English 2: Reading and Writing.	3
CEEN 222	Intermediate English 2: Listening and Speaking.	3
CEEN 331	Intermediate English 3: Reading and Writing.	3
CEEN 332	Intermediate English 3: Listening and Speaking.	3
CEEN 411	Advanced English 1: Reading and Writing .	3
CEEN 412	Advanced English 1: Listening and Speaking.	3
CEEN 421	Advanced English 2: Reading and Writing .	3
CEEN 422	Advanced English 2:Listening and Speaking.	3

Complementary Courses (0-30 credits)

Approved Substitutions (0-12 credits)[3]

Expand allContract all

Course	Title	Credits
CEEN 401	English Vocabulary in Context.	3
CEEN 402	English Communication and Cultural Patterns.	3
CEEN 403	Strategic Communication in English.	3
CEEN 404	English Creative Non-fiction Writing.	3

0-18 credits from the following:[4]

Expand allContract all

Course	Title	Credits
CEEN 201	Vocabulary and Reading Strategies.	3
CEEN 202	Introduction: English Pronunciation System.	3
CEEN 266	Introduction to Creative Writing.	3
CEEN 267	English Study Topics: The Story of Canada.	3
CEEN 301	English Grammar in Context.	3
CEEN 302	English Pronunciation: Stress and Intonation.	3

Notes:

1 Students who place lower than Intermediate-Low on the required placement test have the option to take 3 to 15 credits of the preparatory module (depending on their placement test score) to reach the entry level of the program.

2 Students who begin their studies with courses CEEN 411 Advanced English 1: Reading and Writing ./CEEN 412 Advanced English 1: Listening and Speaking. are not eligible for admission to the Certificate of Proficiency – English for Professional Communication. However, these students may register as "Special Students" and may be eligible to receive the McGill Attestation of Proficiency in English if they successfully complete all four (4) courses of the Advanced module (CEEN 411 Advanced English 1: Reading and Writing ., CEEN 412 Advanced English 1: Listening and Speaking., CEEN 421 Advanced English 2: Reading and Writing ., and CEEN 422 Advanced English 2:Listening and Speaking.) with a minimum grade of B- (65%).

3 Students who begin their studies with courses CEEN 221 Intermediate English 2: Reading and Writing./CEEN 222 Intermediate English 2: Listening and Speaking. and who would like to be admitted to the Certificate of Proficiency – English for Professional Communication must take two approved substitutions (CEEN 401 English Vocabulary in Context. or CEEN 402 English Communication and Cultural Patterns. or CEEN 403 Strategic Communication in English. or CEEN 404 English Creative Non-fiction Writing.), or equivalent courses as approved by the Director, to satisfy the requirements of the program. These courses may be taken as part of the advanced module of the program. For more information, please contact the Global and Strategic Communication domain.

Students who begin their studies with courses CEEN 331 Intermediate English 3: Reading and Writing./CEEN 332

Intermediate English 3: Listening and Speaking. and who would like to be admitted to the Certificate of Proficiency – English for Professional Communication must take four approved substitutions (CEEN 401 English Vocabulary in Context. and CEEN 402 English Communication and Cultural Patterns. and CEEN 403 Strategic Communication in English. and CEEN 404 English Creative Non-fiction Writing.), or equivalent courses as approved by the Director, to satisfy the requirements of the program. These courses may be taken as part of the advanced module of the program. For more information, please contact the Global and Strategic Communication domain.

4 Students who would like to take extra courses to increase their target language contact hours may take courses from the list of additional electives.

Certificate in Proficiency – English for Professional Communication: Academic Regulations

Admission Requirements

To be admitted to the Certificate of Proficiency – English for Professional Communication:

- Students must take the Entrance Placement Test (EPT) and place into a level no higher than Intermediate High (CEEN 331 Intermediate English 3: Reading and Writing./CEEN 332 Intermediate English 3: Listening and Speaking.).
- Students must be at least 18 years of age and hold a CEGEP diploma (DEC) or equivalent.
- Students 21 years of age and over who do not have the normal academic background for admission may be admitted as Mature students.
- Students between 18 and 21 years of age who do not have a CEGEP (DEC) diploma or equivalent may be accepted into a qualifying program to be determined by the Global and Strategic Communication domain. Formal admission to the certificate program will normally follow upon satisfactory completion of the qualifying program.
- Students below 18 years of age without a CEGEP diploma (DEC) will not be admitted to a certificate program, nor will they be permitted to take courses.

Admission Procedures

All students seeking admission to the Certificate of Proficiency – English for Professional Communication must also submit their Entrance Placement Test (EPT) result. Students who are eligible for admission to the program are strongly advised to submit an Application for Admission within their first session of studies. See Certificate of Proficiency – English for Professional Communication: Entrance Placement Test (EPT) (https://coursecatalogue.mcgill.ca/en/continuing/areas-study/global-strategic-communications/english-professional-communication-certificate-proficiency-ept/) and Certificate of Proficiency - English for Professional Communication (https://www.mcgill.ca/continuingstudies/areas-study/scs-certificate-proficiency-english-professional-communication) for details.

Residency Requirements and Advanced Standing

- Students are required to complete at least 70% of the program requirements at McGill University.
- Advanced Standing of up to nine (9) credits may be granted for successfully completed equivalent courses taken at the university level within the last five years.
- Students are permitted to be away from the program for three (3) consecutive sessions without reapplying and retaking the Entrance Placement Test.

Time Limit

The program must be completed within four years of the date of admission. Students may request in writing an extension of this time limit, which may be granted under special circumstances with the approval of the Director.

Academic Standing Requirements

A student who obtains a grade of C (55%) or more in a given course is considered to have passed the course and is awarded three (3) university credits. Nevertheless, according to internal program regulations, a student must obtain a grade of B- (65%) or more in each course to be permitted to register for the next level and to qualify for the Certificate of Proficiency – English for Professional Communication.

A maximum of two unsatisfactory grades—i.e., below B- (65%) per course/level—is permitted in a Certificate of Proficiency program. A student who cannot pass to a higher level after two attempts must have the permission of the relevant program coordinator in order to have permission to remain in the program. Overall, a maximum of three unsatisfactory grades is permitted in any of the Certificate of Proficiency programs.

It is the student's responsibility to ensure that course and program requirements are met. Students who fail to meet these requirements will be denied permission to continue in the course/program.

In order to be eligible for graduation, students must complete all program requirements with a cumulative grade point average (CGPA) of at least 2.0, which will be computed over all courses (including supplemental and unsatisfactory grades) taken in the program.

Special Students

Students not wishing to be admitted to the program may register as a Special Student in a course, provided they have taken the Entrance Placement Test (EPT), or have completed the necessary prerequisites. Please consult Special Student Status for further information.

Special Students, although not formally admitted to the program, are expected to demonstrate seriousness of academic purpose, and are governed by the Academic Standing requirements mentioned above.

Entrance Placement Test (EPT)

All new students are required to take an Entrance Placement Test (EPT) to assess their level of proficiency. The EPT is valid for a period of one (1) year from the test date. Students who do not register for a course within this time will be required to retake the EPT.

For information on the Entrance Placement Test dates, please refer to Continuing Studies' English Entrance Placement Test (https://www.mcgill.ca/continuingstudies/course/ycten-ept).

Global and Strategic Communication Domain: Customized English Language Training

The Global and Strategic Communication domain offers customized English language training for specific professional and academic purposes.

Our programs are tailor-made to meet specific linguistic and communicative needs of local and international groups. We welcome groups of:

- employees from corporations, government agencies, organizations, and institutions;
- elementary, high school, and college teachers, as well as university professors, who are required to teach in English;
- other professionals who are required to work, or who are currently working in an English-speaking environment;
- high school graduates and/or university students.

For more information, please refer to our website: mcgill.ca/continuingstudies/area-of-study/languages (http://mcgill.ca/continuingstudies/area-of-study/languages).

You may also contact customizedlanguageprograms.scs@mcgill.ca for inquiries.

French Language Programs

The School of Continuing Studies' Global and Strategic Communication domain offers high-quality French language instruction to meet the needs of a wide-ranging clientele such as professionals, new Montrealers, and students who want to accelerate their integration into Quebec or another French-speaking community. The Schools' part-time language program helps learners achieve competence in both oral and written French, and lead to the McGill Certificate of Proficiency. Using stimulating and effective teaching methods as well as the latest technology, the Global and Strategic Communication domain's dynamic teaching team helps learners improve their French as quickly and as efficiently as possible, opening doors to new professional, academic, and cultural opportunities in Quebec and beyond.

French for Professional Communication (Cert. Proficiency) (30 credits)

Offered by: Global & Strategic Comm.
Degree credit weight: 30

Program Description

The Certificate in Proficiency in French for Professional Communication is a 30-credit program that focuses on oral and written communication in French. The level of the certificate corresponds to the Advanced Level recognized by the American Council on the Teaching of Foreign Languages (ACTFL).

Prerequisite courses

Expand allContract all

Course	Title	Credits
CEFN 102		3
CEFN 104		3
CEFN 106		3
CEFN 107		3

Required courses - Intermediate and Advanced (30 credits)

Expand allContract all

Course	Title	Credits
CEFN 211		3
CEFN 212		3
CEFN 221 [1]		3
CEFN 222		3
CEFN 331 [2]		3
CEFN 332		3
CEFN 411 [2]		3
CEFN 412 [3]		3
CEFN 421		3
CEFN 422		3

[1] Students who begin their studies with courses CEFN 221 Functional French Grammar/Writing 2 and/or CEFN 222 French Communication Practice 2, and who would like to be admitted to the Certificate in Proficiency in French for Professional Communication must take two complementary courses (CEFN 401 French Vocabulary in Context and CEFN 402 Persuasive French in Communication), or equivalent courses as approved by the academic domain to satisfy the requirements of the program. These courses may be taken as part of the advanced module of the program. For more information, please contact the academic domain.

[2] Students who begin their studies with courses CEFN 331 Functional French Grammar/Writing 3 and/or CEFN 332 French Communication Practice 3 are not eligible for admission to the Certificate in Proficiency in French for Professional Communication. However, these students may register as Special Students and may be eligible to receive the McGill Attestation of Proficiency in French if they successfully complete all four (4) courses of the Advanced Module (CEFN 411 French Grammar/Writing Techniques, CEFN 412 French Oral Communication Techniques, CEFN 421 French Written Communication Contexts, and CEFN 422 French Oral Communication Contexts) with a minimum grade of B- (65%).

[3] Students who begin their studies with courses CEFN 411 French Grammar/Writing Techniques and/or CEFN 412 French Oral Communication Techniques, are not eligible for admission to the Certificate in Proficiency in French for Professional Communication. However, these students may register as Special Students and may be eligible to receive the McGill Attestation of Proficiency in French if they successfully complete all four (4) courses of the Advanced

Module (CEFN 411 French Grammar/Writing Techniques, CEFN 412 French Oral Communication Techniques, CEFN 421 French Written Communication Contexts, and CEFN 422 French Oral Communication Contexts) with a minimum grade of B- (65%).

Complementary courses

Expand allContract all

Course	Title	Credits
CEFN 401		3
CEFN 402		3

French for Professional Communication (Certificate in Proficiency) Academic Regulations

Admission Requirements

To be admitted to the Certificate of Proficiency – French for Professional Communication:

- Students must sit the Entrance Placement Test (EPT) and place into a level no higher than Intermediate high (CEFN 331 /CEFN 332); see Certificate of Proficiency – French for Professional Communication: Entrance Placement Test (EPT) (https://coursecatalogue.mcgill.ca/en/continuing/areas-study/global-strategic-communications/french-professional-communication-certificate-proficiency-ept/) and the McGill SCS Certificate of Proficiency in French for Professional Communication (https://www.mcgill.ca/continuingstudies/areas-study/scs-certificate-proficiency-french-professional-communication) page for details.
- Students must be at least 18 years of age and hold a CEGEP diploma (DEC) or equivalent.
- Students 21 years of age and over who do not have the normal academic background for admission may be admitted as mature students.
- Students between 18 and 21 years of age who do not have a CEGEP (DEC) diploma or equivalent may be accepted into a qualifying program to be determined by the Global and Strategic Communication domain. Formal admission to the certificate program will normally follow upon satisfactory completion of the Qualifying Program.
- Students below 18 years of age without a CEGEP diploma (DEC) will not be admitted to a certificate program, nor will they be permitted to take courses.

Admission Procedures

All students seeking admission to the Certificate of Proficiency – French for Professional Communication must also submit their Entrance Placement Test (EPT) result. Students who are eligible for admission to the program are strongly advised to submit an Application for Admission within their first session of studies.

Residency Requirements and Advanced Standing

- Students are required to complete at least 70% of the program requirements at McGill University.
- Advanced Standing of up to nine (9) credits may be granted for successfully completed equivalent courses taken at the university level within the last five (5) years.
- Students are permitted to be away from the program for three (3) consecutive sessions without reapplying and retaking the Entrance Placement Test.

Time Limits

The program must be completed within four years of the date of admission. Students may request in writing an extension of this time limit, which may be granted under special circumstances with the approval of the Director.

Academic Standing Requirements

A student who obtains a grade of C (55%) or more in a given course is considered to have passed the course and is awarded three (3) university credits. Nevertheless, according to internal program regulations, a student must obtain a grade of B- (65%) or more in each course to be permitted to register for the next level and to qualify for the Certificate of Proficiency – French for Professional Communication.

A maximum of two unsatisfactory grades, below B- (65%), per course/level is permitted in a Certificate of Proficiency program. A student who cannot pass to a higher level after two attempts must have the permission of the relevant program coordinator in order to have permission to remain in the program. Overall, a maximum of three unsatisfactory grades is permitted in any of the Certificate of Proficiency programs.

It is the student's responsibility to ensure that course and program requirements are met. Students who fail to meet these requirements will be denied permission to continue in the course/program.

In order to be eligible for graduation, students must complete all program requirements with a cumulative grade point average (CGPA) of at least 2.0, which will be computed over all courses (including supplemental and unsatisfactory grades) taken in the program.

Entrance Placement Test (EPT)

All new students are required to take an Entrance Placement Test (EPT) to assess their level of proficiency. The EPT is valid for a period of one (1) year from the test date. Students who do not register for a course within this time will be required to retake the EPT. Students who have no knowledge of French can sign a waiver attesting that they are beginners. Students who decide to sign this waiver after having read its contents carefully will be registered in a Basic French course. However, the Director has the right to transfer any student to another level if the waiver does not reflect the true level of the student.

For information on the Entrance Placement Test dates, please refer to the French Entrance Placement Test page (https://continuingstudies.mcgill.ca/search/publicCourseSearchDetails.do?method=load&courseId=19673).

Bilingual Professional Communication

The Certificate in Proficiency in Bilingual Professional Communication addresses the need for bilingual proficiency (English and French) in a professional context. It is intended for adult learners who wish to acquire proof of proficiency in these two languages simultaneously, and attain a high level of bilingualism for the workplace. The program may be completed on a part-time basis.

For admission requirements and other important information, please contact:

Telephone: 514-398-1212
Email: gsc.scs@mcgill.ca (language.scs@mcgill.ca)
Website: Areas of Study | School of Continuing Studies - McGill University (https://www.mcgill.ca/continuingstudies/areas-study)

For program requirements, please refer to Certificate (Cert.) Proficiency in Bilingual Professional Communication (30 credits) (p. 65).

Bilingual Professional Communication (Cert. Proficiency) (30 credits)

Offered by: Global & Strategic Comm.
Degree credit weight: 30

Program Description

The Certificate of Proficiency in Bilingual Professional Communication addresses the need for bilingual proficiency (English and French) in a professional context. It is intended for adult learners who wish to acquire proof of proficiency in these two languages simultaneously, and attain a high level of bilingualism for the workplace. The program may be completed on a part-time basis.

Program Prerequisites

- If your English Entrance Placement level is not at Advanced 1, you may need some or all of these courses (above the 30 credits for the program):

Expand allContract all

Course	Title	Credits
CEEN 211	Intermediate English 1: Reading and Writing.	3
CEEN 212	Intermediate English 1: Listening and Speaking.	3
CEEN 221	Intermediate English 2: Reading and Writing.	3
CEEN 222	Intermediate English 2: Listening and Speaking.	3
CEEN 331	Intermediate English 3: Reading and Writing.	3
CEEN 332	Intermediate English 3: Listening and Speaking.	3

- If your French Entrance Placement level is not at Advanced 1, you may need some or all of these courses (above the 30 credits for the program):

Expand allContract all

Course	Title	Credits
CEFN 211		3
CEFN 212		3
CEFN 221		3
CEFN 222		3
CEFN 331		3
CEFN 332		3

Required Courses (24 credits)

Expand allContract all

Course	Title	Credits
CEEN 411	Advanced English 1: Reading and Writing .	3
CEEN 412	Advanced English 1: Listening and Speaking.	3
CEEN 421	Advanced English 2: Reading and Writing .	3
CEEN 422	Advanced English 2:Listening and Speaking.	3
CEFN 411		3
CEFN 412		3
CEFN 421		3
CEFN 422		3

Complementary Courses (6 credits)

- To be chosen in consultation with, and approved by, the Program Coordinator.

Expand allContract all

Course	Title	Credits
CEEN 401	English Vocabulary in Context.	3
CEEN 402	English Communication and Cultural Patterns.	3
CEFN 401		3
CEFN 402		3

About Translation at the School of Continuing Studies

Are you fluent in English and French? Do you have an affinity for legal translation and written expression?

The Global and Strategic Communication domain offers a program that can provide you with the skills and experience necessary to succeed as a legal translator. With a focus on translation principles, language analysis, and hands-on translation of legal texts, our program prepares you for the challenges and rewards of a career in legal translation.

To accommodate the needs of working professionals and individuals looking to enter a new career in legal translation, the *Graduate Diploma in Legal Translation* is an online program and offered during the evenings. Students build core translation knowledge and skills, translating to or from English and French.

Location

Translation Studies
680 Sherbrooke St. W., Room 1181

Montréal, QC H3A 2M7

Telephone: 514-398-1484
Email: translation.scs@mcgill.ca
Website: www.mcgill.ca/continuingstudies/areas-study/scs-graduate-diploma-legal-translation (https://www.mcgill.ca/continuingstudies/areas-study/scs-graduate-diploma-legal-translation)

Management and Entrepreneurship

Professionals with applied management and entrepreneurship skills are drivers of both the Quebec and global economy. Programs in this academic domain cover business management and entrepreneurship, as well as industry-specific applications of management skills, supply management, executive production for creative industries, and other fast-growing fields.

- Certificate in Indigenous Business Management (p. 68)
- Certificate in Management (p. 68)
- Certificate in Supply Chain Management and Logistics (p. 70)
- Graduate Certificate in Business Management (p. 73)
- Graduate Certificate in Advanced Business Management (p. 72)
- Graduate Certificate in Integrated Supply Networks (p. 77)
- Graduate Certificate in Dynamic Supply Networks (p. 75)
- Graduate Certificate in Entrepreneurship (p. 75)

Location

Management and Entrepreneurship
Telephone: 514-398-6200
Email: me-assistant.scs@mcgill.ca
Website: mcgill.ca/continuingstudies/areas-study (http://mcgill.ca/continuingstudies/areas-study)

Technology and Innovation

The technology-related programming in this academic domain centres on various aspects of digital transformation, from general competencies in computer and information technology opportunities to specialize in various fields.

- Certificate in Applied Cybersecurity (p. 66)
- Graduate Certificate in Data Analysis for Complex Systems (p. 73)
- Graduate Certificate in Data-Driven Decision Making (p. 74)
- Master of Science, Applied (M.Sc.A.) Multilingual Digital Communication (p. 78)

Location

Technology and Innovation
Telephone: 514-398-6200
Fax: 514-398-3108
Email: ti.scs@mcgill.ca
Website: mcgill.ca/continuingstudies/areas-study (http://mcgill.ca/continuingstudies/areas-study)

Undergraduate Credit Programs

Undergraduate Certificate Programs (university degree not required)

- Accounting and Finance (Cert.) (p. 66)
- Applied Cybersecurity (Cert.) (p. 66)
- Applied Marketing (Cert.) (p. 67)
- Computers and Information Technology (Cert.) (p. 67)
- Health and Social Services Management (Cert.) (p. 67)
- Human Resources Management (Cert.) (p. 68)
- Indigenous Business Management (Cert.) (p. 68)
- Management (Cert.) (p. 68)
- Public Administration and Governance (Cert.) (p. 69)
- Public Relations and Communication Management (Cert.) (p. 69)
- STEM Foundations (Science, Technology, Engineering & Math) (Cert.) (p. 70)
- Supply Chain Management and Logistics (Cert.) (p. 70)

Accounting and Finance (Cert.) (30 credits)

Offered by: Administration & Governance
Program credit weight: 30

Program Description

The Certificate in Accounting and Finance program is an undergraduate-level certificate program which is intended to provide students with professional competencies and skills in applied accounting and finance that will enhance their career prospects in related fields.

Required Courses (30 credits)

Expand allContract all

Course	Title	Credits
CACF 210	Introductory Financial Accounting.	3
CACF 215	Introductory Managerial Accounting.	3
CACF 305	Information System Tools in Accounting.	3
CACF 310	Intermediate Financial Reporting 1.	3
CACF 325	Intermediate Financial Reporting 2.	3
CACF 340	Corporate Finance: Value Creation and Decision-Making.	3
CACF 341	Taxation: Concepts and Regulations.	3
CACF 345	Intermediate Managerial Accounting.	3
CACF 450	Financial and Working Capital Management.	3
CACF 460	Applied Personal and Corporate Taxation.	3

Applied Cybersecurity (Cert.) (30 credits)

Offered by: Technology & Innovation

Program credit weight: 30

Program Description

This online program focuses on the foundational skills and competencies necessary for cybersecurity personnel. The program includes both theoretical and practical experiences in IT networking and secure network infrastructures designed to anticipate and project against cyber threats, fraud, data breaches and other vulnerabilities.

Required Courses (30 credits)

Expand allContract all

Course	Title	Credits
CCCS 300	Programming Techniques 1.	3
CCCS 321	Operating Systems Administration.	3
CCCS 431	Networking Fundamentals.	3
CCCS 450	Access Control and Defence Methods.	3
CCCS 451	Communication and Network Security.	3
CCCS 452	Security Program Architecture and Engineering.	3
CCCS 453	Security Risk Management and Governance.	3
CCCS 454	Security Incident Response and Recovery.	3
CCCS 455	Intrusion Testing and Security Assessment.	3
CMIS 422	Information System Security.	3

Applied Marketing (Cert.) (30 credits)

Offered by: Global & Strategic Comm.
Program credit weight: 30

Program Description

The Certificate in Applied Marketing is intended for students who wish to acquire basic knowledge of the marketing field that will allow them to aspire to entry-level positions in business, industry, and not-for-profit organizations. It will introduce students to theories and concepts of marketing, and provide an opportunity to apply these in practical situations.

Required Courses (30 credits)

Expand allContract all

Course	Title	Credits
CGMG 318	Selling Models and Business Negotiation.	3
CMRK 200	Fundamentals of Marketing.	3
CMRK 225	Marketing Statistics and Research.	3
CMRK 235	Digital Media Marketing.	3
CMRK 320	Principles of Consumer Behaviour.	3
CMRK 321	Integrated Marketing Communications.	3
CMRK 322	Basics of Service Marketing.	3
CMRK 325	Global Marketing.	3
CMRK 430	Marketing Applications.	3
CPRL 221	Professional Communication and Networking.	3

Computers and Information Technology (Cert.) (30 credits)

Program credit weight: 30

Program Description

The Certificate in Computers and Information Technology focuses on the development of higher-level computer qualifications. It provides a solid foundation in the concepts and techniques required for the effective planning, design, and development of software applications and systems, Internet technologies, applied computer knowledge, and networking. The program is designed to develop the skills necessary to assume positions in the fields of information technology, technical support, systems administrator, computer support consulting, and help-desk analysis.

Required Courses (30 credits)

Expand allContract all

Course	Title	Credits
CCCS 280	Introduction to Computer Information Systems.	3
CCCS 300	Programming Techniques 1.	3
CCCS 310	Web Development.	3
CCCS 315	Data Structures and Algorithms.	3
CCCS 321	Operating Systems Administration.	3
CCCS 325	Mobile Application Development.	3
CCCS 330	Database Design and Business Applications Development.	3
CCCS 425	Web Services.	3
CCCS 431	Networking Fundamentals.	3
CMIS 422	Information System Security.	3

Health and Social Services Management (Cert.) (30 credits)

Offered by: Administration & Governance
Program credit weight: 30

Program Description

This is a restricted program.
The Certificate in Health and Social Services Management will provide learners with an integrated base of management knowledge in the field of health and social services. It will focus on the development of skills in the day-to-day management of the provision of services in terms of both efficiency and human criteria.

Required Courses (30 Credits)

Expand allContract all

Course	Title	Credits
CGMG 210	Fundamentals of Project Management.	3
CHLC 351	Foundations of Health and Social Services Systems.	3
CHLC 410	Fundamentals of Health and Social Services Info Systems.	3
CORG 225	Foundation of Organizational Behaviour and Administration.	3
CORG 415	Leading Teams in Organizations.	3
CORG 416	HR Innovation: Technology and the Future of Work	3
CPAG 220	Fundamentals of Public Finance, Budgeting and Reporting.	3
CPAG 225	Foundations of Public Regulations and Ethics in Public Sector.	3
CPAG 300	Lean Operational Practices in Public Services.	3
CPRL 221	Professional Communication and Networking.	3

Human Resources Management (Cert.) (30 credits)

Offered by: Administration & Governance
Program credit weight: 30

Program Description

The Certificate in Human Resources Management provides an introduction to the disciplines and basic practices of human resources management. In addition, the Certificate program presents an overview of the specialized functions and some of the current and future issues in the area of personnel. It prepares students for the job market and to write the CHRP exam.

Required Courses (30 credits)

Expand allContract all

Course	Title	Credits
CORG 225	Foundation of Organizational Behaviour and Administration.	3
CORG 295	Employee Labour Relations and Law.	3
CORG 416	HR Innovation: Technology and the Future of Work	3
CORG 420	Human Resource Management: Theory and Practice.	3
CORG 440	Organizational Learning and Development .	3
CORG 445	Workforce Planning and Talent Acquisition.	3
CORG 450	Health, Safety and Wellness in Organizations	3
CORG 470	Total Rewards: Compensation and Benefits	3
CPAG 400	Diversity, Equity, and Inclusion Management.	3
CPAG 410	Strategic Planning and Implementation.	3

Indigenous Business Management (Cert.) (30 credits)

Offered by: Management and Entrepreneurship
Program credit weight: 30

Program Description

This tailored program is intended for Indigenous students as a result of the need expressed by the Indigenous community leaders. The twenty first century demands multidisciplinary individuals, teams, communities and organizations. This program introduces the knowledge and competencies essential to starting, promoting, and managing a socially relevant business or organization. It focuses on numerical and financial literacy, as well as fundamental communication and management skills. It will help develop the skills needed to create a business or effectively work in an established organization, create a business plan, develop projects, communicate with confidence, effectively manage internal and external stakeholders, understand the fundamentals of how organizations operate within a social, political, and legal framework, and negotiate and manage conflict.

Corequisite (0 Credits)

This course must be taken at the beginning of the program.

Expand allContract all

Course	Title	Credits
CMSC 000	Foundations of Mathematics [1]	3

[1] OR the Exemption by Examination Test.

Required Courses (30 credits)

Expand allContract all

Course	Title	Credits
CACC 220	Accounting Concepts for Managers.	3
CCLW 300	Public Administration and Law for Indigenous Peoples.	3
CENT 307	Creating a Business Plan.	3
CGMG 210	Fundamentals of Project Management.	3
CGMG 282	Introduction to Business.	3
CGMG 305	Managing in Public and Non-Profit Organizations.	3
CGMG 318	Selling Models and Business Negotiation.	3
CMRK 235	Digital Media Marketing.	3
CORG 225	Foundation of Organizational Behaviour and Administration.	3
CPRL 221	Professional Communication and Networking.	3

Management (Cert.) (30 credits)

Offered by: Management & Entrepreneurship
Program credit weight: 30

Program Description

This Certificate program provides an introduction and survey of the underlying disciplines of functional areas in the management field. Emphasis is placed on the development of core competencies in accounting, economics, marketing, and finance, as well as the written and oral communication, problem-solving, and teamwork skills required in all sectors of the management job market; from small businesses, private companies, large corporations, and financial institutions, to government agencies and other public institutions.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites (0-3 credits)

Expand allContract all

Course	Title	Credits
CMSC 101	Mathematical Tools for Management Professionals.[1]	3

[1] or the Exemption by Examination test

Required Courses (24 credits)

Expand allContract all

Course	Title	Credits
CACF 210	Introductory Financial Accounting.	3
CACF 340	Corporate Finance: Value Creation and Decision-Making.	3
CGMG 282	Introduction to Business.	3
CMRK 200	Fundamentals of Marketing.	3
CMSC 310	Managerial Economics and Analysis.	3
CMSC 320	Business Statistics.	3
CORG 225	Foundation of Organizational Behaviour and Administration.	3
WCOM 202	Communication in Management 1.	3

Complementary Courses (6 credits)

6 credits from the following:

Expand allContract all

Course	Title	Credits
CCCS 280	Introduction to Computer Information Systems.	3
CCLW 205	Introduction to Business Law.	3
CGMG 210	Fundamentals of Project Management.	3
CGMG 319	International Business Practices.	3
CGMG 445	Ethical Issues in Business Practices.	3
CORG 420	Human Resource Management: Theory and Practice.	3
CPAG 410	Strategic Planning and Implementation.	3
ECON 295	Macroeconomic Policy.	3

Public Administration and Governance (Cert.) (30 credits)

Program credit weight: 30

The Certificate in Public Administration and Governance focuses on public service management, organization, and prioritization of day-to-day functions for people in management and for other stakeholders who work cooperatively and productively with others, including the needs of clients who use services in the public sector. A strong emphasis is placed on integrating the important current issues and policies that affect the day-to-day operating, decisions, systems and finances in a public organization.

Required Courses

Expand allContract all

Course	Title	Credits
CGMG 210	Fundamentals of Project Management.	3
CGMG 305	Managing in Public and Non-Profit Organizations.	3
CORG 225	Foundation of Organizational Behaviour and Administration.	3
CORG 420	Human Resource Management: Theory and Practice.	3
CPAG 220	Fundamentals of Public Finance, Budgeting and Reporting.	3
CPAG 225	Foundations of Public Regulations and Ethics in Public Sector.	3
CPAG 300	Lean Operational Practices in Public Services.	3
CPAG 305	Current Issues in Public Sector Administration.	3
CPAG 400	Diversity, Equity, and Inclusion Management.	3
CPAG 410	Strategic Planning and Implementation.	3

Public Relations and Communication Management (Cert.) (30 credits)

Offered by: Global & Strategic Comm.
Program credit weight: 30

Program Description

The field of Public Relations and Communications Management has been changing dramatically in recent years. Digital (including social media) is changing the way public and organizations communicate. Increased consciousness by companies of their social responsibility, and a need for greater accountability to stakeholders, have led to an awareness in both the corporate and the not-for-profit sector that organizations need to rely on the advice and services of well trained professional communicators. The program content is continually updated with best practices in industry. Students have opportunities to discuss real and evolving public relations cases directly with industry professionals.

Required Courses (30 credits)

Expand allContract all

Course	Title	Credits
CPRL 214	Applied Public Relations Methods 1.	3
CPRL 220	Fundamentals of Fund-Raising.	3
CPRL 223	Basics of Public Relations.	3
CPRL 224	Applied Public Relations Methods 2.	3
CPRL 225	Social and Traditional Media Relations.	3
CPRL 226	Corporate Communications.	3
CPRL 227	Internal Communication.	3
CPRL 228	Event Management.	3
CPRL 321	PR Issues Management.	3
CPRL 322	Cases in Public Relations.	3

STEM Foundations (Science, Technology, Engineering & Math) (Cert.) (30 credits)

Offered by: Career & Professional Develop
Program credit weight: 30

Program Description

The Certificate in STEM Foundations (Science, Technology, Engineering and Mathematics) is a 30-credit undergraduate program that focuses on specific STEM topics (i.e., mathematics, chemistry, biology and physics) at the Grade 12 level.

NOTE: There is no guarantee admission to a McGill degree program upon completion of the Certificate in STEM Foundations (Science, Technology, Engineering and Mathematics).

Required Courses (24 credits)

Expand allContract all

Course	Title	Credits
CMSC 000	Foundations of Mathematics	3
CMSC 003	Foundations of Logarithms,Trigonometry & Intro to Calculus.	3
CSCI 010	Foundations in General Biology 1.	3
CSCI 020	Foundations in General Chemistry 1.	3
CSCI 021	Foundations in General Chemistry 2 .	3
CSCI 030	Fundamentals of Physics - Mechanics.	3
CSCI 031	Fundamentals of Physics - Waves and Optics .	3
CSCI 041	Essential Communication Skills for STEM.	3

Complementary Courses (6 credits)

3 credits from:

Expand allContract all

Course	Title	Credits
CMSC 004	Foundations:Statistics, Probability&Intro to Linear Algebra.[1]	3
CSCI 011	Foundations of General Biology 2 .[2]	3

[1] For Engineering programs.
[2] For Health and Science programs.

3 credits from the following (up to 3 credits may be chosen from 100-level courses approved by the program adviser):

Expand allContract all

Course	Title	Credits
CSCI 022	Fundamentals of Organic Chemistry.	3
CSCI 040	Basic Concepts in Mathematics & Science.	3
WCOM 150	Critical Analysis and Composition.	3
WCOM 295	ESL: Academic Skills.	3

Supply Chain Management and Logistics (Cert.) (30 credits)

Offered by: Management & Entrepreneurship
Program credit weight: 30

Program Description

The Supply Chain Management and Logistics Certificate program is comprised of 2 core courses and 2 sets of courses. The Production and Inventory Control set will provide students with a strong background in manufacturing supply chain environments and will lead them toward a CPIM designation offered by APICS, provided that the students pass the APICS examinations. The Logistics set will provide students with a strong background in companies' supply chain, distribution and logistics functions and will lead them toward a CITT designation provided that CITT's other requirements are satisfied.

Corequisite (3 Credits)

Note: Corequisite courses are not included in the total credit requirement for the program.

Expand allContract all

Course	Title	Credits
CMSC 000	Foundations of Mathematics[1]	3

[1] or the Exemption by Examination Test

Required Courses (30 Credits)

Expand allContract all

Course	Title	Credits
CCLW 205	Introduction to Business Law.	3
CTPT 200	Introduction to Supply Chain Management.	3
CTPT 201	Sourcing.	3
CTPT 202	Production and Inventory Planning and Control 1.	3
CTPT 206	Transportation Management and Economics.	3

CTPT 208	Fundamentals of Logistics.	3
CTPT 310	Production and Inventory Planning and Control 2.	3
CTPT 311	Supply Chain Risk Management.	3
CTPT 410	International Trade and Logistics.	3
CTPT 430	Fundamentals of Integrated Business Systems.	3

Graduate Credit Programs

Graduate Diploma Programs (university degree with specialization required)

- Graduate Diploma Legal Translation (p. 77) (Online program)

Graduate Certificates (university degree required)

- Graduate Certificate (Gr. Cert.) Aviation Leadership (30 credits) (p. 73)
- Graduate Certificate (Gr. Cert.) Accounting (30 credits) (p. 71)
- Graduate Certificate (Gr. Cert.) Business Management (15 credits) (p. 73)
- Graduate Certificate (Gr. Cert.) Advanced Business Management (15 credits) (p. 72)
- Graduate Certificate (Gr. Cert.) Data Analysis for Complex Systems (15 credits) (p. 73)
- Graduate Certificate (Gr. Cert.) Data-Driven Decision Making (15 credits) (p. 74)
- Graduate Certificate (Gr. Cert.) Entrepreneurship (15 credits) (p. 75)
- Graduate Certificate (Gr. Cert.) Financial Analysis (15 credits) (p. 75)
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- Graduate Certificate (Gr. Cert.) Public Administration and Governance (15 credits) (p. 79)
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Graduate Programs

- Master of Science, Applied (M.Sc.A.) Multilingual Digital Communication (45 credits) (p. 78)

Accounting (Gr. Cert.) (30 credits)

Offered by: Administration & Governance
Program credit weight: 30

Program Description

The Graduate Certificate in Accounting focuses on the core competencies in accounting, including financial accounting, managerial accounting, taxation, auditing, and accounting information systems. This program is a preparation program for the CPA Professional Education Program (CPA PEP), to become a Chartered Professional Accountant (CPA).

Prerequisite Courses(3 credits)

Expand allContract all

Course	Title	Credits
CACC 621	Concepts of Financial Accounting.	3

Corequisite Courses (0-6 credits)

Expand allContract all

Course	Title	Credits
CCFA 605	Quantitative Methods for Accounting and Finance	3
CPL2 652	Strategic Management.	3

Required Courses (27 credits)

Expand allContract all

Course	Title	Credits
CCAU 611	Auditing 1.	3
CCFA 620	Contemporary Finance 1 .	3
CCFC 611	Financial Accounting 1.	3
CCFC 612	Financial Accounting 2.	3
CCFC 613	Financial Accounting 3.	3
CCMA 611	Managerial Accounting 1.	3
CCMA 622	Managerial Accounting 2.	3
CCTX 611	Taxation 1.	3
CCTX 632	Taxation 2.	3

Complementary Courses (3 credits)

3 credits from the following:

Expand allContract all

Course	Title	Credits
CCAU 612	Auditing 2	3
CCLW 611	Business Law Concepts.	3
CEC2 632	Business Economics.	3
CMIS 641	Information Systems for Managers.	3

Advanced Business Management (Gr. Cert.) (15 credits)

Offered by: Management & Entrepreneurship
Program credit weight: 15

Program Description

The 15-credit Graduate Certificate in Advanced Business Management delves into the competencies and tools needed to identify, evaluate, and provide solutions for challenges throughout key areas of business management. Using a combination of academic and applied learning, the program examines subjects such as business intelligence and analytics, contemporary finance, and strategic management. Complete both the Graduate Certificate in Business Management and the Graduate Certificate in Advanced Business Management fulfils the Canadian Institute of Management's academic requirements for the Chartered Manager designation.

Co-requisite (0-3 credits)

Expand allContract all

Course	Title	Credits
CMS2 500	Mathematics for Management.	3

(or the Exemption by Examination Test)

Required Courses (9 credits)

Expand allContract all

Course	Title	Credits
CCFA 620	Contemporary Finance 1 .	3
CMS2 627	Business Intelligence and Analytics.	3
CPL2 652	Strategic Management.	3

Complementary Courses (6 credits)

6 credits from the following:

Expand allContract all

Course	Title	Credits
CCLW 611	Business Law Concepts.	3
CGM2 620	Agile Project Management: Theory and Practice.	3
CMIS 641	Information Systems for Managers.	3
CMS2 621	Applied Management Statistics.	3
CPL2 610	Practical Communication and Presentation Skills .	3

Or another 600-level course offered by the School of Continuing Studies and approved by the academic unit.

Advanced Human Resource Management (Gr. Cert.) (15 credits)

Offered by: Administration and Governance
Program credit weight: 15

Program Description

The Graduate Certificate in Advanced Human Resources Management focuses on the competencies needed to strategically manage and promote the development of organizations. Specialized competencies in areas such as compensation and rewards, technology and innovation in human resources, talent, and performance management, and strategically managing staff.

Required Courses (12 credits)

Expand allContract all

Course	Title	Credits
CORG 661	Developing Human Resources.	3
CORG 662	Total Compensation and Rewards.	3
CORG 665	Technology and Innovation in Human Resources .	3
CORG 667	Talent and Performance Management.	3

Complementary Courses (3 credits)

3 credits from:

Expand allContract all

Course	Title	Credits
CORG 653	Employee and Labour Relations.	3
CORG 654	Managing Occupational Health and Safety.	3

Or another 600-level course offered by the School of Continuing Studies and approved by the program adviser or academic unit.

Advanced Marketing (Gr. Cert.) (15 credits)

Offered by: Global & Strategic Comm.
Program credit weight: 15

Program Description

The 15-credit Graduate Certificate in Advanced Marketing focuses on the competencies needed to conceptualize, implement, and measure integrated marketing strategies based on consumer wants and needs. Exploration of strategic marketing including integrated marketing communications, consumer behaviour, marketing strategy, services marketing, digital marketing, and marketing research and reporting. This program is open to those who have successfully completed McGill University's Graduate Certificate in Marketing offered by the School of Continuing Studies.

Required Courses (9 credits)

Expand allContract all

Course	Title	Credits
CMR2 664	Integrated Marketing Communications.	3
CMR2 668	Buyer Behaviour .	3
CMR2 691	Marketing Strategy.	3

Complementary Courses (6 credits)

6 credits from:

Expand allContract all

Course	Title	Credits
CGM2 625	Sales Management and Negotiation Strategies.	3
CMR2 643	Marketing of Services.	3
CMR2 648	Marketing Research and Reporting.	3
CMR2 650	Digital Marketing Management.	3
CPL2 610	Practical Communication and Presentation Skills .	3
CPRL 610	Public Relations Fundamentals and Theory .	3

Or another 600-level course offered by the School of Continuing Studies approved by the academic unit.

Aviation Leadership (Gr. Cert.) (24 credits)

Offered by: Management & Entrepreneurship
Program credit weight: 24

Program Description

Note: This program is not currently offered.

The Graduate Certificate in Aviation Leadership program focuses on developing leadership competencies for individuals who wish to advance their careers in aviation. Participants will be exposed to innovative leadership practices, diverse workplace leadership, effective communication and negotiation, and data analytics. The Program uses a learner-centered instructional methodology, fostering a deeper understanding of aviation-related concepts and empowering learners to integrate what they have learned about leadership into immediate practice. Courses are also designed to focus on problem-solving skills and critical thinking. Courses incorporate aviation-related simulations, experiential activities, case studies, and guest speakers who are industry leaders with expertise in airlines, airports, air navigation, aerospace manufacturing, and other related areas.

Required Courses (24 credits)

Expand allContract all

Course	Title	Credits
CGM2 610	Project Management: Tools and Techniques.	3
CIAM 550	Commun and Networking Skills for Aviation Professionals.	3
CIAM 552	Analytics and Bus. Intelligence for Aviation Professionals.	3
CORG 651	Behaviour in Organizations.	3
CPL2 632	Leading Change and Innovation .	3
CPL2 633	Developing Leadership Skills.	3
CPL2 634	Leading in Diverse and Inclusive Workplaces.	3
CPL2 652	Strategic Management.	3

Note: The courses in this program have an aviation focus.

Business Management (Gr. Cert.) (15 credits)

Offered by: Management & Entrepreneurship
Program credit weight: 15

Program Description

The 15-credit Graduate Certificate in Business Management introduces the competencies necessary to succeed in a management position. It focusses on communication, problem-solving, critical thinking, and teamwork skills, while exploring shifting trends, new technologies, and essential techniques relevant to general and business management field. Complete both the Graduate Certificate in Business Management and the Graduate Certificate in Advanced Business Management fulfils the Canadian Institute of Management's academic requirement for the Chartered Manager designation.

Required Courses (9 credits)

Expand allContract all

Course	Title	Credits
CEC2 632	Business Economics.	3
CGM2 620	Agile Project Management: Theory and Practice.	3
CMR2 642	Marketing Principles and Applications.	3

Complementary Courses

6 credits selected from:

Expand allContract all

Course	Title	Credits
CACC 621	Concepts of Financial Accounting.	3
CCLW 611	Business Law Concepts.	3
CGM2 610	Project Management: Tools and Techniques.	3
CORG 651	Behaviour in Organizations.	3
CPL2 610	Practical Communication and Presentation Skills .	3

Or another 600-level course offered by the School of Continuing Studies and approved by the academic unit.

Data Analysis for Complex Systems (Gr. Cert.) (15 credits)

Offered by: Technology & Innovation
Program credit weight: 15

Program Description

The 15-credit Graduate Certificate in Data Analysis for Complex Systems is designed to equip learners who do not necessarily have a technical background with the fundamentals of complex systems. The program focusses on applying data analysis techniques to better understand different phenomena in fields such as financial technology, organizational management, or digital marketing. The program is offered online with synchronous course activities.

Required Courses (9 credits)

Expand allContract all

Course	Title	Credits
CCCS 610	Digital Thinking for Data Analysis.	3
CCCS 620	Data Analysis and Modelling .	3
CCCS 630	Complex Systems.	3

Complementary Courses (6 credits)

6 credits selected from:

Expand allContract all

Course	Title	Credits
CCCS 670	Information Visualization.	3
CCCS 680	Scalable Data Analysis.	3
CCCS 690	Applied Computational Research.	3

Or another 600-level course offered by the School of Continuing Studies and approved by the academic unit.

Data-Driven Decision Making (Gr. Cert.) (15 credits)

Offered by: Technology & Innovation
Program credit weight: 15

Program Description

The 15-credit Graduate Certificate in Data-Driven Decision Making is designed to provide the fundamentals of computational intelligence focusing on leadership roles in increasingly digital organizations operating in the numerous fields that need to make data-driven decisions such as digital healthcare, maintenance of critical infrastructure, or dynamic supply management. The program is offered online with synchronous course activities.

Required Courses (9 credits)

Expand allContract all

Course	Title	Credits
CCCS 640	Applied Decision Science.	3
CCCS 650	Applied Data Science.	3
CCCS 660	Computational Intelligence.	3

Complementary Courses (6 credits)

6 credits selected from:

Expand allContract all

Course	Title	Credits
CCCS 670	Information Visualization.	3
CCCS 680	Scalable Data Analysis.	3
CCCS 690	Applied Computational Research.	3

Or another 600-level course offered by the School of Continuous Studies and approved by the academic unit.

Digital Health Solutions (Gr. Cert.) (15 credits)

Offered by: Administration & Governance (School of Continuing Studies)
Program credit weight: 15

Program Description

The online Graduate Certificate in Digital Health Solutions offers a comprehensive introduction to Health Tech, focusing on the digitization of the healthcare sector. The program provides the necessary knowledge and skills for the application of Artificial Intelligence (AI)-based technologies in healthcare, the constantly advancing technology, and developing innovative solutions to the current and future healthcare sector challenges. Topics include leading change, exploring artificial intelligence and data governance in healthcare.

Required Courses (9 credits)

Expand allContract all

Course	Title	Credits
CHLC 620	Data Governance in Healthcare.	3
CHLC 630	Artificial Intelligence in Healthcare.	3
CPL2 632	Leading Change and Innovation .	3

Complementary Courses (6 credits)

6 credits from the following:

Expand allContract all

Course	Title	Credits
CCCS 610	Digital Thinking for Data Analysis.	3
CCCS 620	Data Analysis and Modelling .	3
CCCS 670	Information Visualization.	3
CHLC 690	Special Topics in Healthcare.	3

Or another 600-level course offered by the School of Continuing Studies and approved by the academic unit.

Dynamic Supply Networks (Gr. Cert.) (15 credits)

Offered by: Management & Entrepreneurship
Program credit weight: 15

Program Description

The 15-credit Graduate Certificate in Dynamic Supply Networks program introduces the competencies needed to succeed in a changing supply management landscape by addressing global shifts in sustainability, strategy, governance, manufacturing, procurement, and logistics. Topics include creating sustainable supply networks, procurement management, logistics and supply economics, contracting management, project management, and global distribution networks.

Co-Requisite Course (3 unité)

- CMS2 500 Mathematics for Management.[1]

[1] or the Exemption by Examination Test

Required Courses (9 credits)

Expand allContract all

Course	Title	Credits
CSNM 605	Dynamic Supply Networks Transformation.	3
CSNM 608	Dynamic Supply Networks Sustainability .	3
CSNM 610	Principles of Dynamic Supply Networks.	3

Complementary Courses (6 credits)

6 credits selected from:

Expand allContract all

Course	Title	Credits
CCCS 640	Applied Decision Science.	3
CSNM 612	Dynamic Supply Networks Sourcing and Purchasing .	3
CSNM 620	Dynamic Supply Networks Data Analytics .	3
CSNM 632	Dynamic Supply Networks and Lean Operations Systems .	3

Or another 600-level course approved by the program adviser or academic unit.

Entrepreneurship (Gr. Cert.) (15 credits)

Note: This program is not currently offered.

Offered by: Management & Entrepreneurship
Program credit weight: 15

Program Description

This Graduate Certificate program is designed for students with a Bachelor of Commerce who are interested in starting a business of their own. The program provides a thorough understanding of what is required to start and maintain a sustainable venture, with a specific focus on the needs of contemporary entrepreneurs. This includes adapting to various circumstances in a world where business and the global marketplace are rapidly changing, emphasizing modern approaches to entrepreneurial practices.

In addition to the admission requirements stipulated for Graduate Certificates, students must have a Bachelor of Commerce degree with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies.

Required Courses (12 credits)

Expand allContract all

Course	Title	Credits
CEN2 500	New Venture Formation.	3
CEN2 506	Financing Startups and Ventures.	3
CEN2 510	Practical Entrepreneurship Management.	3
CGM2 625	Sales Management and Negotiation Strategies.	3

Complementary Course (3 credits)

3 credits selected from:

Expand allContract all

Course	Title	Credits
CGM2 610	Project Management: Tools and Techniques.	3
CMIS 530	Digital Analytics and Targeting.	3
CMIS 544	Digital Marketing Automation, Planning and Technology.	3
CMIS 549	Digital Media and Search Engine Optimization.	3
CMS2 621	Applied Management Statistics.	3
CPL2 524	Introduction: International Business.	3

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

Financial Analysis (Gr. Cert.) (15 credits)

Offered by: Administration & Governance
Program credit weight: 15

Program Description

The 15-credit Graduate Certificate in Financial Analysis offers a comprehensive introduction to finance. Focusing on core professional competencies in financial analysis, it also provides flexibility in alternative career directions within the Finance sector, such as Investment Management, Financial Technology, and ESG (Environmental, Social, and Governance) Investing. Successful

completion of this program allows students to write the Level I CFA exam.

Corequisite Course (3 credits)

Expand allContract all

Course	Title	Credits
CCFA 605	Quantitative Methods for Accounting and Finance	3

Required Courses (12 credits)

Expand allContract all

Course	Title	Credits
CCFA 600	Ethics in Finance.	1.5
CCFA 601	Financial Analysis Tools.	3
CCFA 615	Financial Statement Analysis .	3
CCFA 620	Contemporary Finance 1 .	3
CCFA 627	Financial Risk Management .	1.5

Complementary Courses (3 credits)

3 credits selected from:

Expand allContract all

Course	Title	Credits
CCFA 629	Fixed-Income and Equity Investments.	3
CCFA 639	ESG Investing.	3
CCFA 660	Fintech and the Financial System.	3

Or another 600-level course offered by the School of Continuing Studies and approved by the academic unit.

Financial Technology (Gr. Cert.) (15 credits)

Offered by: Administration & Governance
Program credit weight: 15

Program Description

The 15-credit Graduate Certificate in Financial Technology offers an introduction to Fintech, including the digitization of financial services. The program focuses on the field's core competencies, such as modelling and visualizing financial data and developing machine learning financial applications, as well as those related to alternative specializations including developing financial market technologies and financial technology platform solutions. The program is offered online with synchronous and asynchronous course activities.

Corequisite Course (0-3 credits)

Expand allContract all

Course	Title	Credits
CCCS 620	Data Analysis and Modelling .[1]	3
CCFA 601	Financial Analysis Tools.[1]	3

[1] or the Exemption by Examination Test

Required Courses (9 credits)

Expand allContract all

Course	Title	Credits
CCFA 655	Financial Modelling and Visualization.	3
CCFA 660	Fintech and the Financial System.	3
CCFA 665	Machine Learning and Big Data in Finance.	3

Complementary Courses (6 credits)

6 credits from the following:

Expand allContract all

Course	Title	Credits
CCFA 670	Advanced Financial Modelling and Visualization .	3
CCFA 675	Decentralized Finance and Digital Assets.	3
CCFA 680	Advanced Financial Technologies.	3
CCFA 690	Special Topics in Financial Technology.	3

Or another 600-level course offered by the School of Continuing Studies and approved by the academic unit.

Human Resources Management (Gr. Cert.) (15 credits)

Offered by: Administration & Governance
Program credit weight: 15

Program Description

The Graduate Certificate in Human Resources Management is an introduction of the competencies needed for the specialized functions of human resources management. Areas of focus include organizational behaviour, strategic human resources management, human resources management legal frameworks, occupational health and safety, and equity, diversity, and inclusion in the workplace.

Required Courses (9 credits)

Expand allContract all

Course	Title	Credits
CORG 651	Behaviour in Organizations.	3
CORG 655	Strategic Human Resources Management.	3
CORG 660	Staffing Organizations.	3

Complementary Courses (6 credits)

6 credits from:

Expand allContract all

Course	Title	Credits
CORG 653	Employee and Labour Relations.	3
CORG 654	Managing Occupational Health and Safety.	3

Or another 600-level course offered by the School of Continuing Studies and approved by the program advisor or academic unit.

Integrated Supply Networks (Gr. Cert.) (15 credits)

Offered by: Management & Entrepreneurship
Program credit weight: 15

Program Description

The 15-credit Graduate Certificate in Integrated Supply Networks program focuses on the specialized, strategic-level competencies of the highly volatile supply networks space in which automation and AI-based solutions are now integrated into supply chain logistics and processes. The program includes key topics on: the evolution of the digital supply network landscape; design considerations for ensuring that supply networks are environmentally sound, socially responsible, and well governed; dynamic modelling; sustainable management of materials; and strategies for managing clients and services in an online setting.

Co-Requisite Course (3 credits)

Expand allContract all

Course	Title	Credits
CMS2 500	Mathematics for Management.[1]	3

[1] or the Exemption by Examination Test

Required Courses (9 credits)

Expand allContract all

Course	Title	Credits
CSNM 615	Integrated Production and Operations Management .	3
CSNM 635	ESG in Integrated Supply Networks.	3
CSNM 650	Integrated Supply Networks Field Project.	3

Complementary Courses

6 credits from:

Expand allContract all

Course	Title	Credits
CSNM 605	Dynamic Supply Networks Transformation.	3
CSNM 610	Principles of Dynamic Supply Networks.	3
CSNM 630	Global Supply Management and International Logistics .	3
CSNM 640	Six-Sigma and Supply Networks .	3
CSNM 690	Special Topics in Supply Networks.	3

Or another 600-level course offered by the School of Continuing Studies and approved by the academic unit.

Legal Translation (Gr. Dip.) (30 credits)

Offered by: Global & Strategic Comm.
Program credit weight: 30

Program Description

The Graduate Diploma in Legal Translation is a 30-credit graduate-level, online program designed to meet the need for professionally trained legal translators and jurilinguists in Canada in both the public and private sectors. The program provides training not only in translation, but also in revision, co-writing of legal texts, consultancy in legal aspects of language in multiple professional settings, and principles and practices encountered in jurilinguistics and legal translation in key, high-demand sectors.

The maximum time for finishing the program is four years. Fall and winter entry options are offered.

Required Courses (21 credits)

Expand allContract all

Course	Title	Credits
CCTR 531	Introduction to Law for Non-Jurists	3
CCTR 532	Introduction to Translation	3
CCTR 534	Professional Writing for Law	3
CCTR 536	Advanced Revision for Law	3
CCTR 541	Legal Translation: General.	3
CCTR 605	Applied Project 1	3
CCTR 606	Applied Project 2	3

Complementary Courses (9 credits)

6 credits from either French Stream or English Stream:

French Stream

6 credits from:

Expand allContract all

Course	Title	Credits
CCTR 553	Legal Translation: Judgments (English to French).	2
CCTR 555	Legal Translation: Contracts (English to French).	2
CCTR 557	Legal Translation: Statutes&Regulations (English to French).	2
CCTR 645	Legal Translation: Securities Law (English to French).	2
CCTR 660	Current Trends in Legal Translation.	2

English Stream

Expand allContract all

Course	Title	Credits
CCTR 554	Legal Translation: Judgments (French to English).	2
CCTR 556	Legal Translation: Contracts (French to English).	2

CCTR 558	Legal Translation: Statutes&Regulations (French to English).	2
CCTR 642	Legal Translation: Securities Law (French to English).	2
CCTR 660	Current Trends in Legal Translation.	2

3 credits from:

Expand allContract all

Course	Title	Credits
CCTR 530	Applied Jurilinguistics	3
CCTR 535	Introduction to Language Technologies.	3
CCTR 599	Special Topics in Translation Studies.	3
CCTR 601	Independent Studies.	3
CCTR 602	Special Topics in Legal Translation 1.	3

Or any other 500- or 600-level course offered by the School of Continuing Studies approved by the academic unit.

Marketing (Gr. Cert.) (15 credits)

Offered by: Global & Strategic Comm.
Program credit weight: 15

Program Description

The 15-credit Graduate Certificate in Marketing introduces the core competencies of marketing, including evolving marketing principles and theory, market segmentation, marketing research and reporting, digital marketing management, communication and presentation skills, sales and negotiation, and marketing of services.

Required Courses (9 credits)

Expand allContract all

Course	Title	Credits
CMR2 642	Marketing Principles and Applications.	3
CMR2 648	Marketing Research and Reporting.	3
CMR2 650	Digital Marketing Management.	3

Complementary Courses (6 credits)

6 credits from:

Expand allContract all

Course	Title	Credits
CGM2 625	Sales Management and Negotiation Strategies.	3
CMR2 643	Marketing of Services.	3
CPL2 610	Practical Communication and Presentation Skills .	3
CPRL 610	Public Relations Fundamentals and Theory .	3
CPRL 644	Integrated Digital Communications.	3

Or any other 600-level course offered by the School of Continuing Studies approved by the academic unit.

Multilingual Digital Communication (Non-Thesis) (M.Sc.A.) (45 credits)

Offered by: Technology & Innovation
Degree: Master of Science Applied
Program credit weight: 45

Program Description

The M.Sc.(Applied) in Multilingual Digital Communication; Non-Thesis is an online 45-credit professional, transdisciplinary and cross-industry program that focuses on transversal competencies in translation, research, project management, copywriting and multilingualism management. Two streams are available, which relate to localized global communication and multilingual communication technologies.

Required Courses (27 credits)

Expand allContract all

Course	Title	Credits
CMDC 610	Approaches to Multilingualism Management.	3
CMDC 614	Translation Literacy in the Digital Age.	3
CMDC 616	Research Methods in Multilingual Digital Communication	3
CMDC 618	Language Technologies.	3
CMDC 620	Project Management for Global Content.	3

Capstone Experience

12 credits from either practicum, internship or project courses from the following:

Practicum

Expand allContract all

Course	Title	Credits
CMDC 694	Practicum 1.	6
CMDC 695	Practicum 2.	6

OR

Internship

Expand allContract all

Course	Title	Credits
CMDC 696	Internship 1.	6
CMDC 697	Internship 2.	6

OR

Project

Expand allContract all

Course	Title	Credits
CMDC 698	Applied Research Project 1.	6
CMDC 699	Applied Research Project 2.	6

Complementary Courses (18 credits)

6 credits to be chosen from the following:

Expand allContract all

Course	Title	Credits
CMDC 622	Current Trends in Multilingual Digital Communication.	3
CMDC 623	Ethics and Governance of Multilingual AI	3
CMDC 643	Technical Writing.	3
CMDC 646	Global Digital Communication and Localization Strategies.	3
CMDC 650	Multilingual Content Management in Enterprise Solutions.	3
CMDC 653	Data Structure for Language Professionals.	3

12 credits to be chosen from Stream 1 or Stream 2

Stream 1: Localized Global Communication (LGC)

Expand allContract all

Course	Title	Credits
CMDC 622	Current Trends in Multilingual Digital Communication.	3
CMDC 642	Social Media & Community Management in Multilingual Contexts.	3
CMDC 646	Global Digital Communication and Localization Strategies.	3
CMDC 652	Transcreation Lab	3

Stream 2: Multilingual Communication Technologies (MCT)

Expand allContract all

Course	Title	Credits
CMDC 623	Ethics and Governance of Multilingual AI	3
CMDC 645	Advanced Language Technology: Evaluation and Implementation.	3
CMDC 647	Translation and Large Language Models.	3
CMDC 650	Multilingual Content Management in Enterprise Solutions.	3

Public Administration and Governance (Gr. Cert.) (15 credits)

Offered by: Administration & Governance
Program credit weight: 15

Program Description

The online 15-credit Graduate Certificate in Public Administration and Governance focusses on the core competencies and tools, including: analyzing legal and ethical issues relevant to public services; providing leadership in equity, diversity, and inclusion practices in the workplace; building processes and systems in public organizations; and responding as appropriate to current issues and practices that affect day-to-day operations and decision-making.

Required Courses (9 credits)

Expand allContract all

Course	Title	Credits
CORG 651	Behaviour in Organizations.	3
CPAG 610	Current Issues in Public Sector Management.	3
CPAG 615	Public Regulations and Ethics in the Public Sector.	3

Complementary Courses (6 credits)

6 credits from:

Expand allContract all

Course	Title	Credits
CGM2 610	Project Management: Tools and Techniques.	3
CPAG 600	Lean Operations in Public Services.	3
CPAG 620	Leadership and Governance in Public Organizations.	3
CPAG 625	Public Finance, Budgeting and Reporting.	3
CPL2 652	Strategic Management.	3

Or another 600-level course offered by the School of Continuing Studies and approved by the program adviser or academic unit.

Public Relations and Communication Management Practice (Gr. Cert.) (15 credits)

Offered by: Global & Strategic Comm.
Program credit weight: 15

Program Description

The online 15-credit Graduate Certificate in Public Relations and Communications Management Practice introduces the field of public relations to those interested in entering the field. It addresses the competencies needed to conceptualize and implement communications actions through traditional and digital platforms within a strategic frame. Areas of focus include public relations theory, written and visual content creation, internal communications and employee engagement, media and influencer relations, digital communications, and ethics.

Required Courses (12 credits)

Expand allContract all

Course	Title	Credits
CPRL 610	Public Relations Fundamentals and Theory .	3
CPRL 620	Content Creation for Public Relations.	3

CPRL 630	Internal Communications and Employee Engagement.	3
CPRL 631	Media and Influencer Relations .	3

Complementary Course (3 credits)

3 credits from:

Expand allContract all

Course	Title	Credits
CPRL 641	Ethics in Public Relations.	3
CPRL 644	Integrated Digital Communications.	3

Or 3 credits at the 600-level approved by the program adviser or academic unit.

Strategic Public Relations and Communications Management (Gr. Cert.) (15 credits)

Offered by: Global & Strategic Comm.
Program credit weight: 15

Program Description

The online 15-credit Graduate Certificate in Strategic Public Relations and Communications Management focuses on the competencies needed to strategize, advise on, conceptualize, implement and measure strategic communications efforts in various internal and external contexts according to ethical and professional codes and standards. This program is designed for those working in the field who want to advance their academic background and/or those who have obtained the Graduate Certificate in Public Relations and Communication Management Practice. It delves into areas of public relations specialization including corporate communication, media and influencer relations, communication strategy, and public relations measurement and analytics.

Required Courses (9 credits)

Expand allContract all

Course	Title	Credits
CPRL 633	Corporate and Organizational Communications.	3
CPRL 636	Public Relations Measurement, Data and Analytics .	3
CPRL 691	Communications Management and Strategy.	3

Complementary Courses (6 credits)

3 credits from the following courses:

Expand allContract all

Course	Title	Credits
CPRL 631	Media and Influencer Relations .	3
CPRL 690	Special Topics in PR and Communications Management.	3

3 credits from the following courses:

Expand allContract all

Course	Title	Credits
CPRL 641	Ethics in Public Relations.	3
CPRL 644	Integrated Digital Communications.	3

Or 3 credits at the 600-level approved by the program adviser or academic unit.

Other Programs

McGill Community for Lifelong Learning (MCLL)

MCLL is primarily for people of retirement age who want to continue learning for the joy of it, and share their knowledge, ideas, and experience with others. Whatever your interests or educational background, if you are intellectually curious, you will enjoy expanding your knowledge with others in a friendly and stimulating environment. You will also make new friends and have the satisfaction of being a student again in the surroundings of a university—with no exams!

Key to MCLL's sense of community is the commitment of members who, in addition to attending study groups, contribute their time in other ways. Members provide the team of moderators and lecturers, serve on the elected Council and committees, and take care of many administrative tasks.

The two cornerstones of learning at MCLL are peer learning and active participation. It is these principles that differentiate our programs from traditional university courses and classes. You will have the opportunity to choose from 30 to 50 study groups in a broad range of topics such as art, music, culture, literature, history, politics, health, and science. There are also workshops on computer skills.

Our home base is at 680 Sherbrooke Street West (corner University Street) in suite 229, part of the McGill downtown campus.

Location

McGill Community for Lifelong Learning
Telephone: 514-398-8234
Email: mcll.scs@mcgill.ca
Website: mcgill.ca/mcll (http://mcgill.ca/mcll)

Professional Development Certificates

Professional Development Certificates are non-credit micro-programs, which allow professionals who already have some experience in a specific industry or professional field to sharpen their professional skills and competencies, as well as validate them through academic recognition.

For admission requirements for any of the Professional Development Certificates and other important information, please refer to the Professional Development Certificates website (https://

www.mcgill.ca/continuingstudies/areas-study/professional-development-certificates).

Language Test Centre

For more information on proficiency testing please refer to the Language Test Centre website (https://www.mcgill.ca/continuingstudies/language-test-centre).

Other Non-Credit Activities

For more information about other non-credit activities, please visit the McGill School of Continuing Studies website (https://www.mcgill.ca/continuingstudies/areas-study).

Key Dates

These dates are a general guideline. See mcgill.ca/importantdates (https://www.mcgill.ca/importantdates/) for a complete list. Check Class Schedule (https://horizon.mcgill.ca/pban1/bwckschd.p_disp_dyn_sched) for the precise dates of your courses.

Application and Registration Dates

Description	Fall Term	Winter Term
Application deadline	**Canadian/Permanent Residents:** May 1, 2026	**Canadian/Permanent Residents:** September 1, 2026
	International Students: March 1, 2026	**International Students:** July 1, 2026
Registration using Minerva for courses and programs for returning program students	June 3, 2026	October 2, 2026
Registration using Minerva for returning Continuing Studies Special Students and newly admitted students for courses and programs	June 10, 2026	October 9, 2026
Deadline for students to register for courses without a late registration fee	August 31, 2026	January 5, 2027
Late registration period with late registration fee ($25 for Continuing Studies)	September 1–September 15, 2026	January 6–19, 2027
Course Change (drop/add) deadline (less $20)	September 9, 2026	January 19, 2027
Deadline to web withdraw (grade of “W”) with fee refund from Continuing Studies credit courses (less $20)	September 22, 2026	January 26, 2027
Deadline to withdraw from courses (grade of “W”) or University withdrawal (grade “W--”) with NO refund	October 27, 2026	February 23, 2027
Last day for students to request fee exemptions and to submit legal documents for proof of Canadian citizenship and proof of Quebec residency to the School of Continuing Studies. Documents received after this date will be updated for the following term only	December 4, 2026	April 14, 2027

Lectures, Examinations, and Holidays

Please refer to the Key Academic Dates website (https://www.mcgill.ca/importantdates/key-dates/) for specific dates for each term.