



School of Continuing Studies
Programs, Courses and University Regulations
2012-2013

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

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

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-
- 1 University Regulations and Resources (School of Continuing Studies), page 15
 - 1.1 General Policies and Information, page 15
 - 1.1.1 Authorization, Acknowledgement, and Consent, page 15
 - 1.1.2 Student Rights and Responsibilities, page 15
 - 1.1.3 Language Policy, page 15
 - 1.1.4 Academic Integrity, page 15
 - 1.1.5 University Student Assessment Policy, page 15
 - 1.1.6 Policy Concerning Access to Records, page 16
 - 1.1.7 Email Communication, page 16
 - 1.1.8 Responsible Use of McGill Information Technology Resources, page 16
 - 1.1.9 Non-smoking Policy, page 16
 - 1.1.10 Health Insurance – International Students, page 16
 - 1.1.11 Health Insurance – Canadian Residents, page 17
 - 1.1.12 Minerva, page 17
 - 1.1.13 myMcGill, page 18
 - 1.2 Personal Information, page 18
 - 1.2.1 Updating Personal Information, page 18
 - 1.2.2 Legal Documents: Why Does McGill Collect Legal Documents from You?, page 18
 - 1.2.3 Legal Documents: What Documents Does McGill Need from You?, page 19
 - 1.2.3.1 Fee Exemptions, page 20
 - 1.2.4 Legal Documents: Has McGill Received Your Documents?, page 20
 - 1.2.4.1 Quebec/Canadian/International Fees, page 20
 - 1.2.4.2 Permanent Code, page 20
 - 1.2.5 Legal Documents: What Are the Consequences of Not Providing Your Documents?, page 20
 - 1.2.6 Legal Documents: Where Do I Send my Documents?, page 20
 - 1.2.6.1 For the School of Continuing Studies, page 21
 - 1.2.7 Identification (ID) Cards, page 21
 - 1.2.7.1 ID Card Schedule for the Downtown Campus:, page 22
 - 1.2.7.2 ID Card Schedule for the Macdonald Campus:, page 22
 - 1.2.8 Name: Legal Name, page 22
 - 1.2.9 Name: Preferred First Name, page 22
 - 1.2.10 Name: Verification of Name, page 23
 - 1.3 Registration for Continuing Studies Students, page 23
 - 1.3.1 Who Can Use Minerva?, page 23
 - 1.3.2 How to Register Using Minerva, page 23
 - 1.3.3 Other Ways to Register, page 24
 - 1.3.3.1 In-Person Registration, page 24
 - 1.3.3.2 Registration for Short Courses, Seminars, and Workshops, page 25
 - 1.3.3.3 Registration by Proxy, page 25
 - 1.3.3.4 Registering by Mail, Fax, or by Web, page 25

-
- 1.3.4 Course Withdrawals and Refunds, page 25
 - 1.3.4.1 How to Change (Add/Drop/Withdraw) a Course, page 25
 - 1.3.4.2 Minerva Registration Schedule 2012–2013, page 26
 - 1.3.5 Effective Date for Refunds, page 26
 - 1.3.6 Classes with Limited Enrolment, page 26
 - 1.3.7 Registration in Courses Administered by Other Faculties, page 26
 - 1.3.8 Registration for Full-Time McGill Degree Students Taking Continuing Studies Courses, page 26
 - 1.3.9 Late Registration, page 27
 - 1.3.10 Course Information and Regulations: Class Schedule, page 27
 - 1.3.11 Course Information and Regulations, page 27
 - 1.3.12 Quebec Inter-University Transfer Agreement: McGill Students, page 27
 - 1.3.13 Quebec Inter-University Transfer Agreement: Visiting IUT Students, page 28
 - 1.3.14 Auditing of Courses, page 28
- 1.4 Fees for Continuing Studies Students, page 28
 - 1.4.1 Access to Fee Information, page 28
 - 1.4.2 Tuition Fees, page 28
 - 1.4.2.1 Quebec Students and Non-Quebec Students (Canadian or Permanent Resident), page 28
 - 1.4.2.2 International Students, page 28
 - 1.4.2.3 Tuition Fees for Continuing Studies Students: Fees for Non-Credit Courses, page 29
 - 1.4.2.4 Tuition Fees for Continuing Studies Students: Senior Citizens, page 29
 - 1.4.2.5 Tuition Assistance for McGill Staff, page 29
 - 1.4.2.6 Staff Dependent Waivers, page 29
 - 1.4.3 Compulsory Fees for Continuing Studies Students, page 29
 - 1.4.3.1 Administrative Charges, page 29
 - 1.4.4 Other Fees for Continuing Studies Students, page 30
 - 1.4.5 Billings and Due Dates for Continuing Studies Students, page 30
 - 1.4.6 Other Policies Related to Fees for Continuing Studies Students: Overdue Accounts, page 31
 - 1.4.7 Other Policies Related to Fees: Acceptance of Fees vs. Academic Standing, page 31
 - 1.4.8 Other Policies Related to Fees: Fees for Students in Two Programs, page 31
 - 1.4.9 Other Policies Related to Fees: Quebec Inter-University Transfer Agreements, page 31
 - 1.4.10 Deferred Fee Payment for Continuing Studies Students, page 32
 - 1.4.11 Loans and Bursaries for Continuing Studies Students, page 32
 - 1.4.12 Corporate Tax Benefits for Continuing Studies Students, page 32
 - 1.4.13 Tax Slips for Continuing Studies Students, page 32
 - 1.4.14 Payment Procedures, page 32
 - 1.5 Student Records, page 32
 - 1.5.1 Academic Standing, page 32
 - 1.5.1.1 Academic Standing: Faculties of Arts and Science (including B.A. & Sc.), page 32
 - 1.5.1.2 Academic Standing: Faculty of Engineering, page 34
 - 1.5.1.3 Academic Standing: Faculty of Law, page 35

-
- 1.5.1.4 Academic Standing: Continuing Studies, page 35
 - 1.5.2 Credit System, page 35
 - 1.5.3 Continuing Education Units (CE units), page 36
 - 1.5.4 Grading and Grade Point Averages (GPA) for Continuing Studies, page 36
 - 1.5.5 Other Grades for Continuing Studies, page 37
 - 1.5.6 Unexcused Absences for Continuing Studies Students, page 38
 - 1.5.7 Incomplete Courses for Continuing Studies, page 38
 - 1.5.8 Non-Evaluated Work for Continuing Studies Students, page 38
 - 1.5.9 Verification of Student Records: Unofficial Transcripts, page 38
 - 1.5.10 Changes to Student Records after Normal Deadlines, page 39
 - 1.5.10.1 Student Record Changes, page 39
 - 1.5.10.2 Registrar Deadlines, page 39
 - 1.5.10.3 Before Registrar Deadlines, page 39
 - 1.5.10.4 After Registrar Deadlines, page 39
 - 1.5.10.5 Fee Assessment Consequences, page 39
 - 1.5.10.6 Student's Citizenship and/or Immigration or Fee Exemption Status, page 39
 - 1.5.11 Transcript of Academic Record: Unofficial Transcripts, page 39
 - 1.5.12 Transcript of Academic Record: Official Transcripts, page 39
 - 1.5.13 Transcript of Academic Record: General Information, page 40
 - 1.5.14 Transcript of Academic Record: Course Numbering on the Transcript, page 40
 - 1.5.15 Letters of Attestation for Continuing Studies Students, page 40
 - 1.6 Examinations: General Information, page 40
 - 1.6.1 Class Tests, page 41
 - 1.6.2 Special Examination Facilities for the Disabled, page 41
 - 1.6.3 Credit by Examination, page 41
 - 1.6.4 Final Examinations, page 41
 - 1.6.4.1 University Regulations Concerning Final Examinations for Continuing Studies Students, page 41
 - 1.6.4.2 Deferred Examinations for Continuing Studies Students, page 42
 - 1.6.4.3 Examination Conflicts for Continuing Studies Students, page 42
 - 1.6.4.4 Supplemental Examinations, page 43
 - 1.6.4.5 Reassessments and Rereads for Continuing Studies Students, page 43
 - 1.6.5 Examinations: Invigilation (Exams from Other Universities), page 44
 - 1.6.5.1 The Cost, page 44
 - 1.6.5.2 Setting Up, page 44
 - 1.6.5.3 Mailing address for exams, page 44
 - 1.7 Graduation, page 44
 - 1.7.1 Graduation Honours: Dean's Honour List for Continuing Studies Students, page 45
 - 1.7.2 Graduation Honours: Distinction for Continuing Studies Students, page 45
 - 1.7.3 Apply to Graduate, page 45
 - 1.7.3.1 Deadlines:, page 45

-
- 1.7.4 Graduation Approval Query, page 46
 - 1.7.5 Replacing a Diploma, page 46
 - 1.7.5.1 Required Documents, page 46
 - 1.7.5.2 Making Your Request, page 46
 - 1.7.5.3 Certified Copies and Translations, page 46
 - 1.7.6 Language Requirements for Professions, page 47
 - 1.7.7 Awards for Continuing Studies Students, page 47
 - 1.8 Aegrotat Standing and Degree at McGill University, page 48
 - 1.9 Advising and the University Mission, page 48
 - 1.9.1 The Role of the Student in Advising for Continuing Studies Students, page 49
 - 1.9.2 Contact Information for Continuing Studies Advising, page 49
 - 1.10 Support for Students: Office of the Dean of Students, page 49
 - 1.11 Service Point, page 49
 - 1.12 Student Services, page 50
 - 1.12.1 Office of the Executive Director, Services for Students, page 50
 - 1.12.2 Office for Students with Disabilities, page 50
 - 1.12.3 Ombudsperson for Students, page 50
 - 1.12.4 Bookstore, page 51
 - 1.12.5 Computer Store, page 51
 - 1.12.6 Library Workshops, page 51
 - 1.12.7 Minerva Workstations for Continuing Studies Students, page 51
 - 1.12.8 Optional Student Services, page 51
 - 1.12.8.1 Optional Student Services Package for Continuing Studies Students, page 51
 - 1.12.8.2 Career Planning Service (CaPS) Package for Continuing Studies Students, page 52
 - 1.12.8.3 McGill Athletics Package for Continuing Studies Students, page 52
 - 1.12.8.4 Parking for Continuing Studies Students, page 52
 - 1.12.8.5 University Centre for Continuing Studies Students, page 53
 - 1.12.8.6 Tutorial Service for Continuing Studies Students, page 53
 - 1.13 The McGill Writing Centre, page 53
 - 1.13.1 Contact Information for The McGill Writing Centre, page 54
 - 1.14 For your Information Technology (IT) needs, page 54
 - 1.14.1 Logging In, page 55
 - 1.14.2 myMcGill (the University portal), page 55
 - 1.14.2.1 Browser compatibility, page 55
 - 1.14.3 myCourses, page 55
 - 1.14.4 Email, page 55
 - 1.14.5 Online Student Directory, page 55
 - 1.14.6 Getting Connected, page 55
 - 1.14.7 Safe Computing, page 56
 - 1.14.8 Set up your security questions in myMcGill, page 56

-
- 1.14.9 Need Help?, page 56
 - 1.14.9.1 Getting Help?, page 56
 - 1.15 Resources for Study and Research: Libraries, page 56
 - 1.16 Resources for Study and Research: University Archives, page 57
 - 1.17 Resources for Study and Research: Redpath Museum, page 57
 - 1.18 Resources for Study and Research: McCord Museum of Canadian History, page 57
 - 1.19 Resources for Study and Research: Lyman Entomological Museum and Research Laboratory, page 58
 - 1.20 Resources for Study and Research: Other Historical Collections, page 58
 - 1.21 The University, page 58
 - 1.21.1 History, page 58
 - 1.21.2 Incorporated and Affiliated Colleges, page 59
 - 1.21.2.1 Incorporated College, page 59
 - 1.21.2.2 Affiliated Theological Colleges, page 59
 - 1.21.3 University Government, page 59
 - 1.21.4 Recognition of Degrees, page 59
 - 1.21.5 Governance: Board of Governors, page 60
 - 1.21.5.1 The Visitor, page 60
 - 1.21.5.2 Board of Governors, page 60
 - 1.21.6 Governance: Members of Senate, page 61
 - 1.21.6.1 Ex-officio, page 61
 - 1.21.6.2 Elected Members, page 61
 - 1.21.7 Administration, page 61
 - 1.21.7.1 Deans, Directors of Schools and Libraries, page 62
 - 1.21.7.2 Student Governance: McGill Association of Continuing Education Students (MACES), page 63
- 2 About the School, page 63
 - 2.1 Dean's Message, page 63
 - 2.2 Key Dates, 2012–2013, page 63
 - 2.3 School of Continuing Studies Administration and Governance, page 65
 - 2.3.1 School of Continuing Studies, page 65
 - 2.3.2 Student Governance, page 66
 - 2.4 Lecturers, page 66
 - 2.5 Contact Us, page 75
 - 2.5.1 Academic Areas, page 76
 - 2.5.2 Office Hours, page 77
- 3 Getting Started, page 77
 - 3.1 Admission Requirements, page 77
 - 3.2 Programs of Study, page 77
 - 3.2.1 Undergraduate Programs, page 77
 - 3.2.1.1 Bachelor of Commerce (Part-Time), page 77
 - 3.2.1.2 Business and Professional Programs, page 77

-
- 3.2.1.3 Education Programs, page 78
 - 3.2.1.4 Language and Intercultural Communication, page 78
 - 3.2.1.5 Translation, page 78
 - 3.2.1.6 Spanish, page 78
 - 3.2.2 Graduate Programs, page 79
 - 3.2.2.1 Business and Professional Programs and Courses, page 79
 - 3.2.2.2 Education, page 80
 - 3.2.2.3 Translation, page 80
 - 3.2.2.4 Spanish, page 80
 - 3.3 Admission Procedures: Bachelor of Commerce (Part-Time), page 80
 - 3.4 Admission Procedures: Faculty of Education, Continuing Education Programs, page 80
 - 3.5 Admission Procedures: Continuing Studies Undergraduate Certificate and Graduate Certificate and Diploma Programs, page 81
 - 3.5.1 Application Fee, page 81
 - 3.5.2 Tracking the Status of Your Application, page 81
 - 3.5.3 Supporting Documents for Undergraduate Programs, page 81
 - 3.5.4 Supporting Documents for Graduate Programs, page 81
 - 3.5.5 Due Date for Documentation Requirements for McGill Applications, page 82
 - 3.5.6 What are Official Documents at McGill?, page 82
 - 3.6 Deferring or Declining Our Offer of Admission?, page 82
 - 3.7 Program Transfers, page 82
 - 3.8 Advanced Standing, page 82
 - 3.8.1 Post-Admission Requests for Advanced Standing, page 82
 - 3.8.2 Exemption by Examination (for Career and Professional Development Students), page 83
 - 3.9 International Students, page 83
 - 3.9.1 Application Procedures – International Students, page 83
 - 3.9.2 Immigration Procedures, page 83
 - 3.9.2.1 Temporary Resident Visa (Only for Intensive English or Intensive French Language Programs), page 84
 - 3.9.2.2 Study Permit, page 84
 - 3.9.2.3 Immigration Contacts, page 84
 - 3.10 Special Student Status: Undergraduate Courses, page 84
 - 3.10.1 Documents Required to Register for Undergraduate Courses, page 85
 - 3.11 Special Student Status: Graduate-Level Courses, page 85
 - 3.11.1 Documents Required to Register for Graduate-Level Courses, page 85
 - 3.12 Professional Associations, page 85
 - 3.13 Glossary, page 90
- 4 Areas of Study, page 91
- 4.1 Career and Professional Development, page 91
 - 4.1.1 Career and Professional Development at the School of Continuing Studies, page 91
 - 4.1.1.1 Location, page 91
 - 4.1.1.2 Administrative Officers, page 91

-
- 4.1.1.3 Professional Development and Job Opportunities, page 92
 - 4.1.2 Career and Professional Development (Undergraduate Certificate Programs, Part-Time B.Com.), page 92
 - 4.1.2.1 Certificate Programs, page 92
 - 4.1.2.2 Restricted Programs, page 103
 - 4.1.2.3 Bachelor of Commerce for Part-Time Students, page 105
 - 4.1.2.4 Bachelor of Commerce Part-Time Program Credit Structure, page 106
 - 4.1.2.5 Concentrations, page 108
 - 4.1.2.6 Majors, page 111
 - 4.1.2.7 About Admission Regulations for Certificate Programs, page 113
 - 4.1.2.8 Language Requirements for Professions, page 117
 - 4.1.3 Career and Professional Development (Graduate Programs, Diplomas, and Graduate Certificates), page 117
 - 4.1.3.1 Graduate Programs, page 117
 - 4.1.3.2 Academic Regulations, page 143
 - 4.1.3.3 Engineering – Graduate Level, page 147
 - 4.1.3.4 Language Requirements for Professions, page 147
 - 4.1.3.5 Career and Professional Development Programs with a Minimum CGPA Requirement, page 147
 - 4.1.4 Professional Development Courses (CE Units and Other), page 148
 - 4.1.4.1 Professional Development Opportunities, page 148
 - 4.1.4.2 General Information, page 148
 - 4.1.4.3 Course Offerings: Non-Credit Courses, page 149
 - 4.1.4.4 Professional Development Courses, page 149
 - 4.2 DELF/DALF, page 150
 - 4.2.1 DELF (Diplôme d'études en langue française) / DALF (Diplôme approfondi de langue française), page 150
 - 4.2.2 Location, page 150
 - 4.2.3 Administrator, page 151
 - 4.2.4 Introduction, page 151
 - 4.2.5 Diplôme d'études en langue française (DELF) / Diplôme approfondi de langue française (DALF), page 151
 - 4.3 Education, page 152
 - 4.3.1 Education (School of Continuing Studies) at McGill, page 152
 - 4.3.2 Location, page 152
 - 4.3.3 About Education Programs, page 152
 - 4.3.3.1 Programs for Professional Development in Education, page 153
 - 4.3.3.2 Admission Requirements and Procedures, page 153
 - 4.3.3.3 Professional Development Opportunities, page 153
 - 4.3.3.4 Bachelor of Education (Vocational) (90 credits), page 153
 - 4.3.3.5 Diploma in Human Relations and Family Life Education, page 153
 - 4.3.3.6 Graduate Certificate in Counselling Applied to Teaching, page 154
 - 4.3.3.7 Certificate in Inclusive Education, page 155
 - 4.3.3.8 Programs for First Nations and Inuit, page 156
 - 4.3.3.9 Academic Regulations, page 166

-
- 4.4 General Interest Courses, page 166
 - 4.4.1 General Interest Courses, page 166
 - 4.4.2 About Faculty Partnerships and Summer Studies, page 166
 - 4.4.3 Location, page 167
 - 4.4.4 Administrative Officers, page 167
 - 4.4.5 Professional Development Opportunities, page 167
 - 4.4.6 General Information, page 167
 - 4.4.6.1 Registration, page 167
 - 4.4.6.2 Fees, page 167
 - 4.4.6.3 Course Cancellations and Withdrawals, page 168
 - 4.4.7 Credit Offerings: Credit Courses, page 168
 - 4.4.8 Course Offerings: Non-Credit Courses, page 168
 - 4.5 Languages, page 168
 - 4.5.1 Languages at the School of Continuing Studies, page 168
 - 4.5.2 Location, page 168
 - 4.5.3 Administrative Officers, Language and Intercultural Communication, page 168
 - 4.5.4 The Language and Intercultural Communication Unit – English Language Programs, page 169
 - 4.5.4.1 Academic, Cultural, and Professional Development Opportunities, page 169
 - 4.5.4.2 Certificate of Proficiency – English for Professional Communication Overview, page 169
 - 4.5.4.3 Intensive English Program: Certificate of Proficiency in English – Language and Culture Overview , page 172
 - 4.5.5 Language and Intercultural Communication – French Language Programs, page 173
 - 4.5.5.1 Academic, Cultural, and Professional Development Opportunities, page 174
 - 4.5.5.2 Certificate of Proficiency – French for Professional Communication Overview, page 174
 - 4.5.5.3 Intensive French Program: Certificate of Proficiency in French – Language and Culture Overview, page 176
 - 4.5.6 Spanish Language Programs and Courses (Offered by Translation and Written Communication), page 178
 - 4.6 McGill Community for Lifelong Learning (MCLL), page 178
 - 4.6.1 The McGill Community for Lifelong Learning (MCLL), page 178
 - 4.6.2 Location, page 178
 - 4.6.3 Administrative Officer, page 179
 - 4.6.4 McGill Community for Lifelong Learning, page 179
 - 4.6.4.1 Study Group Subjects, page 179
 - 4.6.4.2 MCLL Schedule, page 179
 - 4.6.4.3 Self-Administration, page 179
 - 4.6.4.4 Social Events, page 179
 - 4.6.4.5 Membership Fees, page 180
 - 4.6.4.6 Registration, page 180
 - 4.7 Personal and Cultural Enrichment, page 180
 - 4.7.1 Personal and Cultural Enrichment (PACE), page 180
 - 4.7.2 CREOR Lecture Series, page 180
 - 4.8 Translation and Written Communication, page 180

-
- 4.8.1 Translation and Written Communication, page 180
 - 4.8.2 Location, page 181
 - 4.8.3 Administrative Officers, page 181
 - 4.8.4 About Translation and Written Communication Programs and Courses, page 181
 - 4.8.4.1 Professional Development and Job Opportunities, page 181
 - 4.8.4.2 Programs and Courses, page 181
 - 4.8.4.3 Spanish Language Programs and Courses, page 182
 - 4.8.4.4 Translation Programs, page 184
 - 4.9 The McGill Writing Centre, page 194
 - 4.9.1 The McGill Writing Centre, page 194
 - 4.9.1.1 Location, page 195
 - 4.9.1.2 Academic Staff, page 195

1 University Regulations and Resources (School of Continuing Studies)

1.1 General Policies and Information

Students must inform themselves of University rules and regulations and keep abreast of any changes that may occur. The *General Policies and Information* section of this publication contains important details required by students during their studies at McGill and should be periodically consulted, along with other sections and related publications.

1.1.1 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 Calendars 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.

1.1.2 Student Rights and Responsibilities

The *Handbook on Student Rights and Responsibilities* is produced jointly by the Office of the Dean of Students and the University Secretariat. It contains regulations and policies governing your rights and responsibilities as a student at McGill, and is available to you electronically at www.mcgill.ca/secretariat/policies/students.

To find out more about this topic, see: www.mcgill.ca/students/srr.

1.1.3 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 www.mcgill.ca/conted/langprg and the French Language Centre at www.mcgill.ca/flc, and in the publications *Programs, Courses and University Regulations > Faculties & Schools > Summer Studies* and *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies*. There are special language requirements for Faculty of Education students; see *Programs, Courses and University Regulations > Faculties & Schools > Faculty of Education*.



Note for Continuing Studies: For English language programs, see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > Languages > section 4.5.4: The Language and Intercultural Communication Unit – English Language Programs*.

1.1.4 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 *Fair Play*, the student guide to academic integrity available at www.mcgill.ca/students/srr/honest. There you will also find links to instructional tutorials and strategies to prevent cheating. The *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. You can find the *Code* in the *Handbook on Student Rights and Responsibilities* or at www.mcgill.ca/students/srr/publications.

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 16 of the *Code of Student Conduct and Disciplinary Procedures*.

The Office of the Dean of Students administers the academic integrity process as described in the *Handbook on Student Rights and Responsibilities*.

1.1.5 University Student Assessment Policy

The *University Student Assessment Policy* includes all disparate policies with regard to all types of student assessments. This policy is meant to protect students from excessive workloads, and to ensure that all students are treated equally.

This policy applies to undergraduate and graduate courses offered by the University that are evaluated by any form of assessment. Except where otherwise indicated, this policy applies to all faculties, including those which administer their own examinations.

You can consult the policy at [University Student Assessment Policy](#).

1.1.6 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.

In accordance with Quebec's *Act Respecting Access to Documents held by Public Bodies and the Protection of Personal Information* (the "Access Act"), personal information, including transcripts of academic records, may be released only with the student's authorization. When you apply to McGill, you authorize the University to release certain personal information (name, address, telephone number, email address, date of birth, program, and student status) to specific persons and bodies.

The following persons and bodies are included in your information release authorization:

1. Libraries of other Quebec universities with which McGill has reciprocal borrowing agreements (ID number and bar code may also be disclosed to those libraries)
2. *Ministère de l'Immigration et des Communautés culturelles* and/or the *Régie de l'assurance-maladie du Québec* and the *Ministère de l'Éducation, du Loisir et du Sport (MELS)*
3. The appropriate authorities involved with the external or internal funding of your student fees (financial records may also be disclosed to those authorities)
4. The Association of Universities and Colleges of Canada
5. The Association of Registrars of Universities and Colleges of Canada and the *Conférence des recteurs et des principaux des universités du Québec*, or the member institutions of these organizations, for the purpose of admissions operations and the production of statistics
6. The school(s) or college(s) that you attended
7. Students and alumni who have volunteered to speak with admitted students
8. Student Associations recognized by McGill University for the student category(ies) to which you belong
9. The McGill Alumni Association
10. Professional bodies or corporations (e.g., engineers, dentists)
11. McGill Network and Communications Services for the purposes of listing your McGill email address in an online email directory

If you do not want to authorize the University to disclose personal information to the organizations mentioned above in 8, 9, 10, and 11, you must complete and submit an *Opposition Form*, available at Service Point (www.mcgill.ca/students/servicepoint).

1.1.7 Email Communication

All students are assigned a McGill Email Address (usually in the form of `firstname.lastname@mcgill.ca`) and are given a McGill email mailbox. You can view your McGill Email Address and set your McGill Password on Minerva (www.mcgill.ca/minerva), under the *Personal Menu*.

Email sent to your McGill Email Address is an official means of communication between McGill University and its students. As with all official University communications, it is your responsibility to ensure you read and act upon University emails in a timely fashion. If you choose to forward University email to another email mailbox, it is your responsibility to ensure that the alternate email mailbox is valid.

You should read and familiarize yourself with the *Code of Conduct for Users of McGill Computing Facilities and Email Communications with Students* policies found under *Information Technology* on the University Secretariat website at www.mcgill.ca/secretariat/policies/informationtechnology. For more information on email for students, refer to www.mcgill.ca/it and see [section 1.14: For your Information Technology \(IT\) needs](#).



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.

1.1.8 Responsible Use of McGill Information Technology Resources

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 www.mcgill.ca/secretariat/policies/informationtechnology.

1.1.9 Non-smoking Policy

Quebec law prohibits smoking in public buildings. For more information, see www.mcgill.ca/adminhandbook/administrative-policies-and-procedures/smoking.

1.1.10 Health Insurance – International Students

By Senate regulation, all international students (full-time, part-time, half-time, additional session, Special, Exchange, and Visiting) and their accompanying dependants must participate in the University's compulsory International Student Health Insurance Plan. The University and the Quebec Ministry of Education require a copy of your proof of health insurance on file. **Students covered by private health insurance are not exempt from the McGill plan.** You must pick up an International Health Insurance card from Service Point upon your arrival at McGill University.

Students who meet certain criteria may be eligible for an *exemption*. If you believe you are eligible, you must submit an online exemption request on Minerva and present valid documentation proving eligibility to Service Point before the *deadline*.

Service Point
3415 McTavish Street
Montreal, Quebec H3A 0C8

For enrolment procedures and details on the health insurance plan and information concerning rates, consult the website: www.mcgill.ca/internationalstudents/health.

All inquiries related to this University policy must be directed to International Student Services:

International Health Insurance
Telephone: 514-398-6012
Email: international.health@mcgill.ca
Website: www.mcgill.ca/internationalstudents/health



Note for Continuing Studies: If you are registered in the Intensive English and/or the Intensive French programs, you should contact the Client Services Office, School of Continuing Studies, at 514-398-6200 for information on health insurance.

1.1.11 Health Insurance – Canadian Residents

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

If you are a Canadian student who has been living abroad, you may not be eligible for provincial health insurance coverage. To ensure adequate health insurance coverage, you may enrol in the group plan offered through International Student Services (www.mcgill.ca/internationalstudents/health/canadian-non-resident). Please note that this option is available only during the first month of each new semester at McGill.

All undergraduate students who pay tuition fees at either the Canadian or Quebec rates and who are members of the Students' Society of McGill University (SSMU) or the Macdonald Campus Students' Society (MCSS) are automatically covered by their applicable Students' Society's Health and Dental Plans. For details on fees, change of coverage dates, and on what is covered by the plans, refer to www.ihaveaplan.ca. If you're not sure of your eligibility, contact the Alliance pour la santé étudiante au Québec (ASEQ) at 514-789-8775 or 1-866-795-4435, Monday to Friday, from 9 a.m. to 5 p.m. (www.aseq.com).



Note for Continuing Studies: As a Continuing Studies student, you are not a member of SSMU or MCSS. Therefore, the coverage of the Students' Society's Health and Dental Plans is not applicable.

1.1.12 Minerva

Minerva is McGill's web-based information system serving applicants, students, staff, and faculty. To access Minerva, go to www.mcgill.ca/minerva and log in. 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 login information to access the Internet and email
- View your Permanent Code, citizenship, and Quebec residency status and fee information
- Update personal information such as address, telephone number, and emergency contacts
- 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

For information on logging in to the Minerva website, visit our IT Services website at www.mcgill.ca/it and select **Logins and Passwords**.

1.1.13 myMcGill

McGill's portal, *myMcGill*, gives students and staff a personalized interface to the University's information systems.

myMcGill is a collection of useful links and offers an integrated web experience with a single sign-on (SSO) to several McGill web systems. This allows you to access multiple McGill systems without being prompted for additional logins.

Systems that you can access through the portal are:

- Athletics
- Classroom A/V
- Exchange (email)
- FAMIS
- Gateway (www.mcgill.ca)
- InfoEd
- Library
- Minerva
- *myCourses* (WebCT)
- *myFuture*
- *myLab*

To log into *myMcGill*, click the *myMcGill* tab at the top-right corner of the McGill homepage (www.mcgill.ca) or go to <https://my.mcgill.ca>.

1.2 Personal Information

Students must inform themselves of University rules and regulations and keep abreast of any changes that may occur. The *Personal Information* section of this publication contains important details pertaining to nominative information, legal documents, ID Cards, as well as other topics, and should be consulted periodically.

1.2.1 Updating Personal Information

It is important to keep your official records up to date, especially your mailing or billing address, because these are used by the University year round. If your address information on file is invalid, incomplete, or missing, the University will hold your mail. Once you have provided a valid address, the University will resume sending your mail.

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

If you are away from campus and do not have access to the Internet, you can request changes by writing to your Student Affairs Office or to Service Point. Your written request must include your signature.

If you need to change important personal information that requires the University to verify official documents, such as a name or citizenship change, or correction of your birth date, you must go in person (as soon as possible) to Service Point, 3415 McTavish Street, Montreal, Quebec, H3A 0C8. Macdonald campus students can request changes in person at the Student Affairs Office, Laird Hall, Room 106.



Note for Continuing Studies: If you need to change important personal information that requires the University to verify official documents, such as a change to your name or citizenship, or correction of your birth date, you must go in person (as soon as possible) to the School of Continuing Studies Client Services Office. Such changes can only be made in person at the School of Continuing Studies, Client Services Office, 688 Sherbrooke Street West, Room 1199.

1.2.2 Legal Documents: Why Does McGill Collect Legal Documents from You?

Your tuition status at McGill will vary depending on your status in Canada. In order for us to determine your appropriate rate of tuition (Quebec, Canadian out-of-province, or international), we require legal documents confirming your current status. We also require these documents to confirm your valid citizenship/immigration status. To find out which documents you must provide, refer to: [section 1.2.3: Legal Documents: What Documents Does McGill Need from You?](#)

Some of the documents McGill requests of you help us obtain your **Permanent Code** from the Government of Quebec. This unique 12-character code is issued by the Quebec *Ministère de l'Éducation, du Loisir et du Sport* (MELS), and is obligatory for all students registered in a Quebec institution.

If you have previously attended school in Quebec, you already possess a Permanent Code, which can be found on your school report card or your CEGEP and/or university transcripts. After you have accepted the University's offer of admission, you can check on Minerva (under the *Personal Menu*) to see if McGill has received your Permanent Code.

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

1.2.3 Legal Documents: What Documents Does McGill Need from You?

Follow the instructions in the first row of this table that apply to you. **Send clear, legible copies of documents (not originals).**

Quebec 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 for your Canadian and/or Quebec status, based on McGill's records or as confirmed by the Quebec *Ministère de l'Éducation, du Loisir et du Sport* (MELS)

You have applied to McGill from another Quebec university

- Canadian birth certificate; or Canadian citizenship card (both sides of the card); or Certificate of Indian status card; or Makivik Society card; or valid Canadian Record of Permanent Resident status (Note 3); or valid Canadian Permanent Resident card (both sides of the card)
- For your Quebec residency status, **usually** no documents are required, unless McGill cannot confirm this from the Quebec *Ministère de l'Éducation, du Loisir et du Sport* (MELS)

You were born in Quebec

- Quebec **birth certificate** (Notes 1 and 5)
- Permanent Code Data Form (Notes 2 and 6)

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

- Canadian birth certificate; or Canadian citizenship card (both sides of the card); or Certificate of Indian status card; or Makivik Society card; or valid Canadian Record of Permanent Resident status (Note 3); or valid Canadian Permanent Resident card (both sides of the card)

- Permanent Code Data Form (Notes 2 and 6)

You are a Quebec resident as defined by one of the other situations outlined by the Quebec *Ministère de l'Éducation, du Loisir et du Sport* (MELS)

- Canadian birth certificate; or Canadian citizenship card (both sides of the card); or Certificate of Indian status card; or Makivik Society card; or valid Canadian Confirmation of Permanent Residence (Note 3); or valid Canadian Permanent Resident card (both sides of the card)
- Permanent Code Data Form (Notes 2 and 6)
- Attestation of Residency in Quebec Form (Note 6)
- **Other supporting documents**, depending on which situation you checked on the above Attestation of Residency Form

International Students

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)

- Visitors Permit issued at your port of entry into Canada by Citizenship and Immigration Canada
- Photo page of your passport and the page date-stamped by Citizenship and Immigration Canada at your port of entry
- Permanent Code Data Form (Notes 2 and 6)

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)

- Certificate of Acceptance of Quebec (CAQ)
- Permanent Code Data Form (Notes 2 and 6)
- Study Permit issued by Immigration Canada (Note 4)



Note 1: You may alternatively provide your Quebec baptismal certificate if it was issued **prior to January 1, 1994**, and clearly shows where you were born and that your baptism in Quebec occurred no more than four months after your date of birth.



Note 2: Your signed Permanent Code Data Form is usually required. If the names of your parents appear on your birth certificate, or if you have already provided McGill with your Permanent Code, you do not need to supply this form.



Note 3: Your valid Canadian Permanent Resident status can be proved by a copy of your Canadian Confirmation of Permanent Residence (IMM 5292) document or with your Canadian Permanent Resident card (copy of both sides required). 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 4: If you are a refugee, your Convention Refugee status document is required instead of a Study Permit.



Note 5: Usually McGill needs your birth certificate to prove your place of birth in Quebec. If you already have a valid Quebec Permanent Code, McGill will accept a copy of your valid Canadian passport that indicates your birth place as being within the province of Quebec, as proof that you qualify for Quebec residency.



Note 6: You can find links to download and print the Permanent Code Data and Attestation of Quebec Residency forms at www.mcgill.ca/legaldocuments/forms.

1.2.3.1 Fee Exemptions

Students in certain categories may be eligible to claim an exemption from the international rate of tuition fees according to the regulations set by the Quebec *Ministère de l'Éducation, du Loisir et du Sport* (MELS). These exemptions lower your fees to the Quebec rate of tuition. A list of categories and the required application form are available at www.mcgill.ca/legaldocuments.

1.2.4 Legal Documents: Has McGill Received Your Documents?

1.2.4.1 Quebec/Canadian/International Fees

Once McGill has received your documents, it usually takes one week to process them and update your file accordingly.

- Check your tuition status on the Minerva (www.mcgill.ca/minerva) Student Accounts menu: *Student Menu > Student Accounts Menu > View your Tuition and Legal 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 Quebec rate. For information on fees, see www.mcgill.ca/student-accounts.
- Electronic billing is the official means of delivering fee statements to all students; you may view your e-bill on Minerva. For more information, see the following website: www.mcgill.ca/student-accounts.

If you do not agree with your tuition status, notify McGill right away. If you provide additional documentation in support of your file after the last day of classes for the given term, McGill will be unable to accept your requested changes, or to update your tuition status rate for that term.

1.2.4.2 Permanent Code

The Quebec *Ministère de l'Éducation, du Loisir et du Sport* (MELS) usually takes one to four weeks to verify or issue your Permanent Code.

- 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 [section 1.2.3: Legal Documents: What Documents Does McGill Need from You?](#) or the Quebec *Ministère de l'Éducation, du Loisir et du Sport* (MELS) has not yet confirmed that your documents are sufficient to create a Permanent Code.

1.2.5 Legal Documents: What Are the Consequences of Not Providing Your Documents?

The deadline to submit documents in support of a change to your tuition status is the last day of classes for the current term.

McGill will not produce your ID card until all of your legal documents have been received. Your ID card is essential to the use of many services on campus, and to take your final exams.

If we are missing the required legal documents, a hold will be added to your record preventing you from registering or dropping any courses, and from obtaining your official transcript.

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

If your tuition status is changed and your fees are reduced as a result of the document review process, McGill will waive the difference on any accumulated late payment or interest charges.

1.2.6 Legal Documents: Where Do I Send my Documents?

You must send in all your documents after you have been accepted to McGill but before the start of classes. **Do not send originals.** Email or mail clear and legible copies of your documents. Write your McGill student ID on 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. Refer to www.mcgill.ca/legaldocuments for further details.

By Email:

Follow these steps to submit your legal documents electronically.

1. Save the attached file in an accepted format.

Standard PDF (.pdf) – encrypted PDFs will not be accepted.
Tagged image format (.tif, .tiff for scanned images).

Ensure that you save your documents properly in one of the above formats—do not just rename the file extension. Due to the possibility of computer viruses, McGill does **not** accept Microsoft Word documents (.doc), hypertext files (.htm, .html), JPG, GIF, or any other format.

- 2. Ensure that the resolution used is at least 300 dpi (dots per inch) for an electronic replica (scan) of documentation (e.g., a scan of your birth certificate). The preferred file size is 100KB per image.**
- 3. Address your email to legaldocumentation@mcgill.ca and attach your relevant scanned document(s).** Attach the file(s) to your email; do not include the documents in the body of your email.
- 4. Put your First Name, Last Name, and McGill ID number in the subject line of your email.**

Note: Individual email size (including your attachments) should not exceed 5 MB (5120 KB).

By Mail or Courier:

Enrolment Services
Documentation Centre
688 Sherbrooke Street West, Suite 760
Montreal, QC H3A 3R1 CANADA

In Person:

Service Point
3415 McTavish Street
Montreal, Quebec H3A 0C8

If there is a problem with your documents, contact:

Telephone: 514-398-7878
Email: <http://webforms.mcgill.ca/servicepoint/request.asp>

1.2.6.1 For the School of Continuing Studies

By Mail or in Person:

McGill University
The School of Continuing Studies, Client Services Office
688 Sherbrooke Street West
11th Floor
Montreal, QC H3A 3R1

By Fax:

514-398-2650

If there is a problem with your documents, contact Client Services at:

Telephone: 514-398-6200
Email: info.conted@mcgill.ca; legaldocuments.conted@mcgill.ca

1.2.7 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.

To receive your ID card you must be a registered student, while also providing your Permanent Code information and proof of legal status in Canada (for a list of acceptable documents, see [section 1.2.3: Legal Documents: What Documents Does McGill Need from You?](#)).

ID cards will not be issued if any of your legal documents are missing.

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 attach your ID card to the withdrawal form or 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 at least three hours after you have registered before applying for your 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 as long as you hand in the ID card.
- If you change programs or faculties, there is no charge as long as you hand in the ID card.
- If your card has been lost, stolen, or damaged, there is a \$25 replacement fee.
- If you need security access to labs or other facilities, see www.mcgill.ca/security/services-0/access-control.

1.2.7.1 ID Card Schedule for the Downtown Campus:

The locations and opening hours of ID card centres can be found on the Student Information website at www.mcgill.ca/students.

- **Quebec CEGEP students** can obtain their ID cards as of June 6, 2012.
- **Canadian and International students** can obtain their ID cards as of July 26, 2012.

1.2.7.2 ID Card Schedule for the Macdonald Campus:

Registered students can obtain an ID card from June 11, 2012.

Student Affairs Office, Room 106, Laird Hall

Office hours:

Monday through Friday – 9:00 a.m. to 4:00 p.m.

Friday throughout the summer – 9:00 a.m. to 3:00 p.m.

Closed for Monday, June 25, and Monday, July 2



Note for Continuing Studies: You must allow at least one day after you have registered before applying for your ID card. You will not be issued an ID card if you have fees owing. You may obtain your ID card at the Client Services Office of the School of Continuing Studies. 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.

1.2.8 Name: Legal Name

This is the name that will appear on your degree, diploma, or certificate on graduation, and on your transcript. It is also used by the Quebec *Ministère de l'Éducation, du Loisir et du Sport* (MELS) to create a Permanent Code.

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

1. Canadian birth certificate
2. Canadian Immigration Record of Landing (IMM 1000 or IMM 5292 and Permanent Residence card, both sides)
3. Canadian Immigration Study or Work Permit document
4. Certificate of Acceptance of Quebec (CAQ)
5. International passport (for Canadians, a Canadian citizenship card is required. Note that a Canadian passport is not acceptable.)
6. Letter from international student's consulate or embassy in Canada
7. Marriage certificate issued outside of Quebec (translated into English or French by a sworn officer if in another language). Note that Quebec marriage certificates are only acceptable if issued prior to 1984.
8. Certificate of Name Change issued by the Quebec *Directeur de l'état civil*

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.

1.2.9 Name: Preferred First Name

You can provide a preferred first name on your application for admission or, once admitted, on Minerva (www.mcgill.ca/minerva), under the *Personal Menu*. From the *Personal Menu*, select *Name Change* and you will be able to add/modify this field.

Your preferred first name appears on class lists (in parentheses beside your legal name) for use by instructors. Note that your legal name will continue to appear on your transcript and diploma.

You can request to have your preferred first name display as part of your McGill Email Address by submitting a change to Network and Communication Services via REGGIE (www.mcgill.ca/reggie). For more information, see www.mcgill.ca/students/records/address.

1.2.10 Name: Verification of Name

You should verify the accuracy of your name on McGill's student records via Minerva (www.mcgill.ca/minerva). To do this, go to *Personal Menu > Name Change*, where you can make minor corrections such as changing case (upper/lower), adding accents, and spacing.

Note that you cannot change the name on your record via Minerva. Requests for such changes must be made by presenting official documents (see [section 1.2.8: Name: Legal Name](#) and [section 1.2.9: Name: Preferred First Name](#)) in person at Service Point, 3415 McTavish Street, Montreal, Quebec, H3A 0C8.



Note for Continuing Studies: Requests for such changes must be made by presenting official documents (see [section 1.2.8: Name: Legal Name](#)) in person at the Client Services Office, School of Continuing Studies.

1.3 Registration for Continuing Studies Students

Most students in Continuing Studies must register using [Minerva](#), during the registration periods published in *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > section 2.2: Key Dates, 2012–2013* and at www.mcgill.ca/importantdates.

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 of \$25. 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 adviser.

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

The School publishes an **Important Dates Supplement** 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.

1.3.1 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 adviser and register in person (see [section 1.3.3.1: In-Person Registration](#)).

1.3.2 How to Register Using Minerva

Go to [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 [section 1.3.4.2: Minerva Registration Schedule 2012–2013](#).

Before Going to Minerva:

- Read the timetable and registration instructions carefully. Not all courses are offered each term. Keep this in mind when selecting your courses. You can only register for one term at a time.
- See an Adviser. 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 adviser, 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 Student Affairs Office at 514-398-6200. If you have problems using Minerva, 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](#) login page. If you are unable to reset your PIN, call the Minerva Help Line at 514-398-7878.

1.3.3 Other Ways to Register

1.3.3.1 In-Person Registration

If you are a new Special Student, or if you are unable to register using Minerva for any reason, you must register in person. This service is by appointment only. Call for an appointment: 514-398-2900.

 **Note:** A registration appointment is not the same as an appointment to see an adviser. If you wish to meet with one of our advisers, please call for a separate appointment (see [section 1.9.2: Contact Information for Continuing Studies Advising](#)).

As of July 4	for Fall term
As of October 29	for Winter term
As of March 11	for the Spring/Summer term

If you are required to take a Language Classification test, schedule an appointment at least two days after your test.

What to Bring to In-Person Registration:

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 [section 1.2.2: Legal Documents: Why Does McGill Collect Legal Documents from You?](#)

New Special Students

(See *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > section 3.10: Special Student Status: Undergraduate Courses* and [section 3.11: Special Student Status: Graduate-Level Courses](#).)

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 [section 1.2.2: Legal Documents: Why Does McGill Collect Legal Documents from You?](#).
2. Your Permanent Code from the Government of Quebec (see [section 1.2.2: Legal Documents: Why Does McGill Collect Legal Documents from You?](#)).
3. Proof of satisfactory completion of prerequisite courses.
4. Proof of proficiency in English, if applicable (see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Career and Professional Development > Career and Professional Development (Undergraduate Certificate Programs, Part-Time B.Com.) > About Admission Regulations for Certificate Programs > section 4.1.2.7.2: Proof of Proficiency in English*).

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 et des Communautés culturelles*.
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 *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Career and Professional Development > Career and Professional Development (Graduate Programs, Diplomas and Graduate Certificates) > Academic Regulations > section 4.1.3.2.2: Proof of Proficiency in English*).

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

For *Translation and Written Communication*, see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > Translation and Written Communication > About Translation and Written Communication Programs and Courses > Translation Programs > section 4.8.4.4.1.6: Translation Programs: General Academic Requirements*.

International Students

In addition to the above, international students should bring:

1. A completed Study Plan



Note: Once accepted 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 Client Services at 514-398-6200 or send an email to info.conted@mcgill.ca.

2. A Study Permit and Certificate of Acceptance of Quebec (CAQ), or other proof of immigration status (see [section 1.2.2: Legal Documents: Why Does McGill Collect Legal Documents from You?](#))
3. Valid passport
4. Your Health Insurance Number (If not purchased, you must do so at the Brown Student Services Building, 3600 McTavish, before registration.)

1.3.3.2 Registration for Short Courses, Seminars, and Workshops

For registration in the following areas, please see the appropriate academic area in the *Programs, Courses and University Regulations* publication:

[section 1.1: General Policies and Information](#)

[section 4.1.4: Professional Development Courses \(CE Units and Other\)](#)

[section 4.6.1: The McGill Community for Lifelong Learning \(MCLL\)](#)

1.3.3.3 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 www.mcgill.ca/coned/students/forms. 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 [section 1.3.3.1: In-Person Registration](#)).

1.3.3.4 Registering by Mail, Fax, or by Web

If you are registering for courses, workshops, or seminars offered by *Career and Professional Development* or by *Faculty Partnerships and Summer Studies*, refer to the specific course on the website at www.mcgill.ca/coned/prodep. In some cases, you may be able to register by mail, fax, or via web.

1.3.4 Course Withdrawals 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.

1.3.4.1 How to Change (Add/Drop/Withdraw) a Course

1.3.4.1.1 How to Add/Drop a Course

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

- Online using Minerva (*Registration Menu*)
- In person by completing a "Course Change Form" available at www.mcgill.ca/coned/students/forms and bringing it to the Client Services Office

You can change sections, add, and drop courses only during the add/drop period. You will be charged a \$20 administrative fee for each course dropped. Refer to the *Important Dates Supplement* for specific add/drop dates. Courses dropped before and during the Late Registration and add/drop period will not show on your record.

1.3.4.1.2 How to Withdraw From a Course – Grade of "W"

You can withdraw from a course in one of two ways:

- Online using Minerva (*Registration Menu*)
- In person by completing a "Request for Course Withdrawal Form" available at www.mcgill.ca/coned/students/forms 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.

It is very important that you take note of the deadlines for obtaining a refund.

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" in GPA calculations.

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

1.3.4.2 Minerva Registration Schedule 2012–2013

Registration	Fall	Winter
Returning students	June 12 to September 4	October 11 to January 7
Newly admitted students	June 19 to September 4	October 18 to January 7
Returning Special Students	June 19 to September 4	October 18 to January 7
Late Registration and Add/Drop Period		
	Fall	Winter
All students except for those in <i>Professional Development</i> and non-credit <i>Faculty Partnerships</i> and <i>Summer Studies</i> courses	September 5 to September 18	January 8 to January 22

1.3.5 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 www.mcgill.ca/importandates for deadlines that apply to your faculty.

Refund Request

To make a request for a refund, log into 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.

1.3.6 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.

1.3.7 Registration in 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 Adviser. 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.

1.3.8 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 Continuing Studies course for interest or personal development, you can register using Minerva. With the exception of some Professional Development courses and some Faculty Partnerships and 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.



Note: English and French language courses offered by the School of Continuing Studies are not available to full-time McGill degree students.

1.3.9 Late Registration

You can register late provided there are spaces available in the course after the regular registration period. The late registration period is indicated in the **Important Dates Supplement** at www.mcgill.ca/conted or in *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > section 2.2: Key Dates, 2012–2013*. You will be charged a late registration fee of \$25, whether you registered on Minerva or in person.

1.3.10 Course Information and Regulations: Class Schedule

Class Schedule for the upcoming Fall and Winter terms normally becomes available in March prior to the opening of advising at www.mcgill.ca/study. The Summer term schedule is normally published in early February. Class Schedule includes the days and times when courses are offered, class locations, names of instructors, and related information. You can also access the details of scheduled courses by clicking the CRN (course reference number) that appears with each course section shown in Class Schedule.

You should make a note of any preregistration requirements for a course, such as placement tests or departmental approval/permission required.

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

1.3.11 Course Information and Regulations

Students are advised to also refer to *Programs, Courses and University Regulations > University Regulations and Resources > Undergraduate > : Registration and section 1.5: Student Records*.

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.

At the time this publication was finalized, new courses and modifications to some existing courses were under consideration. Students preparing to register are advised to consult Class Schedule on the web at www.mcgill.ca/students/courses for the most up-to-date information on courses to be offered in 2012–2013.

Not all courses listed are offered every year.

1.3.12 Quebec Inter-University Transfer Agreement: McGill Students

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

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 three, or in some cases six, **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. 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 in order to qualify for a McGill degree (you should 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 eligibility for continuation or renewal of your award(s).

You must initiate an online Quebec Inter-University Transfer (IUT) application to request the required authorizations at www.mcgill.ca/students/transfercredit/current/iut. 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 course that was approved. 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 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.

1.3.13 Quebec Inter-University Transfer Agreement: Visiting IUT Students

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

If you are a student at another Quebec university and you want to take courses at McGill using the Quebec Inter-University Transfer (IUT) agreement, you must initiate an online application to request the required authorizations at www.mcgill.ca/students/transfercredit/current/iut. You should also refer to your home university 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 course that was approved. At McGill, you have to register on Minerva (www.mcgill.ca/minerva). You will be informed via email of the necessary registration steps once your application has been approved. **You must allow sufficient time to complete and submit your electronic application, because you are responsible for adhering to all McGill'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 on Minerva AND submit this change on the online Quebec Inter-University Transfer (IUT) application.

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



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 (see *Programs, Courses and University Regulations > University Regulations and Resources > Continuing Studies > Registration for Continuing Studies Students > section 1.3.3.1: In-Person Registration*).

1.3.14 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."

1.4 Fees for Continuing Studies Students

The University reserves the right to make changes without notice in the published scale of fees. Please consult the Student Accounts website at www.mcgill.ca/student-accounts/tuition-fees. The University will publish this schedule as soon as the fees for the 2012–2013 academic year are announced.

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

1.4.1 Access to Fee Information

You can view your *Account Summary by Term* on Minerva. The Fall 2012 term fees will be accessible as of August 1.

1.4.2 Tuition Fees

Tuition rates are subject to change each academic year. Please access the *Schedule of Fees* at www.mcgill.ca/student-accounts. The 2012–2013 schedule of fees is updated as soon as the rates are known.

1.4.2.1 Quebec Students and Non-Quebec Students (Canadian or Permanent Resident)

In accordance with provincial government requirements, students must provide proof that they qualify for assessment of fees at the Quebec or non-Quebec Canadian rates; see www.mcgill.ca/legaldocuments for details. In certain cases, non-Quebec Canadian students pay the same rate of tuition as Quebec students—for further information about these exceptions, see the *Student Accounts* website under *Tuition and Fees > General Information*.



Note: Students who are required to submit appropriate documentation and do not do so by the stipulated deadlines (December 1st – Fall; April 1st – Winter) are billed at the non-Quebec Canadian or the international rate, depending on the documentation submitted. Should your tuition status be changed during the evaluation period, any late payment and/or interest charges accumulated on the difference between the Quebec and Canadian tuition rates will also be waived.

1.4.2.2 International Students

Exemption from International Tuition Fees may be claimed by students in certain categories. Such students, if eligible, are then assessed at the Quebec student rate (certain categories may be assessed at the Canadian tuition rate). These categories and the required documentation for each of them, may be

viewed at www.mcgill.ca/legaldocuments. Further information regarding these reductions of International Tuition Fees by the Quebec government is available on the *Student Accounts* website under *Tuition and Fees > General Information*.

For more information concerning Fee Exemptions, contact Service Point at www.mcgill.ca/students/records/contact.

1.4.2.3 Tuition Fees for Continuing Studies Students: 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 [section 1.3.11: Course Information and Regulations](#) or on the Continuing Studies website at www.mcgill.ca/conted. The MACES fee is included where applicable (see [section 1.21.7.2: Student Governance: McGill Association of Continuing Education Students \(MACES\)](#)).

1.4.2.4 Tuition Fees for Continuing Studies Students: 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: Intensive English and Intensive French, special programs in *Faculty Partnerships and Summer Studies*, and *Career and Professional Development* 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.

1.4.2.5 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 www.mcgill.ca/benefits/forms. Here you can complete an online request form as you register. Should you not successfully complete the courses as detailed in the policy, the exemption will be cancelled and you will be required to pay these fees according to regular payment deadlines.

1.4.2.6 Staff Dependent Waivers

Students who are dependents of staff members or pensioners may qualify for a fee reduction. You may download the application form from www.mcgill.ca/benefits/forms and forward the completed form either by email to student.accounts@mcgill.ca or fax to Student Accounts at 514-398-2656.

The fee reduction will be credited to your McGill fee account once eligibility has been confirmed and all appropriate signatures have been obtained. 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 www.mcgill.ca/adminhandbook/personnel/stafftuition.

1.4.3 Compulsory Fees for Continuing Studies Students

McGill Association of Continuing Education Students (MACES)

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).

Exceptions

1. Students in short courses, seminars, and workshops that are not recorded on the official McGill transcript are not members of MACES and are not assessed the MACES fee.
2. The MACES fee does not apply to students who are already members of the McGill Student's Society, except in certain cases where the student is in more than one program. For further information about MACES, see [section 1.21.7.2: Student Governance: McGill Association of Continuing Education Students \(MACES\)](#).

1.4.3.1 Administrative Charges

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

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

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

Transcripts and Diploma Charge – The University charges a transcripts and diploma fee to all students which entitles you to order transcripts free of charge as well as covers the costs of your graduation.

Copyright Fee – All students in courses and programs are charged the copyright fee, which covers the cost of the annual fee that all Quebec universities are required to pay to Copibec (a consortium that protects the interests of authors and editors) for the right to photocopy materials protected by copyright.

Revision, April 2012. Start of revision.

General Administrative Charge – As per the Quebec government's regulation on administrative fee increases, the University is permitted to increase this fee by no more than \$15.00 per Fall/Winter term and \$7.50 per Summer term. In accordance with this regulation, the fee in Summer 2012 will be \$22.50 and in Fall/Winter a maximum of \$45.00. A portion of this amount (up to \$3.00 per Fall/Winter term) is directed to Athletics (except in the School of Continuing Studies). As a result, students may see a decrease in their General Administrative Charge to take into account their additional contribution to Athletics. The other Administrative charges (Registration Charge, Information Technology Charge, Transcripts and Diploma Charge, and the Copyright Fee) will therefore not be subject to increases.

You may access the schedule of fees at www.mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/society-services-and-administrative-fees.

Revision, April 2012. End of revision.

1.4.4 Other Fees for Continuing Studies Students

Other Fees

International Student Health and Accident Plan (compulsory) (based on 2011–12 rates)

Single	\$651
Dependant	\$1,869
Family (one student with two or more dependants)	\$3,549
Application for Admission (credit programs)	\$65
Late Registration (non-refundable)	\$25
Language Placement Test \$25	\$25
Course Transfer	\$20
Course dropped prior to refund deadline	\$20
Re-reading an Examination Paper (refundable if the letter grade is increased)	\$35
Supplemental Examinations	\$35
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 \$35

Cheque Refund charge:

on balances less than \$100	\$5
on balances \$100 and over	\$10

Reinstatement Penalty (see [Section 1.4.6: Other Policies Related to Fees for Continuing Studies Students: Overdue Accounts](#)) \$150

Rescheduled Examinations \$30

Exemption by Examination \$50

Comprehensive Challenge Examination (English and French Language Programs) \$100

McGill School of Continuing Studies Test of English Language Proficiency (TELTP) \$100

Intensive Language Programs

Application Fee \$80

Course cancellation prior to refund deadline \$200

1.4.5 Billings and Due Dates for Continuing Studies Students

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 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 [section 1.4.4: Other Fees for Continuing Studies Students](#).

1.4.6 Other Policies Related to Fees for Continuing Studies Students: 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.

Interest: Interest is charged on overdue balances at the monthly rate of 1.24%, multiplied by the balance outstanding at the end of the month (14.88% annually). The rate is evaluated each Spring, and then is set for the following academic year.

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 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 account 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 (Brown Student Services Building, Room 3200; 514-398-6013) to discuss the possibility of obtaining financial aid.

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

In accordance with the fee policy stated in "Overdue Accounts," 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, before the University cancels your registration for non-payment. 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 (www.mcgill.ca/files/student-accounts/RequestforReinstatementForm.pdf) and submit it to the Student Accounts Office, which will forward it to Enrolment Services for approval and processing. There is a \$150 charge for reinstatement.

1.4.7 Other Policies Related to Fees: 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 www.mcgill.ca/student-accounts.

1.4.8 Other Policies Related to Fees: Fees for Students in Two Programs

Students in two programs normally are billed additional fees for their second program. Depending on the level of the two programs (e.g., one at the undergraduate 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 www.mcgill.ca/student-accounts 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.

1.4.9 Other Policies Related to Fees: Quebec Inter-University Transfer Agreements

If you are taking courses as part of the Quebec Inter-University Transfer (IUT) agreement, you are required to pay the fees at your home university; see [section 1.3.12: Quebec Inter-University Transfer Agreement: McGill Students](#). The agreement covers only the transfer of academic credits.

International students in undergraduate programs are not usually permitted to take IUT courses.

IUT students taking courses at McGill are required to pay additional course charges that are compulsory upon registration, such as special activity charges, course material costs, or campus printing charges. Therefore, IUT students should familiarize themselves with e-billing in [section 1.4.5: Billings and Due Dates for Continuing Studies Students](#) to ensure that they do not miss critical payment deadlines.

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

1.4.10 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 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.**

1.4.11 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 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.

1.4.12 Corporate Tax Benefits for Continuing Studies Students

McGill University is recognized by the *Ministère 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.net/anglais.

1.4.13 Tax Slips for Continuing Studies Students

T4A (RL-1), T2202A and Relevé 8 slips are issued on Minerva under the *Student Accounts Menu* by the end of February each year. Note that a social insurance number as well as 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 www.mcgill.ca/student-accounts/your-account/tax-information.

1.4.14 Payment Procedures

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

1.5 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 and grade point averages (GPA), and transcripts, as well as other topics, and should be periodically consulted.

1.5.1 Academic Standing

You enter the University in Satisfactory Standing, and your Academic Standing is determined soon after the end of a term based on your faculty's regulations. 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 must apply to your faculty for readmission. Consult the appropriate section of this publication for the regulations on Academic Standing for your faculty.



Note for Continuing Studies: If you are in Unsatisfactory Standing, you must apply to the Appeals Committee of your academic area.

1.5.1.1 Academic Standing: Faculties of Arts and Science (including B.A. & Sc.)

Your Academic Standing is based primarily on your cumulative grade point average (CGPA), but may also be affected by your term grade point average (TGPA). The Standing in each term determines if you are allowed to continue your studies in the next term, and if any conditions will be attached to your registration.

Decisions about Academic Standing in the Fall term are based only on grades that are available in January, i.e., if you have deferred examinations or Fall/Winter spanned courses, grades for those courses don't affect your Fall Academic Standing—they will only affect your Fall TGPA. Therefore, Academic Standings for the Fall term are designated as *Interim*. Note that Interim Standings do not appear on your official transcript. Consult the appropriate section of this publication for the regulations on Interim Standing decisions.

1.5.1.1.1 Satisfactory/Interim Satisfactory Standing: Faculties of Arts and Science (including B.A. & Sc.)

If you are in Interim Satisfactory or Satisfactory Standing:

- you may continue in your program;
- you have a CGPA of 2.00 or greater.

1.5.1.1.2 Probationary/Interim Probationary Standing: Faculties of Arts and Science (including B.A. & Sc.)

If you are in Interim Probationary Standing (at the end of the Fall term):

- you may continue in your program;
- you should evaluate your course load and reduce it as appropriate;
- you are strongly advised to consult a departmental adviser, before withdrawal deadlines about your course selection for the Winter term;
- you should see your Faculty adviser to discuss degree planning.

If you are in Probationary Standing:

- you may continue in your program;
- you must carry a reduced load (maximum 14 credits per term);
- you must raise your CGPA to return to Satisfactory Standing;
- you should see your departmental adviser about your course selection;
- you should see your Faculty adviser to discuss degree planning.

You will be placed in Probationary Standing:

- if your CGPA falls between 1.50 and 1.99 and if you were previously in Satisfactory Standing;
- if your CGPA falls between 1.50 and 1.99 and your TGPA in Fall or Winter is 2.50 or higher, and if you were previously in probationary or Interim Unsatisfactory Standing;
- if you were previously in Unsatisfactory Readmitted Standing and have satisfied the relevant conditions specified in your letter of readmission, but your CGPA is still less than 2.00.

1.5.1.1.3 Unsatisfactory Readmitted Standing: Faculties of Arts and Science (including B.A. & Sc.)

If you are in Unsatisfactory Readmitted Standing:

- you were previously in Unsatisfactory Standing and were readmitted by your Faculty or the Committee on Student Standing;
- you must meet the conditions specified in your letter of readmission to be allowed to continue in your program;
- you should see your departmental adviser to discuss your course selection;
- you should see your Faculty adviser to discuss degree planning.

1.5.1.1.4 Unsatisfactory/Interim Unsatisfactory Standing: Faculties of Arts and Science (including B.A. & Sc.)

If you are in Interim Unsatisfactory Standing (at the end of the Fall term):

- you may continue in your program;
- you should evaluate your course load and reduce it as appropriate;
- you are strongly advised to consult an academic adviser, before withdrawal deadlines, about your course selection;
- you should see your Faculty adviser to discuss degree planning.

If you are in Unsatisfactory Standing:

- you have failed to meet the minimum standards set by the faculties;
- you may not continue in your program, and your registration will be cancelled.

You will be placed in Unsatisfactory Standing:

- if your CGPA falls or remains below 1.50;
- if your TGPA in the Fall or Winter falls below 2.50 and your CGPA is below 2.00 and if you were previously in Probationary, Unsatisfactory Readmitted, or Interim Unsatisfactory Standing;
- if you were previously in Unsatisfactory Standing and were readmitted by the Faculty or the Committee on Student Standing but have not satisfied the conditions specified in the letter of readmission.

Appeals for readmission by students in Unsatisfactory Standing should be received no later than July 15 for readmission to the Fall term, November 15 for the Winter term, and June 10 for the Summer term. Readmission will be considered only when proof of extenuating circumstances that affected academic performance can be provided (e.g., medical or other documentation). If you are in Unsatisfactory Standing for the second time, you must withdraw permanently.

Normally, supplemental examinations are not permitted; however, if you are in Unsatisfactory Standing, you may appeal for permission to write a supplemental examination, clearly stating the reasons for special consideration and providing proof as appropriate.

Appeals for readmission or permission for supplemental examinations must be submitted to:

- Arts: Associate Dean (Student Affairs)
- Science and B.A. & Sc.: Director of Advising Services



Note for students in the Concurrent B.Sc.-B.Ed. Program: If you receive an F or J in any Education Field Experience course, you are placed in Unsatisfactory Standing. Although you may complete your term, you are required to withdraw from the Concurrent Program. However, you may apply to transfer to a conventional B.Sc. program as outlined in *Programs, Courses and University Regulations > Faculties & Schools > Faculty of Science > Undergraduate > Academic Programs (Faculty of Science) > : Science or Mathematics for Teachers*.

1.5.1.1.5 Incomplete Standings: Faculties of Arts and Science (including B.A. & Sc.)

- Standing awaits deferred exam.
- Must clear K's, L's, or Supplements.
- Standing Incomplete.

If you are a student with an Incomplete Standing (in the Winter or Summer term):

- you may register for the Fall term, but your Standing must be resolved by the end of the course change period for that term;
- you may continue in the program if Incomplete Standing changes to Satisfactory, Probationary, or Interim Unsatisfactory Standing;
- you may not continue in your program and your registration will be cancelled if your Standing changes to Unsatisfactory Standing.

If your Standing changes to Unsatisfactory:

- you may ask for permission to continue in your program;
- you must make a request for readmission as soon as you are placed in Unsatisfactory Standing;
- you must provide proof of extenuating circumstances that affected your academic performance (e.g., medical or other documentation).

Requests for readmission following an Unsatisfactory Standing must be submitted to:

- Arts: Associate Dean (Student Affairs)
- Science and B.A. & Sc.: Director of Advising Services

If your Standing is still incomplete by the end of course change period, you should immediately consult with your Faculty Student Affairs Office.

At the end of the Winter term, if you have a mark of K or L, you will be placed in the appropriate Standing in June, if the outstanding mark in the course will not affect your Standing. Otherwise, Standing decisions will be made only once incomplete marks have been cleared. For more information about incomplete grades, please refer to [section 1.5.7: Incomplete Courses for Continuing Studies](#).



Note: Requests are made at *Service Point* (3415 McTavish Street). However, it is important that you also see a Faculty adviser in Dawson Hall to talk about your options and the effects that your request may have on your studies. For more information, see www.mcgill.ca/students/advising.

1.5.1.2 Academic Standing: Faculty of Engineering

In the Faculty of Engineering, a decision on your Academic Standing is determined on the basis of your cumulative grade point average (CGPA) according to the criteria listed below.



Note: The Faculty determines Academic Standing decisions after the completion of each term (Fall, Winter, Summer) based on grades obtained up to that point. If you have been granted permission to defer one or more examinations, the Academic Standing decision will be made disregarding the deferred exam grade.

1.5.1.2.1 Satisfactory Standing: Faculty of Engineering

You are in Satisfactory Standing if you have a CGPA of 2.00 or greater.

You may continue with your studies under the following conditions:

- If you obtained a grade of D or F in a core course, you must repeat the course successfully (grade of C or better) or replace it with an alternative approved course and successfully complete the course.
- If you obtained a grade of F in any other course, you must either repeat the course successfully before graduation or replace it with an alternative approved course and successfully complete the course before graduation.

1.5.1.2.2 Probationary Standing: Faculty of Engineering

You are in Probationary Standing if you have **EITHER**:

a CGPA that is less than 2.00 and equal to or greater than 1.20

OR

a TGPA that is equal to or greater than 2.50 and a CGPA that is less than 2.00.

You may continue with your studies under the following conditions:

- You must reduce your credit load to a maximum of 13 credits per term and must obtain, at the end of the term, either a CGPA of 2.00 or greater or a TGPA of 2.50 or greater.
- If you have a TGPA of 2.50 or greater, but you have a CGPA that is less than 2.00, you may continue with your studies but you will remain in Probationary Standing until you obtain a CGPA of 2.0 or greater.
- If you do not obtain either the TGPA or CGPA noted above, you will be placed in Unsatisfactory Standing.
- You must consult a faculty or departmental adviser before withdrawal deadlines concerning your course selection.

1.5.1.2.3 Unsatisfactory Standing: Faculty of Engineering

You are in Unsatisfactory Standing if you have **EITHER**:

a CGPA that is less than 1.20

OR

a TGPA that is less than 2.50 and a CGPA that is less than 2.00.

If at any time, you were placed in Unsatisfactory Standing and were readmitted to the Faculty of Engineering after one term away, and you are placed in Unsatisfactory Standing again at the end of any subsequent term, you may not continue in your program. You will be asked to **withdraw** from the Faculty of Engineering for a **minimum of one term or permanently**, based on the conditions of your last letter of readmission.

If you are in Unsatisfactory Standing for the first time, the regulations below apply.

Students in Interim Unsatisfactory Standing after the Fall term:

You may continue with your studies under the following conditions:

- You must reduce your credit load to a maximum of 13 credits per term and must obtain, at the end of the term, either a CGPA of 2.00 or greater or a TGPA of 2.50 or greater.
- If you have a TGPA of 2.50 or greater, but your CGPA is less than 2.00, you may continue with your studies but will remain in Probationary Standing until you obtain a CGPA of 2.00 or greater.
- If you do not obtain either the TGPA or CGPA noted above, you will be placed in Unsatisfactory Standing.
- You must consult a faculty or departmental adviser before withdrawal deadlines concerning your course selection.

Students in Unsatisfactory Standing after the Winter term:

- You must withdraw from the Faculty of Engineering for a minimum of one term.

For more information about Academic Standing, see www.mcgill.ca/engineering/student/sao/policies/academic.

1.5.1.3 Academic Standing: Faculty of Law

If you do not obtain a sessional grade point average (GPA at the end of Fall and Winter terms combined) of 1.50, you will be required to withdraw from the Faculty. If your sessional GPA is between 1.50 and 1.99, you will be permitted to continue with your program, but you must obtain a subsequent sessional GPA of 2.50 or a Cumulative GPA (CGPA) of 2.00. You must have a CGPA of 2.00 to be considered for graduation. Students who are required to withdraw from the Faculty may be authorized to continue in their program by the Faculty Admissions Committee if there are exceptional reasons for the required withdrawal.

1.5.1.4 Academic Standing: Continuing Studies

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

1.5.2 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 the student and generally assume two hours of personal study for each contact hour.

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



Note: Credit for multi-term courses (courses with the 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 them 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 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 hours in the course listing after the course credit. For example, (3-0-6) indicates a course consisting of three lecture hours per week, no other contact hours, and six hours of personal study per week.

1.5.3 Continuing Education Units (CE units)

Some courses at the School of Continuing Studies carry a Continuing Education Unit (CEU) 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.

1.5.4 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.

Since Fall 2002, the University has only used letter grades on transcripts and verification forms.

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 Calendar.

Undergraduate Grading

Undergraduate Level

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	1.0	50–54%
F (Fail)	0	0–49%
P		Pass

**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

Graduate Level

Grades	Grade Points	Numerical Scale of Grades
A	4.0	85–100%
A-	3.7	80–84%
B+	3.3	75–79%

Graduate Grading

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.

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

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.

This policy took effect in January 2003. Prior to January 2003, if your degree program had changed, e.g., from B.Sc. to B.A., the CGPA started again. For students with academic information prior to Fall 2002, who are registered in a different program or in a different level post-Fall 2002, the transcript displays a special message regarding the CGPA restarting.

If 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 supplements);
- 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.).

1.5.5 Other Grades for Continuing Studies

Other Grades

J	– unexcused absence (failed); the student is registered for a course but does not write the final examination or do other required work; calculated as a failure in the TGPA and CGPA.
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.

Other Grades

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.

1.5.6 Unexcused Absences for Continuing Studies Students

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).

1.5.7 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).

 **Note:** If the instructor submits a grade of K, he or she will also indicate the date by which the student must complete the work. Consult the faculty sections for maximum extensions.

 **Note:** 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.

 **Note:** 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.

 **Note:** In exceptional circumstances, and with the approval of the Associate Dean or Director, 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.

 **Note for Continuing Studies:** All students who miss a final exam are given a grade of J. For more information regarding the J grade, see [section 1.5.6: Unexcused Absences for Continuing Studies Students](#).

1.5.8 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: www.mcgill.ca/conted/studentres/forms, prior to the start of the third lecture. Submitting this request will result in a grade of NE on your academic record. Under no circumstances will a course with a grade of NE (No Evaluation) count toward a certificate, diploma, or degree program. Note that only courses administered by Continuing Studies can have a grade of NE.

If you are taking a general interest course (non-program) that does not have an evaluation process, you may request to be evaluated by completing a form prior to the start of the third lecture. You can find the form at: www.mcgill.ca/conted/studentres/forms Note that this option does not apply to short courses, workshops, and seminars not included on the McGill transcript.

1.5.9 Verification of Student Records: Unofficial Transcripts

Subject to [section 1.5.10: Changes to Student Records after Normal Deadlines](#), you are responsible for verifying your academic record on Minerva (www.mcgill.ca/minerva) using the unofficial transcript to ensure that you are registered in the proper courses, and that the correct program information and expected term of graduation appear on your record.

If you are graduating, verify your record on Minerva before the end of your final term to ensure that the correct expected graduation term appears on your unofficial transcript; if not, you may be overlooked for graduation. You should direct any questions or problems with your record to your Student Affairs Office.

 **Note for the Faculties of Arts and Science (including B.A. & Sc.):** Requests are made at Service Point (3415 McTavish Street). However, it is important that you also see a Faculty adviser in Dawson Hall to talk about your options and the effects that your request may have on your studies. For more information, see www.mcgill.ca/students/advising.

1.5.10 Changes to Student Records after Normal Deadlines

1.5.10.1 Student Record Changes

Student record changes include the following: course add or course drop, course withdrawal, university withdrawal, program change (including changing majors, minors, or concentrations).

1.5.10.2 Registrar Deadlines

Fall term – January 31

Winter term – June 1

Summer term – October 1

1.5.10.3 Before Registrar Deadlines

For record changes after the normal deadlines published in this publication, but before the Registrar deadlines listed in [section 1.5.10.2: 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 make a decision. 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 (3415 McTavish). However, it is important that you also see a faculty adviser in Dawson Hall to talk about your options and the effects that your request may have on your studies. For more information, see www.mcgill.ca/students/advising.

1.5.10.4 After Registrar Deadlines

The University does not normally consider a change requested after the Registrar deadlines listed in [section 1.5.10.2: 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. For all changes other than grade changes, the faculty will file full documentation that supports the extraordinary circumstances with Enrolment Services.



Note for the Faculties of Arts and Science (including B.A. & Sc.): Requests are made at Service Point (3415 McTavish). However, it is important that you also see a faculty adviser in Dawson Hall to talk about your options and the effects that your request may have on your studies. For more information, see www.mcgill.ca/students/advising.

1.5.10.5 Fee Assessment Consequences

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

If you want to contest the fee assessment, you must make a written request to Enrolment Services. Enrolment Services reviews the extraordinary circumstances described in the supporting documentation provided by your faculty, and consults with the Student Accounts Office if necessary, to decide whether or not to consider the request. Enrolment Services then sends you a letter explaining the decision.

1.5.10.6 Student's Citizenship and/or 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 [section 1.2.2: Legal Documents: Why Does McGill Collect Legal Documents from You?](#)

1.5.11 Transcript of Academic Record: Unofficial Transcripts

If you require a copy of your student record, access Minerva (www.mcgill.ca/minerva) to view and print an unofficial transcript. This applies to records from 1976 to the present. For pre-1976 records, you must order an official transcript. See [section 1.5.12: Transcript of Academic Record: Official Transcripts](#).

1.5.12 Transcript of Academic Record: Official Transcripts

Use Minerva (www.mcgill.ca/minerva) to order an official transcript at *Student Menu > Student Records Menu > Request Printed/Official Transcript*. For more information on transcripts, delivery method, and processing time, see www.mcgill.ca/students/records/transcripts.

Alumni who were registered or graduated prior to Fall 2002: Please visit the IT Knowledgebase (www.mcgill.ca/it) to view how your McGill ID & Minerva PIN has changed.

Alumni who were registered or graduated prior to 1972 (archived records): You are unable to submit a request in Minerva. Complete and sign a *Request for Release of Official Document* form located on: www.mcgill.ca/students/records/forms and submit the form to Service Point (www.mcgill.ca/students/records/contact).



Note: Proxy requests will be accepted only with written authorization.

1.5.13 Transcript of Academic Record: General Information

The University issues official transcripts free of charge and will mail them by regular mail to the address(es) indicated on the request made in *Minerva*. Alternatively, they may be picked up in person at *Service Point* in sealed envelopes.



Note: You cannot submit a transcript request in *Minerva* if you have **holds** on your record (e.g., accounting, registrar, library, etc.). Please verify your unofficial transcript in *Minerva* for any holds.

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

Requests are processed in about 3 to 5 working days (5 to 7 during peak periods). Requests for archived transcripts (pre-1972), however, will take longer. The University may not be held responsible for the loss or delay of transcripts in the mail.

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

For more information on requesting official transcripts refer to: [section 1.5.12: Transcript of Academic Record: Official Transcripts](#).

1.5.14 Transcript of Academic Record: Course Numbering on the Transcript

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

107-200A = Philosophy (107) course (200) in Fall term (A);

301-202B = Architecture (301) course (202) in Winter term (B);

154-230D = Economics (154) course (230) extending for two terms, Fall and Winter (D).

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

For information on our current course numbering, see *Programs, Courses and University Regulations > University Regulations and Resources > Undergraduate > Registration > Course Information and Regulations > : Course Numbering*.



Note for Continuing Studies: Examples of course numbers displaying on transcripts prior to September 2002 are:

280-211X = Intro. to Financial Accounting in Fall term (X);

629-202Y = Micro Economics in Winter term (Y);

660-221Z = Project Management extending for two terms, Fall and Winter (Z).

1.5.15 Letters of Attestation for Continuing Studies Students

You may obtain Letters of Attestation on *Minerva* under the Student Records Menu. You can also make a request at the Client Services Office. 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/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 (www.mcgill.ca/students/records/transcripts).

Please allow 48 hours for these letters to be prepared.

For more information on obtaining a letter on *Minerva*, see www.mcgill.ca/students/records/proof-reg.

1.6 Examinations: General Information



Note: The University Exam Regulations governed by the University Student Assessment Policy are available at www.mcgill.ca/students/exams/regulations.

In addition to the [University Student Assessment Policy](#) and the general examination regulations listed at www.mcgill.ca/students/exams/regulations, you should also consult the faculty sections of this publication for particular regulations. You will be informed of the evaluation method used in each course by the end of the Course Change period.

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

You are not permitted to write an examination in any course unless you have fulfilled the requirements of the course to the satisfaction of the instructor and your Associate Dean or Director. Once you have presented yourself for an examination or test, you must submit all written work to the invigilator before leaving.

You must have your valid McGill student ID card with you to write an examination. Forgetfulness is not an acceptable excuse.

You are reminded that cheating in any examination is considered a serious offence that could lead to expulsion from the University. Students are not permitted to have in their possession, or to use, any unauthorized materials during an examination. This includes electronic devices such as cell phones, iPods, MP3 players, PDAs, and other web-access devices. Unauthorized items found on the student or desk area during an exam will be confiscated and turned over to the Disciplinary Officer.

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

All students are responsible for familiarizing themselves with the [University Student Assessment Policy](#) and the *Code of Student Conduct and Disciplinary Procedures* (available at www.mcgill.ca/students/exams/regulations).

You can find information about issues related to academic integrity at www.mcgill.ca/students/srr/honest.



Note for Engineering Students: You should also refer to the Engineering website for more information at www.mcgill.ca/engineering/student/sao/policies/examinations/examination.



Note for Continuing Studies Students: You should consult the academic sections of this publication for particular regulations.

1.6.1 Class Tests

Members of the teaching staff may give interim class tests from time to time.

1.6.2 Special Examination Facilities for the Disabled

If you have a permanent or temporary disability, consult the Coordinator, Office for Students with Disabilities, about the possibility of arranging special examination facilities. For more information, see: www.mcgill.ca/osd.

1.6.3 Credit by Examination

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

1.6.4 Final Examinations

Formal final examinations are held during an examination period at the end of the course term. The dates of the examination periods are listed at www.mcgill.ca/importandates.



Important Note: You are advised not to make travel plans prior to the release of the Final Exam Schedule. Vacation plans do not constitute grounds for the deferral or re-scheduling of final exams.

In some courses there is no final examination; your standing in these courses is determined by term work and class tests.

1.6.4.1 University Regulations Concerning Final Examinations for Continuing Studies Students

Preamble

The objectives of these regulations are as follows:

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

Regulations

1. These regulations shall apply to undergraduate courses up to and including the 500 level that are evaluated by the use of written examinations. They shall not apply to clinical, field, laboratory, performance, and seminar courses, or to other courses that are evaluated solely by means of a design, paper, program, or project.

- Note for Continuing Studies:** Regulation 1 also applies to graduate-level courses.
2. Written examinations (including take-home examinations) shall not be held during the last two weeks of scheduled classes during the Fall and Winter terms, except where a pattern of continuous evaluation has been established, in which case the total value of examinations given in this period shall comprise no more than 10% of the final mark.
 3. If the written examinations in a course constitute 50% or more of the final mark, one of these shall be given as a final written examination; and it shall take place during the examination period after the last day of scheduled lectures in December or April.
 4. A final examination given during the examination period shall be worth at least 25% of the final mark.
 5. Students shall be informed of all course requirements by the end of the Course Change period. All term work shall be assigned early enough in the term for students to complete the assignment(s) by the last day of class.
 6. The due date for term work in courses to which these regulations apply shall be no later than the last day of classes.
 7. In courses that span the Fall and Winter terms (course pairs with numbers ending D1 and D2), instructors who wish to give a mid-year examination in December must schedule it in the formal examination period.
 8. The principles enunciated in these regulations shall be applied, appropriately modified, to courses given during the summer, to other courses of less than a 13-week duration, and to courses in the Faculties of Law, Medicine, Dentistry, and Education that do not follow the normal University Timetable.
 9. Individual faculties may propose variations in these regulations to the Academic Policy and Planning Committee in order to meet their special needs.

- Note for Continuing Studies:** Regulation 9 is not applicable to Continuing Studies students.
10. These regulations, and any variations to them, shall be made known to students by each faculty.

- Note for Continuing Studies:** Regulation 10 is not applicable to Continuing Studies students.

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

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

Note for Continuing Studies: Students should consult: www.mcgill.ca/conted.

1.6.4.2 Deferred Examinations for Continuing Studies Students

If, for serious reasons such as illness or family affliction, you have not written one or more examinations, you may receive the permission of your Faculty Client Services Office upon providing supporting documentation to defer the examination to the next supplemental examination period, except in the Faculty of Engineering (where students write the examination the next time the course is given); see *Programs, Courses and University Regulations > University Regulations and Resources > Undergraduate > Examinations: General Information > Final Examinations > : Deferred Examinations: Faculty of Engineering* (available at www.mcgill.ca/study). You should be aware that the University will only defer examinations for compelling reasons, verified and accepted by the Client Services Office. You must provide supporting evidence such as an appropriate medical report, and you must inform the Client Services Office as soon as possible to explain why you missed the examination.

 **Note for Continuing Studies:** There is no supplemental examination schedule.

You must apply for deferred examinations on *Minerva* if you are in one of the following faculties: Agricultural and Environmental Sciences, Arts, Education, Engineering, Religious Studies, Science, School of Physical and Occupational Therapy, School of Social Work, and the School of Continuing Studies. If you do not belong to one of the above faculties, consult your faculty for application procedures.

The final application deadline in Agricultural and Environmental Sciences, Arts, Science, Education, Engineering, Management, and the School of Continuing Studies for deferred examinations is January 18 (for Fall term courses), and May 15 (for Winter term courses and courses that span the Fall and Winter terms).

If your request is approved, an L will appear in place of a grade in those courses. The grade you obtain on the deferred examination will replace the grade of L on your official transcript.

If you receive a grade of D, F, J, or U in a course after a deferred examination, no supplemental examinations will be available. You must either re-register in the same course the following term or in an approved course substitute.

If you are not granted deferred status, you will receive a grade of J in the course, which will count as a failure in the TGPA and CGPA. You may, however, be allowed to write a supplemental examination. Please note there are no supplemental exams in Agricultural and Environmental Sciences, Management courses, or for the School of Continuing Studies. For the Faculty of Engineering, supplemental exams are exceptionally offered for some Science, Humanities, and Social Sciences courses. For a list of these courses, see the Faculty of Engineering website (www.mcgill.ca/engineering).

For Summer term courses, check with your Client Services Office on the availability and restrictions on deferred and supplemental examinations.

If you have already written an examination, you cannot later request for the exam to be deferred. You should consult your Client Services Office regarding the availability of supplemental examinations.

1.6.4.3 Examination Conflicts for Continuing Studies Students

If you have an examination conflict, you must complete an "Examination Conflict Form" and return it to the Client Services Office for approval at least 20 days before the start of the examination schedule. The form must be accompanied by supporting documentation, and there is a \$30 fee (non-refundable) for

rescheduling an examination. Only under exceptional circumstances are examinations rescheduled. You can find the form at www.mcgill.ca/conted/studentres/forms.

1.6.4.4 Supplemental Examinations

To write a supplemental examination for a course, you must submit a request on Minerva (www.mcgill.ca/minerva) by going to *Student Menu > Student Records Menu > Supplemental Exam Application*.

The following rules and conditions apply:

- You must be in Satisfactory or Probationary Standing;
- You must have received a final grade of D, F, J, or U in the course;
- A \$35 non-refundable fee for each supplemental exam application is assessed at the time of application and charged directly to your McGill account;
- Only one supplemental examination is allowed in a course;
- Supplemental examinations are available for most courses given in the Faculties of Arts, Science, Education, Religious Studies, and Social Work;
- Supplemental examinations are not available for courses administered by Agricultural and Environmental Sciences, Management, Music, or Engineering;
- Special permission is required if you want to write supplemental exams totalling more than 8 credits;
- The format of the supplemental examination (e.g., multiple-choice or essay questions) will not necessarily be the same as the final examination, so you should consult the instructor about the format;
- The supplemental result may or may not include the same proportion of class work as did the original grade; the instructor will announce the arrangements to be used for the course by the end of the Course Change period;
- The supplemental grade will not replace the grade originally obtained, which is used in calculating the GPA; both the original mark and the supplemental result will be calculated in the CGPA;
- For courses in which both a supplemental examination and additional work are available, you may choose the additional work, or the examination, or both; where both are written, only one supplemental mark will be submitted, reflecting marks for both the supplemental examination and the additional work;
- There are no supplemental examinations for Summer courses;
- Additional credit will not be given for a supplemental exam where the original grade for the course was a D and you already received credit for the course;
- No supplemental examinations are available if you fail to achieve a satisfactory grade in a course with a deferred examination;
- Supplemental examinations in courses outside your faculty are subject to the deadlines, rules, and regulations of the relevant faculty.

You must frequently verify the status of your supplemental exam application on Minerva for any additional information required by your Student Affairs Office. Once your application has been approved, you will receive a confirmation email at your McGill email address.

If you register for a supplemental examination but find yourself unprepared for it, you should not write the exam; except for the loss of the application fee, there is no penalty for missing a supplemental examination. You should consult your Student Affairs Office for further information. It is important that you also see a faculty adviser to talk about your options and the effects that your request may have on your studies. For more information, see www.mcgill.ca/students/advising.

You must verify the date and time of the supplemental examination, and make yourself available to write the exam. Dates can be found at www.mcgill.ca/students/exams/dates.



Note for Continuing Studies: Availability of supplemental exams and the conditions under which you will be permitted to take them are different in each academic area.



Note for Faculties of Arts and Science (including B.A. & Sc.): It is important that you also see a Faculty adviser in Dawson Hall to talk about your options and the effects that your request may have on your studies. For more information, see www.mcgill.ca/students/advising.



Note for the Faculty of Engineering: Supplemental examinations are available for courses in the Faculty of Science (including Year 0 (freshman) math and science courses) and the Faculty of Arts. Supplemental examinations are not available for the following Engineering courses: CHEM 233, COMP 208, EPSC 221, MATH 262, MATH 263, MATH 264, MATH 270, MATH 271, MATH 363, MATH 381, and PHYS 271.

1.6.4.5 Reassessments and Rereads for Continuing Studies Students

In accordance with the *Charter of Students' Rights*, and subject to its stated conditions, you have the right to consult any written submission for which you have received a grade. You also have the right to discuss this submission with the examiner. If you want to have a formal final examination reread, you must apply in writing to the Client Services Office by the following deadlines:

Deadlines

Fall Term: February 15

Winter Term: June 15

Summer Term: October 15

A reread is a formal review by a third party of the final examination paper, for which there is a \$35 fee payable to McGill University by certified cheque or money order.

You are eligible to receive a refund if, as a result of a reread, the grade is upgraded to the next letter grade or if the mark is upgraded from a fail to a pass. Grades may be lowered or raised, or they may remain the same.

The grade obtained on the reread takes precedence over the original grade.

You may also request a verification of your final grade. This involves a detailed review of the final examination to ensure that all questions have been graded, that grades have been added correctly and that any term work has been included in the final grade as per the course outline. Please see forms at www.mcgill.ca/conted/studentres/forms.

1.6.5 Examinations: Invigilation (Exams from Other Universities)

Upon request, McGill will act as proctor for exams from other universities or professional accreditation associations. Exams are scheduled on weekdays at 9:30 a.m., and cannot be scheduled on evenings, weekends, statutory holidays, or McGill holidays. This service is limited to written and paper-based exams.

1.6.5.1 The Cost

The cost for invigilation and administration is \$80 per student, per exam to be returned in Canada; and \$100 for each international exam. Unless otherwise specified by the home institution, you are expected to pay by debit card (bank card) on the day of the exam.

Any student/institution wishing to have the exam returned by courier/express post must provide a prepaid envelope.

1.6.5.2 Setting Up

Information for students: please confirm the exam date at least two weeks in advance of the scheduled exam and provide a telephone number and email address. The meeting point with the invigilator is at Enrolment Services—see address below. If your plans change and you decide not to write the exam, you must contact Enrolment Services as soon as possible.

1.6.5.3 Mailing address for exams

Exams and examination booklets, along with full instructions, should be sent to:

McGill University
Enrolment Services, Room MS - 72
3415 McTavish Street
Montreal (QC) H3A 0C8
Attention: Proctor Exams

Meeting point for students on the day of the exam:

McGill University
Service Point
3415 McTavish Street
Montreal (QC) H3A 0C8

Telephone: 514-398-2207
Email: proctores@mcgill.ca
Website: www.mcgill.ca/students/exams/proctor

1.7 Graduation

In order to graduate, you must complete faculty and program requirements. **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.

Revision, June 2012. Start of revision.

You should contact your adviser (Music students should contact the Senior Student Adviser; graduate students should contact their department) early in the graduating year to make sure you will meet your program requirements by graduation time. For contact information on advisers, see www.mcgill.ca/students/advising/advisordirectory.

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 in order 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 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 adviser for any conditions applicable to the McGill credits required toward your degree.

Graduate students should refer to *Programs, Courses and University Regulations > Faculties & Schools > Graduate > Program Requirements* for information on minimum residency requirements for graduate programs.

Revision, June 2012. End of revision.



Note for Continuing Studies: Minimum Residency Requirement (Continuing Studies):

- You must successfully complete a minimum of 21 McGill credits (excluding pre-requisites and co-requisites) in order 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) in order to obtain their certificate. You should check with your adviser for any conditions applicable to the McGill credits required toward your certificate.

1.7.1 Graduation Honours: Dean's Honour List for Continuing Studies Students

If you are graduating with an undergraduate degree, you may be awarded the designation Dean's Honour List under the following conditions:

1. you have completed a minimum of 60 McGill credits toward your degree; and
2. you are in the top 10% of the faculty's graduating class of students; this calculation is 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.



Note for Continuing Studies Students: 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 completed a minimum of 21 McGill credits toward your certificate (residency requirement) and are in the top 10% of your graduating class (calculation based on the CGPA).

1.7.2 Graduation Honours: Distinction for Continuing Studies Students

If you are graduating with an undergraduate degree, you may be awarded the designation Distinction under the following conditions:

1. you have completed a minimum of 60 McGill credits toward your degree; and
2. you are in the top 25%, but below the top 10%, of your faculty's graduating class of students; this calculation is 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.



Note: The Faculties of Education, Dentistry, Law, Medicine, and the School of Nursing, as well as the **School of Continuing Studies do not assign the designation of Distinction to graduating students.**



Note: the designation of Great Distinction is no longer awarded at graduation. Prior to September 2009, Distinction and Great Distinction were awarded at graduation according to faculty-specific regulations. You can find these rules in the faculty chapters of the *2008–2009 Undergraduate Programs Calendar* or any earlier version at www.mcgill.ca/students/courses/calendars.

1.7.3 Apply to Graduate

Most undergraduate students and non-thesis graduate students (master's, certificates, diplomas) must use Minerva (www.mcgill.ca/minerva) to apply to graduate (go to *Student Records > Apply for Graduation for Your Primary Curriculum*). It is your responsibility to inform McGill 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 *section 1.7: Graduation*. The minimum CGPA required to graduate is 2.00, and you must be in Satisfactory Standing.

The Application for Graduation 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 or Faculty of Dentistry, where you are automatically flagged for graduation in your final year. For more information on how to apply on Minerva, go to www.mcgill.ca/students/graduation/applying.

Once you apply to graduate, you are authorizing the University to include your name in the Convocation program. If you want your name to be omitted from this publication you must send an email to Enrolment Services at studentrecords@mcgill.ca by March 15 for Spring convocation, and September 15 for Fall convocation.

1.7.3.1 Deadlines:

- Fall term graduation (courses completed in December; transcript will indicate "degree granted" in February; Spring convocation): You must apply on Minerva by the end of November.

- Winter term graduation (courses completed in April; transcript will indicate "degree granted" in May; Spring convocation): You must apply on Minerva by the end of February.
- Summer term graduation (courses completed by August; transcript will indicate "degree granted" in October; Fall convocation): You must apply on Minerva by the end of March.

If you miss one of these deadlines, contact your Faculty Student Affairs Office immediately.



Note for the Faculties of Arts and Science (including B.A. & Sc.): Requests are made at Service Point (3415 McTavish Street). However, it is important that you also see a Faculty adviser in Dawson Hall to talk about your options and the effects that your request may have on your studies. For more information, see www.mcgill.ca/students/advising.



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

1.7.4 Graduation Approval Query

As a graduating student, you can view the status of your graduation record on Minerva (www.mcgill.ca/minerva) during the Faculty review and approval process (go to *Student Records > Graduation Approval Query*). The *Graduation Approval Query* form becomes available to graduating students approximately three to four weeks before the *Degree Granted* notation is updated on their records.

If you have met all requirements for graduation, your student record on Minerva will display the *Degree Granted* notation at the appropriate time:

- Late February, for Fall term graduation (Convocation in Spring)
- Late May, for Winter term graduation (Convocation in Spring)
- Late October, for Summer term graduation (Convocation in Fall)

See www.mcgill.ca/students/graduation/convocation for information regarding convocation ceremonies.

1.7.5 Replacing a Diploma

1.7.5.1 Required Documents

Replacing a lost diploma

You must provide a sworn affidavit from a notary, lawyer, or commissioner of oaths certifying that your original diploma was lost. The affidavit should include your full name, address, phone number, and date of birth, as well as your degree and the year it was granted. You must clearly state your reason for requesting a replacement.

Replacing a damaged diploma or modifying your name

You must provide your original diploma. For name changes, enclose a photocopy of your birth certificate, change of name certificate, marriage certificate, proof of divorce, or other legal documents that support your name change, corrections, additions, or deletions. Also include a letter listing your full name, student number, address, phone number, and date of birth. You must state your reason for requesting a replacement diploma, and clearly indicate any changes you want made.

1.7.5.2 Making Your Request

There are two ways to submit a request:

1. Mail a written request to [Service Point](#), along with the required supporting documents, and a certified cheque or money order in the amount of CAD\$60 payable to McGill University.
2. Come to [Service Point](#) in person with the required documents. You can pay the replacement fee of CAD\$60 via debit card. If you choose this option, please allow for appropriate delays in diploma printing and mailing time.



Note: Requests made on behalf of a student must be accompanied by a signed letter of authorization from the student.

1.7.5.3 Certified Copies and Translations

Enrolment Services will certify and translate copies of your diploma at no charge. To make a request, assemble the documents below and either apply in person at [Service Point](#) or submit your request by mail or email (servicepoint@mcgill.ca). For mail/email requests, please allow at least 5–7 working days of processing time plus appropriate mailing time.



Note: McGill provides only one original diploma per student.

Requesting certified copies of your diploma

McGill can provide you with certified copies of your diploma as required; simply provide us with, or attach to your email:

- a photocopy of your original diploma on 8.5" x 11" paper in landscape mode, making certain to reduce it so that all seals and signatures are visible;
- for mail/email requests: a cover letter* bearing your signature, full name, student number (if available), address, phone number, and number of copies required.

* If originating from a McGill email account, a cover letter is not required.

Requesting a translation of your diploma

McGill can provide you with certified English or French translations of your diploma, as required.

For mail/email requests, please provide us with, or attach to your email:

- a cover letter* bearing your signature, full name, student number (if available), address, phone number, the degree to be translated, and number of copies required.

* If originating from a McGill email account, a cover letter is not required.

1.7.6 Language Requirements for Professions

Quebec law requires that candidates seeking admission to provincially recognized professional corporations* 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 Street West, Montreal, Quebec, H2X 1X4. Telephone: 514-873-6565. Website: 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 www.mcgill.ca/flc) or the School of Continuing Studies, 688 Sherbrooke Street West, telephone: 514-398-6200 (www.mcgill.ca/conted).

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.

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

Professional Groups

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

1.7.7 Awards for Continuing Studies Students

The AbitibiBowater 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.

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.

Honda Ste-Rose Awards

Established in 1990 to be awarded on the basis of overall academic performance to the top student graduating with the Certificate in Human Resources Management. One award will be available for each of the Spring and Fall convocations.

Value: \$250 each.

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.

The Teleglobe Canada 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.

Students are eligible for awards only in the year they have completed their program.

1.8 Aegrotat Standing and Degree at McGill University

Aegrotat standing is awarded in rare cases where a student, based on serious medical or similar evidence, is unable to complete course requirements within a reasonable time, or at all.

At McGill, this designation is currently applied toward the end of a student's degree program resulting in the awarding of an aegrotat degree. An aegrotat indicator of 'Y' at graduation signifies that a student was awarded such a degree. An aegrotat degree is awarded only to students in good standing who have been unable to complete their degree due to special circumstances. Information on this degree designation is included only in the convocation program, and not on the transcript.

Aegrotat standing is rarely granted at McGill University. A formal request must be submitted to the Dean of the faculty in which the student is registered during the graduating year. The approval of the Dean and the Deputy Provost, Student Life and Learning, is necessary to grant this status.

1.9 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. Because advising takes place in many ways and locations at McGill, it is important that you learn about the different types of advisers (see *Programs, Courses and University Regulations > University Regulations and Resources > Undergraduate > Undergraduate Advising > : Types of Advising and Advisers*) and how they can help you reach your goals.

1.9.1 The Role of the Student in Advising for Continuing Studies Students

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 advisers, 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 advisers 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, advisers and counsellors will assist you throughout your undergraduate studies.

1.9.2 Contact Information for Continuing Studies Advising

Client Services Office

Career and Professional Development

For both undergraduate- and graduate-level programs, contact either:

Adelina Lameiras: 514-398-6200

or

Mary Rubiano: 514-398-6200

(Please consult the website at www.mcgill.ca/conted for further information).

Language and Intercultural Communication

Verena Waterstradt: 514-398-2817

Translation and Written Communication

Bryan Jim: 514-398-1484

1.10 Support for Students: Office of the Dean of Students

The Dean and the Associate Dean of Students coordinate and promote initiatives concerned with important aspects of the student experience, such as advising, academic integrity, student discipline, student recognition programs, and outreach to families, the McGill community, and the broader local community.

William and Mary Brown Student Services Building
3600 McTavish Street, Suite 4100
Montreal, QC H3A 0G3

For information, contact (Dean/Associate Dean):

Telephone: 514-398-4990
Email: deanofstudents@mcgill.ca
Website: www.mcgill.ca/deanofstudents

1.11 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.

Among the many services offered at Service Point for Undergraduate & Graduate students:

- certified or translated copies of diplomas
- degree verification
- help with admissions
- help with Minerva
- international health insurance cards & exemptions
- McGill ID cards
- official transcript pick-up
- replacement diplomas
- student exchanges/study abroad
- submitting legal documents

- tuition & fees info
- pick-up of alternative U.S. Loans

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

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

For a complete list of student services and resources at McGill, see www.mcgill.ca/students.

For more information about Service Point, see www.mcgill.ca/students/servicepoint.

Service Point Location

3415 McTavish Street (corner Sherbrooke)
Montreal, QC H3A 0C8

Opening hours: please refer to www.mcgill.ca/students/servicepoint

Telephone: 514-398-7878

Email for current students: <http://webforms.mcgill.ca/servicepoint/request.asp?bhcpl=1>.

Email for applicants/prospective students: <http://webforms.mcgill.ca/servicepoint/contact.asp?bhcpl=1>.

1.12 Student Services

McGill offers a full range of student services and resources that support your life, learning, personal, and academic achievements.

1.12.1 Office of the Executive Director, Services for Students

Revision, June 2012. Start of revision.

William and Mary Brown Student Services Building
3600 McTavish Street, Suite 4100
Montreal, QC H3A 0G3

Revision, June 2012. End of revision.

For information, contact:

Telephone: 514-398-3825

Website: www.mcgill.ca/studentservices

The Executive Director, Services for Students (EDSS), coordinates all student services at McGill to help promote student success and well-being. The EDSS is available to provide assistance and/or information on almost all aspects of non-academic student life. Concerns of an academic nature are directed to the proper individual, office, or department. Funding is also available for projects, initiated by students and/or staff, that enhance student life and learning.

1.12.2 Office for Students with Disabilities

Revision, June 2012. Start of Revision.

This office coordinates services to meet the needs of students with disabilities.

Redpath Library Building, 3459 McTavish, Suite RS-56
Telephone: 514-398-6009
TDD: 514-398-8198
Email: disabilities.students@mcgill.ca
Website: www.mcgill.ca/osd

Revision, June 2012. End of Revision.

1.12.3 Ombudsperson for Students

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

The mandate of the Ombudsperson at McGill University is to intervene at the beginning of the complaint process, and to attempt to resolve issues informally before they proceed to more formal processes. To learn more about the role and scope of the Ombudsperson for Students, visit the University Secretariat website at: www.mcgill.ca/secretariat/policies/students to consult the mandate of the Office of the Ombudsperson for Students.

Office of the Ombudsperson
3610 McTavish (above Dr. Penfield)
Main Floor, Suite 14
Telephone: 514-398-7059 (for an appointment)
Website: www.mcgill.ca/ombudsperson

1.12.4 Bookstore

The McGill University Bookstore stocks new and used textbooks, a full range of books for the academic and professional community, stationery supplies, and McGill insignia clothing and gift items. Visit the Bookstore website or in person to sign up for email reminders so you are the first to know about services such as used textbook buy-back and other events.

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

Macdonald Bookstore
Centennial Centre
Telephone: 514-398-8300
Website: <http://mcss.mcgill.ca/index.php?pg=bookstore>

1.12.5 Computer Store

The McGill Computer Store, located on the second floor of the University Bookstore, sells a full range of computer hardware, software, peripherals, and consumer electronics at educational prices.

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

1.12.6 Library 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 library guides, brochures, information, and schedules, visit the website at www.mcgill.ca/library/library-assistance.

1.12.7 Minerva Workstations for Continuing Studies Students

Minerva workstations, located on the 11th floor at 688 Sherbrooke Street West, are available to Continuing Studies students to view course offerings, add and drop courses, view their transcripts, and access all other services.

1.12.8 Optional Student Services

As a Continuing Studies student, you are not obligated to pay Student Services fees; however, if you want to use the student services offered at McGill, you must opt in to one of the following packages.

1.12.8.1 Optional Student Services Package for Continuing Studies Students

This optional package is only available to students registered for a minimum of 9 credits in a given term. The fee gives access to Career Planning Service (CaPS), Chaplaincy Service, Counseling Service, Health Services (appointments with physicians, nurses/health educators, urgent care and a lab service), International Student Services, Mental Health Service, Student Aid Office, Tutorial Service, First People's House, Office for Students with Disabilities, and Off-Campus Housing.

Optional Student Services fees for one term (2012/2013): \$152.92 (based on 5% GST, 9.5% QST).

A McGill ID card is mandatory for access to services.

You may obtain further information or apply for this package at:

Office of the Executive Director

Services for Students
William and Mary Brown Student Services Building
3600 McTavish Street, Room 4100
Telephone: 514-398-3825
Website: www.mcgill.ca/studentservices

1.12.8.2 Career Planning Service (CaPS) Package for Continuing Studies Students

CaPS provides career education, individual advising and guidance to students, as well as job/career fairs, research libraries, mentor programs, CV drop-in-clinic, and workshops. Students have access to over 5,000 job and internship opportunities each year. The fee for CaPS per term is \$66 (September, January, or May).

If you are admitted to a credit or non-credit Certificate, Diploma, or Special Intensive Language program, you can register for CaPS at www.mcgill.ca/caps.

You may contact CaPS at:

Career Planning Service (CaPS)
William and Mary Brown Student Services Building
3600 McTavish Street, Suite 2200
Telephone: 514-398-3304
Email: careers.caps@mcgill.ca
Website: www.mcgill.ca/caps

1.12.8.3 McGill Athletics Package for Continuing Studies Students

McGill athletics facilities include: Fitness Centre, aerobics room, two gymnasias; basketball, volleyball, indoor and outdoor tennis, squash and racquetball courts; indoor and outdoor track; outdoor fields, stadium, pool and diving boards; dance, fitness and fencing studios; Sports Medicine clinic; locker rooms and lounges; Pro Shop and snack bar.

Revision, June 2012. Start of revision.

 **Note:** Some services may not be included in the gym membership rates below.

McGill Athletics Prices

Continuing Studies Students taking 9 or more credits

All athletics facilities, excluding Fitness centre	\$44 + taxes / month
All athletics facilities, including Fitness centre	\$58 + taxes / month

Continuing Studies students taking non-credit courses, or taking less than 9 credits

McGill Athletics Prices

Community Membership

All McGill athletics facilities, excluding Fitness Centre	\$53 + taxes / month
All McGill athletics facilities, including Fitness Centre	\$67 + taxes / month

Revision, June 2012. End of revision.

You may obtain further information or sign up for a membership at:

Sir Arthur Currie Memorial Gymnasium
475 Pine Ave. W.
Telephone: 514-398-7000
Website: www.mcgill.ca/athletics

1.12.8.4 Parking for Continuing Studies Students

Parking facilities are limited. For information on parking rates, please visit www.mcgill.ca/transport/parking, or call 514-398-4559.

1.12.8.5 University Centre for Continuing Studies Students

Food and beverage services are available to Continuing Studies students in the evenings at the University Centre. The Centre is located at 3480 McTavish Street.

1.12.8.6 Tutorial Service for Continuing Studies Students

McGill's Tutorial Service offers an extensive tutorial program for students.

Brown Student Services Building, Suite 4200
Telephone: 514-398-6011

Email: tutoring.service@mcgill.ca
Website: www.mcgill.ca/tutoring

1.13 The McGill Writing Centre

The McGill Writing Centre (MWC) offers credit courses in academic writing for both native and non-native speakers of English. In addition to its credit course offerings, the MWC offers workshops, seminars, and tutorials. For further information, please visit the MWC website: www.mcgill.ca/mwc.

Courses coded as CEAP (for native speakers of English) and CESL (for non-native speakers of English) may be taken to fulfil language requirements or as electives in some degree programs. In some faculties, you need to obtain approval from your Student Affairs Office as well as from your academic adviser before you take courses outside of your faculty, especially if the courses are part of your program requirements.

List of Undergraduate Courses: (please take note of course number changes)

Previous Course Number	New Course Number	Course Title	Credits
EAPR 250	CEAP 250	Research Essay and Rhetoric	3
ESLN 150	CESL 150	ESL: English as a Second Language	6
ESLN 200	CESL 200	ESL: Academic English 1	3
ESLN 299	CESL 299	ESL: Academic English Seminar	3
ESLN 300	CESL 300	ESL: Academic English 2	3
ESLN 400	CESL 400	ESL: Essay & Critical Thinking	3
ESLN 500	CESL 500	ESL: Research Essay and Rhetoric	3
EDEC 206	CCOM 206*	Communication in Engineering	3

* CCOM 206 is a required course for and restricted to students in Engineering.

 **Note: Placement tests are required for admission to most CESL Undergraduate courses.** Please consult the MWC website at www.mcgill.ca/mwc for details of the date and location of placement tests. **In the case of CEAP 250, students write a brief composition IN CLASS on the first day of classes.**

CEAP, CESL, and CCOM courses are not open to students who have taken them previously under the corresponding EAPR, ESLN, and EDEC codes.

List of Graduate Courses: (please take note of course number changes)

Previous Course Number	New Course Number	Course Title	Credits
ESLN 640	CESL 640	Fundamentals of Academic Writing for Graduate Students	3
ESLN 650	CESL 650	Pronunciation & Communication	3
ESLN 660	CESL 660	Pronunciation: Independent Study	N/A
ESLN 690	CESL 690	Writing for Graduate Students	3

 **Note:** CESL courses are not open to students who have taken them previously under the corresponding ESLN codes.

Revision, April 2012. Start of revision.

Course for School of Continuing Studies Students

CCOM 205**

Communications in Management 1

** CCOM 205 is required for and restricted to students in Career and Professional Development programs offered by the School of Continuing Studies.

Revision, April 2012. End of revision.

1.13.1 Contact Information for The McGill Writing Centre

The McGill Writing Centre
McLennan-Redpath Library
Redpath Main, Room #02
3459 McTavish Street
Montreal, Quebec H3A 0C9

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

Revision, April 2012. Start of revision.

Inquiries concerning CEAP 250, as well as CCOM courses, should be directed to:

Prof. Sue Laver, Director of The McGill Writing Centre
Email: sue.laver@mcgill.ca
McLennan-Redpath Library
Redpath Main, Room #03
Telephone: 514-398-2351

Inquiries concerning CESL 200, CESL 299, CESL 300, CESL 400, CESL 640, CESL 650, and CESL 660 should be directed to:

Prof. Carolyn Samuel
Email: carolyn.samuel@mcgill.ca
McLennan-Redpath Library
Redpath Main, Room #02F
Telephone: 514-398-1712

Inquiries concerning CESL 500 and CESL 690 should be directed to:

Prof. Robert Myles
Email: robert.myles@mcgill.ca
McLennan-Redpath Library
Redpath Main, Room #02D
Telephone: 514-398-3320

Administrative inquiries should be directed to Sylvie Bosher (mwc@mcgill.ca).

Revision, April 2012. End of revision.

1.14 For your Information Technology (IT) needs

McGill's IT Services website is your one-stop shop for all central IT services at McGill. Visit www.mcgill.ca/it to:

- Find details on all IT services, including available training and support. Services are organized by categories such as "Telephone, Network, and Wireless."
- Search the McGill IT Knowledge Base for FAQs and supporting articles on all IT services. Search by keywords such as "myMcGill," or by specific article number.
- Send us your feedback or get help on an IT issue.
- Read featured articles on computer security, new software, and other timely tips.
- Find out about new IT projects on the horizon.
- Check the status of IT systems at a glance and view IT announcements and scheduled downtimes.

Take an interactive video tour of IT services at <http://kb.mcgill.ca/it/welcome-students>. Here you'll learn about *myMcGill*, the University portal, and *myCourses* (for online course content). You'll also find information on accessing your McGill email, connecting to the McGill wireless network, taking computer clinics, and downloading free software available to students.

1.14.1 Logging In

You need to use your McGill Username (usually in the form of *firstname.lastname@mail.mcgill.ca*) and McGill Password to access most central IT services including: *myMcGill*, *myCourses*, email, wireless, and Virtual Private Network (VPN).

To find out your McGill Username and set your McGill Password:

1. Log in to Minerva www.mcgill.ca/minerva (using your 9-digit McGill ID number and your 6-character PIN).
2. Go to *Personal Menu* > *Password for McGill Username*.
3. Follow the onscreen instructions.

1.14.2 *myMcGill* (the University portal)

myMcGill is the central access point where you:

- Read your email.
- Check *myCourses*.
- Get direct links to Minerva to view and update your student records and account information.
- Search the McGill Library Catalogue.
- Keep abreast of the latest McGill news.

Click *myMcGill* at the top of the McGill home page (www.mcgill.ca) or through the *McGill Quick Links*, and sign in using your McGill Username and McGill Password.

1.14.2.1 Browser compatibility

myMcGill currently supports the latest versions of the following browsers:

- Internet Explorer (IE) (Windows)
- Firefox (Mozilla) (Windows/Macintosh)

1.14.3 *myCourses*

Many of your courses will have online materials or activities such as assignments and readings, syllabuses, project guidelines, discussion forums, calendars, etc.

Access your online course content via *myCourses* at www.mcgill.ca/mycourses or through links within *myMcGill*.

- Sign in using your McGill Username and McGill Password.
- Click *myCourses* (WebCT Vista) to enter the site.
- Verify your browser settings using the Check Browser utility at the top-right corner of the page.

Find more information on *myCourses* for students at: www.mcgill.ca/it.

1.14.4 Email

Your McGill Email Address (usually in the form of *firstname.lastname@mail.mcgill.ca*) is the University's official means of email communication with you. For information on the policy, see *E-mail Communications with Students* at www.mcgill.ca/secretariat/policies/informationtechnology. Access your email at <http://exchange.mcgill.ca> or through the *myMcGill* portal using your McGill Username and McGill Password. View your McGill Username, McGill Email Address and set up your McGill Password on the Minerva *Personal Menu*.

1.14.5 Online Student Directory

You can opt in to the student directory and make it easier for your fellow classmates to contact you. Find more on this service at www.mcgill.ca/directory/students.

1.14.6 Getting Connected

You will need to use your McGill Username and McGill Password to access the services listed below. You can find more details on these services at www.mcgill.ca/it:

Wireless: Access the Internet using your laptop or other mobile device from virtually anywhere on campus, through the McGill Wireless network. Log in to the Wireless network using your McGill Username and McGill Password.

Virtual Private Network (VPN): If you connect to the Internet with an Internet Service Provider (ISP), you need to establish a VPN connection to access McGill restricted sites and resources (e.g., Library databases). Connect by VPN using your McGill Username and McGill Password. For instructions on setting up a VPN connection, search the IT Knowledge Base at www.mcgill.ca/it.

McGill Residences Telecommunications: For students living in McGill Residences and McGill Off-Campus Residences, there is REZ Voice and Data service (wired and wireless). For more information search the IT Knowledge Base at www.mcgill.ca/it.

Computer Labs: Many faculties and departments offer their students computer labs. For lab locations, computer availability, and software/peripheral availability, see <http://webforms.mcgill.ca/labs>.

Connectivity@McGill iCare Clinic: Attend this free, hands-on clinic and learn how to configure your computer to connect to the Internet via wireless or modem, and how to set up a VPN connection. Find out how to register for IT Training at www.mcgill.ca/it.

1.14.7 Safe Computing

Computing Safety iCare Clinic: Attend this free clinic and learn how to prevent viruses, spyware, adware, and other malicious programs from infecting your computer. Find out how to register for IT Training at www.mcgill.ca/it.

Free software: Download free antivirus software and other campus software from McGill's Software Licensing site at www.mcgill.ca/software. Find out more about campus software and protecting your computer at www.mcgill.ca/it.



Note: Be sure to uninstall any previous antivirus software from your computer before installing new antivirus software.

Tips for keeping information secure: Read about steps you can take to protect your data and identity at www.mcgill.ca/it/information-security.

1.14.8 Set up your security questions in *myMcGill*

Setting up your security questions and answers for your McGill Password allows you to use the **Forgot Password?** link found on several McGill applications, in case you forget it.

Once you have set up your McGill Password in Minerva, log in to *myMcGill* (<https://mymcgill.mcgill.ca>) and click the link in the McGill Password Security portlet. Follow the onscreen instructions to set up your own security questions and responses.

1.14.9 Need Help?

Welcome New Students: Take an interactive guided tour of IT services: at <http://kb.mcgill.ca/it/welcome-students>.

McGill IT Knowledge Base: Search the IT Knowledge Base at <http://kb.mcgill.ca> for setup instructions and answers to commonly asked questions about IT.

1.14.9.1 Getting Help?

Contact the ICS Service Desk by submitting your request via a web form at www.mcgill.ca/it/get-started-it/need-help, or check phone and walk-in support hours at www.mcgill.ca/it.

1.15 Resources for Study and Research: Libraries

The McGill Library consists of 12 branch libraries and three special collections located across both campuses. Numbering over six million items, the Library's vast holdings include 2.5 million books, textbooks, and course-readers, thousands of journal titles, vast manuscript and pictorial collections, and thousands of sound and video recordings. The Library's e-resources are extensive, and include over 60,000 e-journals, multimedia, and two million e-books on subjects ranging from early English literature to nutrition.

A comprehensive website (www.mcgill.ca/library), an online catalogue, and a wide range of library services link the Library's resources to those who need them for learning, research, and scholarship. Hundreds of databases on topics from art history to zoology guide users to relevant journal articles and research materials, while subject guides on topics like chemistry and social work provide comprehensive and clear direction for users undertaking research. The Library's website also provides access to items such as past examination papers, McGill theses, and foreign newspapers. All electronic resources are available for use from home using the VPN (Virtual Private Network) or laboratories anywhere on the campus—access any time, any place.

The staff in each branch library can help you locate information for coursework, assignments, or research topics. Training is provided at all student levels to ensure you know how to find and use information. Information skills programs are undertaken as part of course curricula. Liaison Librarians specialize in specific disciplines, and are available to assist students and staff in person, on the phone, online, by email, and via online chat.

Although opening hours vary, most libraries are open up to 90 hours per week, and several branch libraries extend opening hours during examination periods, including 24-hour-access to the Humanities and Social Sciences Library. Hundreds of computers are available for email, word-processing, accessing online courses, reading library materials, preparing assignments, and searching the Internet. Designed to enhance the learning experiences of diverse users, the Library's facilities offer a variety of comfortable and attractive spaces, including quiet individual study areas, dynamic e-zones, and group study rooms that

can be booked for use. Wireless access is available throughout the library, and all libraries have card-operated printing and copying facilities. Special facilities are available for vision- and hearing-impaired users. Laptops and e-readers are also available for loan.

You can use special library services such as the Electronic Data Resources Service, which supports empirical and statistical research. Unique scholarly materials from the Rare Books and Special Collections are being digitized and theses are being submitted electronically. The Course Reserve collection in each branch library includes copies of textbooks and high-demand items on course reading lists. You can borrow materials from any library and return them anywhere across the system. If you need material not owned by McGill University Library, our Interlibrary Loan & Document Delivery Service will source it for you and pickup is available at any branch.

1.16 Resources for Study and Research: University Archives

The McGill University Archives (MUA) acquires, preserves, and makes available to researchers (including students) more than 5,000 metres of records dating from 1797 to the present. These records document McGill University faculty, research, alumni, and student organizations, and certain Montreal-based organizations. Archived media include textual records, photographs, audio-tapes, film, video, plans, University publications, and artifacts.

The MUA acquires private records to support University research goals and manages the University's corporate memory and information assets through its records management program. This program regulates the flow of administrative records and protects vital evidence of University functions and activities according to Quebec archives and records legislation.

The MUA Reading Room is open Monday to Friday, from 9:00 a.m. to 12:30 p.m. and from 1:45 p.m. to 4:45 p.m.; however, appointments are recommended. The MUA website features virtual exhibitions, tools to search the MUA holdings, and a large bank of digitized images.

McGill University Archives
 McLennan Library Building – 6th Floor, Room 17B
 Telephone: 514-398-3772
 Fax: 514-398-8456
 Email: refdesk.archives@mcgill.ca
 Website: www.archives.mcgill.ca

1.17 Resources for Study and Research: Redpath Museum

The Redpath Museum is an academic unit of McGill University. Its mission is to foster understanding and appreciation of the diversity of our biological, geological, and cultural heritage through scientific research, collections-based study, and education. Its collections have been growing for over a century, and provide resources for research and for graduate and undergraduate education in biology, geology, anthropology, and other fields. Its largest collections include fossils from the ancient sea floor of eastern Quebec, the oldest land plants, a vast range of minerals, molluscs from around the world, Egyptian and classical antiquities, and artifacts from Central Africa. The Museum also houses research laboratories and classrooms.

The Museum welcomes McGill students and staff to visit its permanent exhibit, which presents the history of life through the ages illustrated by material from Quebec and neighbouring regions, as well as displays that feature the mineral and mollusc collections. The Museum also features an ethnology gallery devoted to cultures throughout the world, including ancient Egypt, classical Greece and Rome, Asia, and Africa.

859 Sherbrooke Street West
 Telephone: 514-398-4086
 Email: redpath.museum@mcgill.ca
 Website: www.mcgill.ca/redpath

1.18 Resources for Study and Research: McCord Museum of Canadian History

The McCord Museum houses one of the finest historical collections in North America. It possesses some of Canada's most significant cultural treasures, including the most comprehensive collection of clothing—comprising over 16,000 garments or accessories—made or worn in Canada; an extensive collection of First Nations artifacts—the most important of its kind in Quebec with a corpus of over 13,000 objects from across Canada; and the renowned Notman Photographic Archives, which contain over one million historical photographs and offers a unique pictorial record of Canada from pre-Confederation to the present. The McCord also houses paintings by renowned artists such as Théophile Hamel, Cornelius Krieghoff, James Pattison Cockburn, and George Heriot. The Museum's Textual Archives include some 185 linear metres of documents relating to Canadian history. Finally, the McCord's website (www.mccord-museum.qc.ca) features award-winning virtual exhibitions, innovative learning resources, and a vast, searchable database of information on the Museum's collections.

Exhibitions at the McCord provide innovative interpretations of the social and cultural history of Montreal, Quebec, and Canada. In addition to guided tours, school programs, cultural activities, and lectures, the McCord offers a range of services including the Museum Café and boutique.

Researchers are welcome by appointment.

690 Sherbrooke Street West
 Telephone: 514-398-7100

Email: info@mccord.mcgill.ca
Website: www.mccord-museum.qc.ca

1.19 Resources for Study and Research: Lyman Entomological Museum and Research Laboratory

Located on the Macdonald campus, this institution is the insect collection and systematic entomology laboratory of McGill University. The collection houses 2.8 million specimens of insects and other arthropods, making it the second-largest insect collection in Canada, and the largest university insect collection in the country. The Lyman Museum is not generally open to the public since its main functions are research and teaching, not exhibitions. However, tours are available by appointment to interested parties.

Telephone: 514-398-7914
Website: <http://lyman.mcgill.ca>

1.20 Resources for Study and Research: Other Historical Collections

In addition to the McGill museums, there are other collections and exhibits of a specialized nature, ordinarily open only to students. For access, contact the appropriate department. These include the Medical Museum.

The Medical Museum is a repository of material dating from the late 19th century that documents the study and practice of Medicine at McGill University and its associated teaching hospitals. The major part of the collection consists of pathologic specimens, including those in the Abbott and Osler collections. The material is housed in the Lyman Duff Medical Building. A showcase in the Pine Street entrance hallway displays temporary exhibits. For more information, see the Museum website www.mcgill.ca/medicalmuseum.

The McGill Physics Department has two specialized collections that may be viewed by appointment:

The Rutherford Museum contains original apparatus and other items used by Professor Ernest Rutherford in his Nobel Prize-winning research at McGill University on radioactivity (1898–1907). For more information, see www.physics.mcgill.ca/museum/rutherford_museum.htm.

The McPherson Collection comprises a wide range of historical apparatus and instruments used for measurements and investigations, with special emphasis on 19th-century physics. For more information, see www.physics.mcgill.ca/museum/macpherson_collection.htm.

1.21 The University

McGill University is one of Canada's best-known institutions of higher learning and one of the country's leading research-intensive universities. With students coming to McGill from about 150 countries, our student body is the most internationally diverse of any medical-doctoral university in Canada.

1.21.1 History

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

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

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

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

In 1905 Sir William Macdonald established Macdonald College at Sainte-Anne-de-Bellevue, as a residential college for Agriculture, Household Science, and the School for Teachers. Those components have since become the Faculty of Agricultural and Environmental Sciences, which includes the School of Dietetics and Human Nutrition, on the Macdonald campus, and the Faculty of Education, located on the Downtown campus. The University's general development has been greatly facilitated by the generosity of many benefactors, and particularly by the support of its graduates, as regular public funding for general and capital expenditures did not become available until the early 1950s. Since that time government grants have become a major factor in the University's financial operations, but it still relies on private support and private donors in its pursuit of excellence in teaching and research.

The University now comprises 11 faculties and 10 schools. At present over 32,000 students are taking credit courses; one in four is registered in Graduate Studies.

The University is also active in providing courses and programs to the community through the School of Continuing Studies.

1.21.2 Incorporated and Affiliated Colleges

1.21.2.1 Incorporated College

Royal Victoria College

3425 University Street, Montreal, QC H3A 2A8

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

1.21.2.2 Affiliated Theological Colleges

Montreal Diocesan Theological College

3473 University Street, Montreal, QC H3A 2A8

Principal: J. M. Simons; B.A.(Bishop's), S.T.B.(Trin. Coll. (Tor.)), Ph.D.(G'town)

Presbyterian College of Montreal

3495 University Street, Montreal, QC H3A 2A8

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

United Theological College of Montreal

3521 University Street, Montreal, QC H3A 2A9

Principal: P. Joudrey; B.A., M.Div.(Acad.), D.Min.(Andover Newton)

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

1.21.3 University Government

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

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

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

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

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

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

1.21.4 Recognition of Degrees

The Royal Institution for the Advancement of Learning (McGill University) is a publicly funded institution and holds a Royal Charter dated 1821 (amended in 1852) as well as being incorporated under the laws of the Province of Quebec.

McGill University was a founding member of the organization that evolved into the current Association of Universities and Colleges of Canada (A.U.C.C.) in which it remains very active. In addition, McGill University is a member of the American Association of Universities (A.A.U.). It is also a member of the Association of Commonwealth Universities and the International Association of Universities. Its undergraduate, professional, and graduate degrees, including doctorates in a full range of disciplines, have been recognized by educational, government, and private organizations worldwide for decades.

All of McGill's degree programs are approved by the Quebec *Ministère de l'Éducation, du Loisir et du Sport* (MELS) and the *Conférence des recteurs et des principaux des universités du Québec* (CREPUQ).

1.21.5 Governance: Board of Governors

1.21.5.1 The Visitor

The Visitor

His Excellency The Right Honourable David L. Johnston

The Governor General of Canada

1.21.5.2 Board of Governors

Board of Governors

Stuart (Kip) Cobbett; B.A., B.C.L.(McG.)

Chair

Heather Munroe-Blum; O.C., O.Q., B.A., B.S.W.(McM.), M.S.W.(W. Laur.), Ph.D.(N. Carolina)

Principal and Vice-Chancellor

H. Arnold Steinberg; C.M., B.Com.(McG.), M.B.A.(Harv.), LL.D.(McG.)

Chancellor

1.21.5.2.1 Members

Members

Michael T. Boychuk; B.Com.(McG.)

Gerald Butts; B.A., M.A.(McG.)

Roshi Chadha

Morna Flood Consedine; B.A.(C'dia), M.Ed., D.Ed.(McG.)

Peter Coughlin; B.Com.(Car.), M.B.A.(W. Ont.)

Ronald Harry Critchley; B.A.(C'dia-Loyola), M.A.(York)

Lili de Grandpré; B.A.(W. Ont.), M.B.A.(McG.)

Kathy Fazel; B.Com.(McG.)

Daniel J. Gagnier; B.A.(Loyola), M.A.(McG.), Ph.D.(ANU)

Claude Généreux; B.Eng.(McG.), M.A.(Oxf.)

David N. Harpp; A.B.(Middlebury), M.A.(Wesl.), Ph.D.(N. Carolina)

Kenneth Hastings; B.A., Ph.D.(McG.)

David Kalant; B.Sc.(McG.), Ph.D.(C'dia)

Samuel Minzberg; LL.B.(McG.)

Gary Pekes; B.Sc., M.Sc.(McG.), M.D.,C.M.(Baylor)

Cynthia Price; B.Com.(McG.)

Amir Raz; M.Sc., Ph.D.(Hebrew)

Martine Turcotte; B.C.L./LL.B.(McG.), M.B.A.(London Business School)

Thierry Vandal; B.Eng., M.B.A.(Montr.)

Ann Vroom; B.A.(McG.)

1.21.5.2.2 Student Representatives

Student Representatives

Students' Society of McGill (1)

Student Representatives

Post-Graduate Students' Society of McGill (1)

Observers

McGill Association of Continuing Education Students (1)

Macdonald Campus Students' Society (1)

1.21.6 Governance: Members of Senate**1.21.6.1 Ex-officio***Ex-officio*

The Chancellor

The Chair of the Board of Governors

The Principal and Vice-Chancellor

The Provost, Deputy Provost, and the vice-principals

The deans of faculties

The Dean of Continuing Studies

The Dean of Graduate and Postdoctoral Studies

The Dean of Students

The Dean/Director of Libraries

1.21.6.2 Elected Members**Elected Members**

63 members elected by the faculties, the University Libraries, the Board of Governors, and administrative and support staff

Medical Residents or Postdoctoral Scholars Group (1)

Student Members (19)

1.21.7 Administration**Administration**

H. Arnold Steinberg; C.M., B.Com.(McG.), M.B.A.(Harv.), LL.D.(McG.) **Chancellor**

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

Anthony C. Masi; A.B.(Colgate), Ph.D.(Brown)

Provost

Morton J. Mendelson; B.Sc.(McG.), Ph.D.(Harv.)

Deputy Provost (Student Life & Learning)

Kathleen Massey; B.A.(York), M.A.(R. Roads)

University Registrar and Executive Director of Enrolment Services

Jana Luker; B.A.(Guelph), B.Ed., M.Ed.(Tor.)

Executive Director of Services for Students

Nathalie M. Cooke; B.A. (Qu.), B.Ed., M.A.(Tor.), M.A. (C'nell), Ph.D.(Tor.)

Associate Provost (Academic Staff & Priority Initiatives)

Jan Jorgensen; B.A., M.A.(N. Carolina), Ph.D.(McG.)

Associate Provost (Faculty Affairs & Resource Allocation)

Lydia White; B.A., M.A.(Camb.), Ph.D.(McG.)

Associate Provost (Policies, Procedures & Equity)

Martin Kreiswirth; B.A.(Hamilton), M.A.(Chic.), Ph.D.(Tor.)

Associate Provost (Graduate Education) and Dean (Graduate & Postdoctoral Studies)

Chandra Madramootoo; B.Sc., M.Sc., Ph.D.(McG.)

Associate Vice-Principal (Macdonald Campus) and Dean (Faculty of Agricultural & Environmental Sciences)

Ghilaine Roquet; B.A.(UQAM), M.Sc.A.(Montr.)

Chief Information Officer

Administration

Stephen Strople; B.A.(Dal.), M.A.(York)
 Michael Di Grappa; B.A.(C'dia), M.P.P.A.(Col.), M.A.(Harv. Business School)
 Lynne B. Gervais; B.A.(C'dia)
 Jim Nicell; B.A.Sc., M.A.Sc., Ph.D.(Windsor), P.Eng.
 Marc Weinstein; B.A., B.C.L., LL.B.(McG.)
 David Eidelman; M.D.,C.M.(McG.), FRCPC, FACP
 Sam Benaroya; B.Sc., M.D.,C.M.(McG.)
 Rose Goldstein; B.Sc., M.D.,C.M.(McG.)
 Rima Rozen; B.Sc., Ph.D.(McG.)
 Olivier Marcil; B.A.(Sher.), M.A.(Montr.)

Secretary-General**Vice-Principal (Administration & Finance)****Associate Vice-Principal (Human Resources)****Associate Vice-Principal (University Services)****Vice-Principal (Development & Alumni Relations)****Vice-Principal (Health Affairs) and Dean (Faculty of Medicine)****Associate Vice-Principal (Health Affairs) and Associate Dean (Inter-Hospital Affairs)****Vice-Principal (Research & International Relations)****Associate Vice-Principal (Research & International Relations)****Vice-Principal (External Relations)****1.21.7.1 Deans, Directors of Schools and Libraries****1.21.7.1.1 Deans****Deans**

Chandra Madramootoo; B.Sc., M.Sc., Ph.D.(McG.)
 Christopher Manfredi; B.A., M.A.(Calg.), M.A., Ph.D.(Claremont)
 Judith Potter; B.Sc.(Tor.), M.Ad.Ed.(St. FX), Ed.D.(Tor.)
 Paul J. Allison; B.D.S., F.D.S.R.C.S., M.Sc.(Lond.), Ph.D.(McG.)
 Hélène Perrault; B.Sc.(C'dia), M.Sc., Ph.D.(Montr.)
 Andrew Kirk; B.Sc.(Brist.), Ph.D.(Lond.) (*Interim*)
 Martin Kreiswirth; B.A.(Hamilton), M.A.(Chic.), Ph.D.(Tor.)
 Colleen Cook; B.A., M.L.S., M.A., Ph.D.(Texas)
 Daniel Jutras; LL.B.(Montr.), LL.M.(Harv.)
 Peter Todd; B.Com.(McG.), Ph.D.(Br. Col.)
 David Eidelman; M.D.,C.M.(McG.), FRCPC, FACP
 Sean Ferguson; B.Mus.(Alta.), M.Mus., D.Mus.(McG.)
 Ellen Aitken; A.B.(Harv.), M.Div.(U. of the South), Th.D.(Harv.)
 Martin Grant; B.Sc.(PEI), M.Sc., Ph.D.(Tor.)
 Jane Everett; M.A.(Car.), Ph.D.(McG.)

Agricultural & Environmental Sciences**Arts****Continuing Studies****Dentistry****Education****Engineering****Graduate & Postdoctoral Studies****Libraries****Law****Management****Medicine****Music****Religious Studies****Science****Dean of Students****1.21.7.1.2 Directors of Schools****Directors of Schools**

Annmarie Adams; B.A.(McG.), M.Arch., Ph.D.(Calif., Berk.)
 Marc Pell; B.A.(Ott.), M.Sc., Ph.D.(McG.)
 Gregory Dudek; B.Sc.(Qu.), M.Sc., Ph.D.(Tor.)
 Kristine G. Koski; B.Sc., M.Sc.(Wash.), Ph.D.(Calif.)
 Marilyn Scott; B.Sc.(New Br.), Ph.D.(McG.)
 France Bouthillier; B.Ed.(UQAM), M.B.S.I.(Montr.), Ph.D.(Tor.)
 Hélène Ezer; B.Sc., M.Sc.(McG.), Ph.D.(Montr.)
 Annette Majnemer; B.Sc., M.Sc., Ph.D.(McG.)

Architecture**Communication Sciences & Disorders****Computer Science****Dietetics & Human Nutrition****Environment****Information Studies****Nursing****Physical & Occupational Therapy**

Directors of Schools

Wendy Thomson; B.S.W., M.S.W.(McG.), Ph.D.(Brist.)

Social WorkRaphael Fischler; B.Eng.(Technische Univ Eindhoven), M.C.P.(MIT),
Ph.D.(Calif.)**Urban Planning****1.21.7.2 Student Governance: McGill Association of Continuing Education Students (MACES)**

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

MACES was founded in 1985, incorporated in 1989, and a certificate of accreditation was issued in 1990. All McGill Continuing Education students who pay the MACES fee become MACES members. The MACES building, located at 3437 Peel Street, has a computer lab, which is free for all MACES members, as well as study, meeting, and social spaces. MACES is an ideal warm, relaxed ambiance for socializing, studying, or having a group meeting after a working day, before classes, after classes, and on weekends; a place where you are always welcome. MACES is governed by its bylaws through the elected MACES Board of Directors. MACES representatives are also there to address your needs with an open door policy.

Full details of the bylaws, officers, and committees of MACES are available from the Association (telephone: 514-398-4974).

2 About the School

2.1 Dean's Message

June 2012

McGill's School of Continuing Studies is committed to helping you, our learners, achieve your goals. At the School of Continuing Studies, we offer compelling career- and life-enhancing opportunities that help you learn and thrive. Whether you are a business person, a new Montrealer, or someone looking for professional and personal growth, we have a program or offering that will make a real difference in your life.

For career-minded individuals, we offer dozens of programs, courses, workshops, and webinars throughout the year on both core skills and the latest practices and technologies that will help you get to the next level, update your credentials, or even change occupations.

To open new doors for you in English, French, and Spanish, we have a wide variety of language and translation programs. And for those pursuing personal growth, there are plenty of enriching events and opportunities to engage you.

To get you started, our Client Services and program advisers are keen to understand your needs and help you find the right program, course, or offering. We also have numerous financial awards, bursaries, and scholarships, as well as other support services.

Conveniently located in downtown Montreal, we are a 12,000-plus community of motivated learners, dedicated teachers, and committed staff—all supported by McGill resources and deep connections to a wide variety of professional and cultural communities.

So whatever your goals are, I invite you to join us on the highly rewarding path of continuous lifelong learning.

Dr. Judith Potter

Dean of Continuing Studies, McGill University

2.2 Key Dates, 2012–2013

These dates are a general guideline. See www.mcgill.ca/importandates for a complete list. Check Class Schedule at www.mcgill.ca/students/courses/calendars for the precise dates of your course.

REGISTRATION & APPLICATION	Fall Term	Winter Term
Application deadline.	June 1, 2012	October 1, 2012
Registration using Minerva for returning Continuing Education – Faculty of Education students.	March 27, 2012	March 27, 2012
Registration using Minerva for courses and programs for returning program students.	June 12, 2012	October 11, 2012

REGISTRATION & APPLICATION	Fall Term	Winter Term
Registration using Minerva for returning Continuing Studies Special Students and newly admitted students for courses and programs.	June 19, 2012	October 18, 2012
Deadline for students to register for courses without a late registration fee.	September 4, 2012	January 7, 2013
Late registration period with late registration fee (\$25 for Continuing Studies).	September 5–18, 2012	January 8–22, 2013
Course Change (drop/add) deadline	September 18, 2012	January 22, 2013
Deadline to web withdraw (grade of "W") with fee refund from Continuing Studies credit courses (less \$20).	September 25, 2012	January 29, 2013
Deadline to withdraw from courses (grade of "W") or University withdrawal (grade "W--") with NO refund.	October 16, 2012	February 19, 2013
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 1, 2012	April 1, 2013

LECTURES	Fall Term	Winter Term
Lectures begin in all credit courses and non-credit language courses.	September 4, 2012	January 7, 2013
Lectures begin in Special Intensive English and Special Intensive French.	September 10, 2012	January 14, 2013
Lectures begin in non-credit Career and Professional Development courses. (These dates may change depending on the course. Refer to the course listing at www.mcgill.ca/conted/prodep for the most up-to-date information.)	September 12, 2012	January 7, 2013
Last day of lectures for courses.	December 4, 2012	April 16, 2013
Online course evaluation period:	November 12–December 5, 2012	March 18–April 16 2013
Evaluations available for completion on Mercury through Minerva.		
IMPORTANT NOTE: The normal Tuesday schedule of course activities is cancelled for December 4, 2012. In its place, all lectures, labs, conferences, and other course-related activities that are normally held on Monday will be held on Tuesday, December 4, 2012. This change in schedule is to make up for activities that were cancelled on Monday, October 8, 2012 due to Thanksgiving Day.		

EXAMINATIONS	Fall Term	Winter Term
Examination period	December 6–19, 2012	April 17–30, 2013
Application deadline for deferred examinations	January 15, 2013	May 15, 2013

STATUTORY HOLIDAYS
Victoria Day
La Fête Nationale du Québec
Canada Day
Labour Day
Thanksgiving
Christmas and New Year
Study Break

STATUTORY HOLIDAYS

Easter

March 29 and April 1, 2013

2.3 School of Continuing Studies Administration and Governance**2.3.1 School of Continuing Studies****DEANS**

Judith Potter; B.Sc.(Tor.), M.Ad.Ed.(St. FX), Ed.D.(Tor.)

DeanJames Archibald; B.A.(McG.), B.Ph.(Montr.), M. ès L., Dr. 3e cy.(Lille),
Ph.D.(Montr.)**Associate Dean (Academic)****ADMINISTRATIVE SERVICES**

Rosa Greco-Pepe; B.A.(C'dia), Dip. Ed.(McG.)

Manager, Finance and Operations

Kathy-Ann Sendecki; B.Com.(C'dia), CHRP

Human Resources Adviser

Deborah Mercier; B.A.(McG.)

Associate Director, Development and Alumni Relations

Elana Trager; B.Com.(McG.)

Senior Marketing/Communications Adviser

Pierre Larouche; B.B.A.(UQAC), M.Sc.(HEC Montreal)

Business Services Consultant

Antoinette Greco; Cert. Mgmt.(McG.)

Assistant to the Associate Dean (Academic)

Andrée LaHaise

Administrative Assistant and Building Director

Kevork Abadjian

Microcomputer Systems Coordinator**INSTRUCTOR SERVICES & EDUCATIONAL TECHNOLOGIES**

Jean-Paul Rémillieux; B.A., M.Sc.(UQAM)

Director**CLIENT SERVICES**

Gianna Giardino; B.Com.(McG.)

Senior Manager

Assunta Cerrone-Mancini

Manager, Admissions and Convocation

Lucia Chimienti; B.A.(C'dia)

Student Records and Accounts Officer

Johnny Martuccio; B.Com.(McG.)

Manager, Student Records, Registration and Accounts

Adelina Lameiras; B.Com.(McG.)

Graduate and Undergraduate Program Adviser

Mary Rubiano

Graduate and Undergraduate Program Adviser**CAREER AND PROFESSIONAL DEVELOPMENT**

Carmen Sicilia; B.A.(C'dia), M.A., Ph.D.(McG.)

Director

Inna Popova

Associate Director, Professional Development and Corporate Training

Dawne Ramsahoye; B.A.(McG.), G.D.I.A., M.A.(C'dia)

Program Manager

Lucia Brunetti; B.A.(C'dia), M.A.(Guelph)

Program Administrator

Kevin Parent; M.B.A.(McG.), CGA

Coordinator, Accounting, Finance and Taxation

Hang Lau; B.Sc.(Chinese HK), M.Sc., Ph.D.(McG.)

Coordinator, Information Technology and Supply Chain Management

TBA

Coordinator, Human Resources Management and Leadership

TBA

Coordinator, Management, International Business and Entrepreneurship

Elizabeth J. Hirst; B.A.(McG.), M.A.(Montr.), A.P.R., F.C.P.R.S.

Coordinator, Public Relations and Marketing

Paul-Robert Chouha; B.Sc., M.A.(CCNY), M.Sc.(UQAM), M.Sc.(Montr.)

Coordinator, Mathematics and Statistics

LANGUAGE AND INTERCULTURAL COMMUNICATION

Hervé de Fontenay; B.A.(Montr.), M.A.(McG.)	Director
Firas Alhafidh; B.A.(Jordan), M.A.(Chile), DEA(Spain)	Associate Director
Effie Dracopoulos; B.A.(C'dia), M.Ed.(TÉLUQ)	Program Coordinator, Part-Time English Language Program and Special Projects
Kevin Callahan; B.A.(Tor.), M.A.(C'dia), Cert. TESL(McG.)	Program Coordinator, Intensive English - Language and Culture Program
Marie-Claude Beauchamp; B.A., M.A., B.Ed.(McG.)	Academic Coordinator, Language Programs
Nadine Wielgopolski; B.A.(Ott.), M.A.(Ott.)	Program Coordinator, French Language Programs
Verena Waterstradt; B.Adm.(Germany)	Program Administrator

FACULTY PARTNERSHIPS AND SUMMER STUDIES

Leah Moss; B.A.(W. Ont.), M.A.(C'dia), Ph.D(McG.)	Director
Jasna Hancevic; B.Com.(McG.), M.Sc.(UQAM)	Program Administrator, Faculty Partnerships and Summer Studies

TRANSLATION AND WRITTEN COMMUNICATION

James Archibald; B.A.(McG.), B.Ph.(Montr.), M. ès L., Dr. 3rd cy.(Lille), Ph.D.(Montr.)	Director
Heberto Fernandez; B.Sc., M.Sc.(U. of Los Andes), Ph.D.(Montr.)	Coordinator, Spanish and Portuguese Programs

THE MCGILL WRITING CENTRE

Sue Laver; B.A.(S. Fraser), M.A.(East Anglia), Ph.D.(McG.)	Director
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PERSONAL AND CULTURAL ENRICHMENT / MCGILL COMMUNITY FOR LIFELONG LEARNING

Alex Megelas; B.A.(Bishop's)	Coordinator, Personal and Cultural Enrichment (PACE)
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2.3.2 Student Governance**McGill Association of Continuing Education Students (MACES)**

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2.4 Lecturers**Lecturers**

ABBOTT, Robert	Project Management and Business Analysis
ABDA, Messaoud	Accounting
ABENSUR, Rosalind	Translation
ABIMANSOUR, Dolly	French
ABOULAMER, Anas	Finance

Lecturers

ABRAMS, Ryan	Accounting
ADDAS, Amr	Finance
AJZENKOPF, Louis	Marketing
ALDIK, Fares	Information Technology
ALHAFIDH, Firas	English
AMAR, Michel	Health & Social Services
AMIREAULT, Valerie	French
ANDREWS, Richard	Public Relations
ARCHIBALD, James	Translation
ARMANIOUS, Joseph	Accounting
ARSENAULT, Maurice	Taxation
ASHCROFT, Louise	English
ASSOULINE, Sylvain	Translation/French
ATALLAH, Bassel	Communication
ATALLAH, Cherif	Human Resources
BANTON, Jennifer	English
BARTELS, Gerald	Public Relations
BARTLETT, Lloyd	Project Management
BASKIND, Alana	Communication
BATEMAN, Samantha	Human Resources
BEAUCHAMP, Marie-Claude	French
BEER, James	English
BELLE, Marie-Alice	Translation
BENK, Christopher	Accounting
BÉRARD, Stéphanie	French
BIERBRIER, Edward	Accounting
BLANCHET, Marie	French
BLYTHE, Deborah	Translation
BOGDAN, Miruna	French
BOMBAKOS, John	Information Technology
BORSELLINO, Carmen	English
BREUER, Robert	Translation
BRODA, Kyle	English
BROOKWELL, Ilya	English
BROSSEAU, Ann	Applied Social and Organizational Psychology
BROWN, Grant	Mathematics
BRYSON, Georges	Business Analysis
BUDDO, Peter	Human Resources
BURNEY, Sema	Human Resources
BURRIDGE, David	Accounting
CABREJO, Pedro	Information Technology
CALLAHAN, Kevin	English

Lecturers

CALLAWAY-SMITH, Yvonne	Public Relations
CALLENDER, Shauna	Human Resources
CAMPBELL, Liz	Human Resources
CAMPO, Angela	Translation/Spanish
CARBONNEAU, Monica D.	Public Speaking
CARON, Jason	Law
CARTLIDGE, Roy	Translation/English
CASTONGUAY, Jean-Louis	Human Resources
CECERE, Ralph	Accounting
CHAMBERLAIN, Michael	English
CHAMPENOIS, Christian	Project Management
CHASSE, Andrew	Project Management
CHICOINE, Pierre	Logistics Management
CHOUHA, Paul-Robert	Mathematics
CHURCHILL, Andrew	Communication
CIPRIANO, Mary Ann	Marketing
COHEN, Michèle	Translation
COHEN, Thierry	Accounting
CONROY, Cheryl	English
CONSTANTOPOULOS, Jim	Information Technology
COOPER, Chris	Leadership
COOPER, Richard	Communication
CORLETT, John	Taxation
COSSIOS, Susana	Spanish
COURTOIS, Richard	Human Resources
COUTU, Pierre	Logistics Management
COX, Robert	Law
CRECK, Chantal	French
CROSS, Christopher	Risk Management
CUSSON, Alain	Marketing
DAOU, Khattar	Information Technology
DAOUD-BRIKCI, Houria	Translation
DAVIES, Brian	Accounting
DE ANGELIS, Vincent	Taxation
DECHIEF, Diane	Communication
DE FONTENAY, Hervé	French
DEGRACE, Lynn	Accounting
DE POW, Elaine	Public Relations
DE STEFANO, Corrado	Law
DEL BURGO, Carlos	Translation
DELANEY, Deanne	English
DELORME, Bruno	Marketing

Lecturers

DEPOW, Elaine	Marketing
DESLAURIERS, Roch	French
DHANVANTARI, Sujaya	English
DIMITRAKOPoulos, Roussos	Mining
DI GIROLAMO, Giovanni	Marketing
DI RE, Antoinette	Health & Social Services
DIAZ, Karen	Leadership
DIB, Naima	Translation
DRACOPOULOS, Effie	English
DRACOPOULOS, George	Marketing
DUCA, Crina	Accounting
DU COUTURIER-NICHOL, Garrfield	Applied Social and Organizational Psychology
DUMONT, Jean	French
DUPONT, Eric	Translation
DUROCHER, André	Public Relations
EISENSTAT, Ben	Risk Management
ELIZOV, Henriette	French
EMRICK, Andrea	Information Technology
ETEMAD, Hamid	International Business and Management
EVANGELINELIS, Dina	English
EYRE, Diane	Communication
FARÉS, Diana	French
FARHA, Shadi	Project Management
FASOLA, Cecilia	Translation/Spanish
FAZAL, Zeeshanali	Finance
FELSKA, Richard	Taxation
FENOGLIO, Prisca	French
FENSTER, Ariel	Chemistry
FEQUIERE, Dawn	Taxation
FERNANDEZ, Héberto	Translation
FIORIELLO, Alexandra	Public Relations
FORD-ROSENTHAL, Angela	Translation
FORTIER, Louis	Public Relations
FORTIN, Louis	Industrial Relations
FRANKLIN, Rosalind	Public Relations
FRASER, Jim	Applied Social and Organizational Psychology
FRASER, Lynda	Applied Social and Organizational Psychology
FRAULEY, Mary	English
GADBOIS, Manon	French
GAGNON, Eliza	Information Technology
GAGNON, Gilles	Translation
GARNEAU, Charles	Entrepreneurship

Lecturers

GAUTHIER, Sylvain	Project Management
GAVRILA-ALEXANDRESCU, Dana	French
GAVRIN, Victor	Mathematics
GIACCARI, Domenic	Accounting
GIBBS, Howard	Public Relations
GILPIN, Andrea	Public Relations
GIORDANO, Maria Graciela	Spanish/Translation
GIRERD, Noemie	French
GIROUX, Chantal	French
GLIDDEN, Gregory	English
GNIWISCH, Pinny	Information Technology
GODAWA, Christopher	English
GOLANOWSKI, Sophia	Marketing
GOLDSMAN, Larry	Accounting
GOLOVINA, Galina	Mathematics
GOVENDER, Sumanthra	English
GRADEK, John	Supply Chain Management
GRAHAM, Jim	Mathematics
GREEN, Joy	English
GREENAWAY, Françoise	French
GREENFIELD, Kathleen	Communication
GROULX, Devaki	English
GROULX, Jean-François	French
GUAY, Hélène	Health & Social Services
GUERIN, Richard	Industrial Relations
GUIDEZ, Emmanuelle	French
GUILHAUMON, Huguette	Public Relations
GUZEYEVA, Kateryna	Translation
HAMBLETON, Sonia	English
HAMMAMI, Larbi	Finance
HANNON, Una	English
HARPP, David	Chemistry
HAUTECOEUR, Nathaniel	English
HENDERSON, Kate	Public Relations
HENDREN, Carol	English
HIDALGO, Federico	English
HIRST, Elizabeth	Public Relations
HOJJAT, Katayoun	French
HOLLINGWORTH, Mark	Management Policy
HORNER, Kathy	English
HOROWITZ, David	International Business
HUNG, Loretta	Finance

Lecturers

HUNTER, James	Leadership
HUTCHISON, Ann	English
IANNOTTI, Nicolino	Accounting
INGLIS, Lorraine	English
JASSIM, Raad	Finance
JETTÉ, Karine	Spanish
JUSKOW, Rick	English
KAHYAOGLU, Yasmin	Logistics Management
KAMEL, Michael	Project Management
KARTCHAVA, Eva	English
KASSABIAN, Hagop	English
KAUFER, Danny	Law
KAUFMAN, Steven	Information Technology
KENNEDY, Joanne	Public Relations
KENNEY, Patrick	Supply Chain (Logistics)
KERKLAAN, Leo	Information Technology
KERY, Marion	English
KHO, David	English
KICZKA, Tomasz	French
KOKORIAN, Christian	Accounting
KONIDARIS, Ephie	English
KUMOR-WYSOCKA, Marguerite	French
KUTTER, Elisabeth	Applied Social and Organizational Psychology
KYRTATAS, Louise	English
LABBÉ, Marie-Claude	French
LABELLE, Robert	English
LAFLEUR, Tchad	Human Resources
LAING, Stephen	Marketing
LALIBERTÉ, Michele	Translation
LANGER, Corinna	English
LANGEVIN, Michael	English
LANGSTON, Catherine	English
LAPERRIERE, Maureen	Translation
LAPOINTE, Daniel	Public Relations
LAPOINTE, Deirdre	Accounting
LA ROCCA, Gerry	Accounting
LAU, Hang	Information Technology
LAVER, Sue	Communication
LEBRUN, Susan	English
LEE, (Yong He) Michelle	English
LEFEBVRE, Michel	Public Relations
LENK, Helle-Mai	English

Lecturers

LETOVSKY, Steven	Marketing
LIMA, Adriana Monteiro	English
LINCK, Marie-Eve	French
LISSOUBA, Daniele	French
LORIA-MÉLO, Alicia	Translation
LUKCA, John	Management Policy
LUSSIER, Isabelle	Clinical Research
LYNCH, Shaun	Public Relations
MACDONALD, Stephen	English
MACGREGOR, Jane	Public Relations
MACKENZIE, Ken	Mathematics
MAGAGNIN, Ben	English
MAINVILLE, Luc	Finance
MALHAMÉ, Raymond	Translation
MANNO, Anna	English
MANSON, Bruce	English
MARKOWITZ, Larry	Law
MARZO, Angela	Human Resources
MATZIORINIS, Kenneth	Economics
MAYBURY, Wayne	General Management
MCCULLY, Philip	Entrepreneurship
MCGRAW, Janice	Risk Management
MCKNIGHT, Don	Logistics Management
MENDONCA, Manuel	Applied Social and Organizational Psychology
MENON, Nirmala	Communication
MERCURI-ALBISI, Julia	English
MILLAR, James	English
MILLER-SANCHEZ, Sandra	Translation/French
MIRSHAK, Paul	Marketing
MIRZA, Momin	Information Technology
MITCHELL, Jonathan	English
MOGHADDAM, Mahmoud	Communication
MOGHADDAM, Mahmood	English
MONK, Beverley	English
MONTY, Pascale-Isabelle	Accounting
MOSCOVITZ, David	Marketing
MULCAIR, Sean	Insurance
MYLES, Robert	Communication
NACIRI, Ahmed	Finance
NAGY, Jessica	Accounting
NAVARRA, Alessandro	Mathematics
NAYER, David	Accounting

Lecturers

NEPVEU, Denise	English
NG WAN, Melissa	Risk Management
NIEDERMANN, Timothy	Communication
NIZAMI, Tariq	Information Technology
NOBEL, Ralph	Marketing
NUNES, Maria	Mathematics
OLIVEIRA, Dulce	Project Management
OLIVERIO, Joseph	Accounting
OULLETTE, Pierre	Human Resources
PADILLA, Luis	Human Resources
PANUNTO, Anna-Maria	English
PARENT, Kevin	Accounting
PEDERSEN, Susie	English
PEREZ, Laura	Spanish
PEREZ, Miran	English
PHILIE, Jocelyne	French
PHILLIPS, Christine	English
PICARD, Geneviève	French
PITTS, Charles	Public Relations
PLANTE VALLERAND, Josette	French
POISSON, Sonia	English
POPOVA, Emilia	Communication
PORRELLO, Robert	Accounting
PRESCESKY, Jill	English
PROKOPSKI, Gregory	Information Technology
QUE, Christine	English
QUESNEL, Charles	Information Technology
RADFORD, Kathy	Translation
RATHNAM, Anbananthan	Supply Chain Management
REICH, Edwina	Mathematics
REID, Erin	English
RÉMILLIEUX, Jean-Paul	Information Technology
RIBAUX, Sonia	Human Resources
RICHARDSON-ASKEW, Pamela	Translation
RIPOLL, Alexânia	French
ROAN, Thu Huong	Accounting
ROBINSON, Beverley	Health & Social Services
ROMANADO, Sherry	Public Relations
ROONEY, Sarah	English
ROSE, Brenda	English
ROSENSTEIN, Irv	Applied Social and Organizational Psychology
ROSSNER, Peter	English

Lecturers

ROTH, Charles	Mathematics
ROY, Natasha	English
ROYCE, Charles	Marketing
RUDD, Christina	Communication
RYAN, Kimberley	Accounting
SABA, John	Economics
SABIH, Amar	Mathematics
SACKS, Steven	Translation/Communication
SAGGERS, Robert	Leadership
SALTER, Dana	Communication
SALUSBURY, David	English
SAMUEL, Carolyn	Communication
SANDFORD, Luke	Translation
SANTIAGO, Rommil	Information Technology
SASSO, Anna	Accounting
SAUMA, Carmen Sofia	Spanish
SAVVIDES, Sonia	Logistics Management
SCHWARCZ, Joseph	Chemistry
SENIW, Candace	Public Relations
SEPINWALL, Bernard	Law
SESTAK, Jerome	English
SEYMOUR, Michelle	English
SHAHIDI, Majid	Information Technology
SHAMJI, Ashifa	English
SHARP, Michelle	Human Resources
SHARPE, Carol	Communication
SHATENSTEIN, Elaine	English
SIKORSKY, Christopher	English
SIMON, Karen	Translation
SIMONETTO, Nadia	English
SINGAL, Dina	English
SLATER, Julie	Finance
STARK, Robin	Auditing
STEPHAN, Yvette	French
STUY, Melanie	English
SUSSA, Zina	Applied Social and Organizational Psychology
SUSEL, Roman	Accounting
SYRIANI, Eugene	Information Technology
TAJUELO, Telesforo	Translation
TALLA, Malleswara	Information Technology
TENENBAUM, Lawrence	Accounting
THIBEAULT, Sylvain	Taxation

Lecturers

THORPE, Graham	Information Technology
TINSLEY, Maureen	English
TOKAI, Patricia	English
TONEV, Radostin	French
TRIASSI, Jack	Taxation
TROY, Philip	Supply Chain Management
TUMURCUOGLU, Herman	Information Technology
TURLEY, John	Insurance
TURNER, Leanna	English
TURPIE, David	English
VALENTINE, Egan	Translation
VALINO, Morag	French
VAN DER MEER, Carolyne	Public Relations
VYBIHAL, Joseph	Information Technology
WALL, Sharron	Communication
WALSH, Brendan	Public Relations
WARNER, Michelle	English
WEBER, Monica	English
WELSCHEID, Samantha	Accounting
WESTGATE, Chantal	Human Resources
WHITTAKER, Gary	Entrepreneurship
WIELGOPOLSKI, Nadine	French
WILSON, Jim	Accounting
WISE, Sydney	English
WOLFSON, Sarah	English
WONG, Gordon	English
WONG, Stephen	Finance
ZAMORANO, Daniel	Translation
ZBILY, Albert	International Business
ZOWALL, Hanna Sofia	Health & Social Services

2.5 Contact Us**Contact Us****Web**www.mcgill.ca/conted**By mail**

688 Sherbrooke Street West, Montreal, QC H3A 3R1, Canada

By telephone

514-398-6200

By fax

514-398-4448

By emailinfo.conted@mcgill.ca**In person**

688 Sherbrooke Street West (corner of University Street), 11th floor

2.5.1 Academic Areas

Contact Information

Career and Professional Development

Telephone: 514-398-1030

Fax: 514-398-3108

Email: cms.conted@mcgill.ca

Website: www.mcgill.ca/conted/acad/cms

Career and Professional Development

Professional Development and Corporate Training Office

Telephone: 514-398-5454

Fax: 514-398-5224

Email: pd.conted@mcgill.ca

Website: www.mcgill.ca/conted/prodep

Language and Intercultural Communication

Telephone: 514-398-1212

Fax: 514-398-1769

Email: language.conted@mcgill.ca

Website: www.mcgill.ca/conted/acad/eflp

Faculty Partnerships and Summer Studies

Telephone: 514-398-5212

Fax: 514-398-5224

Email: summer.studies@mcgill.ca, facultypartnerships.conted@mcgill.ca

Websites: www.mcgill.ca/conted/acad/facultypartnerships, www.mcgill.ca/summer

Translation and Written Communication

Telephone: 514-398-1484

Fax: 514-398-1769

Email: translation.conted@mcgill.ca

Website: www.mcgill.ca/conted/acad/translation

The McGill Writing Centre

Telephone: 514-398-7109

Fax: 514-398-7416

Email: mwc@mcgill.ca

Website: www.mcgill.ca/mwc

Personal and Cultural Enrichment

Telephone: 514-398-5212

Fax: 514-398-5224

Email: pace.scs@mcgill.ca

Website: www.mcgill.ca/conted/pace

McGill Community for Lifelong Learning

Telephone: 514-398-8234

Fax: 514-398-2757

Email: milr.conted@mcgill.ca

Website: www.mcgill.ca/conted/milr

Faculty of Education

Certificate in Inclusive Education

Diploma in Human Relations and Family Life Education

Graduate Certificate in Counselling Applied to Teaching

Department of Educational and Counselling Psychology

Dean Thomson

Telephone: 514-398-4248

Programs for First Nations & Inuit

Department of Integrated Studies in Education
Tina Schiavone
Telephone: 514-398-1340

2.5.2 Office Hours

Academic Areas: Regular hours

Monday to Friday, 09:00–17:00

Client Services: Regular hours

Monday to Thursday, 09:00–18:15
Fridays, 09:00–17:00

Exceptions: Kindly consult our website at www.mcgill.ca/conted for the most up-to-date business hours.

3 Getting Started

3.1 Admission Requirements

The admission requirements for programs offered through the School of Continuing Studies vary. Please consult the appropriate academic area for the admission requirements for the program to which you would like to apply.

3.2 Programs of Study

Programs requiring formal admission include:

3.2.1 Undergraduate Programs

3.2.1.1 Bachelor of Commerce (Part-Time)

For more information, see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > Career and Professional Development > Career and Professional Development (Undergraduate Certificate Programs, Part-Time B.Com.) > section 4.1.2.3: Bachelor of Commerce for Part-Time Students*.

3.2.1.2 Business and Professional Programs

For more information, see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > Career and Professional Development > section 4.1.2: Career and Professional Development (Undergraduate Certificate Programs, Part-Time B.Com.)*.

Business and Professional Programs

[section 4.1.2.1.1: Certificate in Accounting](#)

[section 4.1.2.1.2: Certificate in Entrepreneurship](#)

[section 4.1.2.1.3: Certificate in Applied Finance](#)

[section 4.1.2.1.4: Certificate in Health and Social Services Management](#)

[section 4.1.2.1.5: Certificate in Human Resources Management](#)

[section 4.1.2.1.6: Certificate in Management](#)

[section 4.1.2.1.7: Certificate in Marketing](#)

[section 4.1.2.1.8: Certificate in Public Relations and Communications Management](#)

[section 4.1.2.1.9: Certificate in Risk Management](#)

[section 4.1.2.1.10: Certificate in Software Development](#)

Business and Professional Programs

[section 4.1.2.1.11: Certificate in Supply Chain Management and Logistics](#)

[section 4.1.2.1.12: Certificate in Systems Analysis and Design](#)

[section 4.1.2.2.1: Certificate in Aboriginal Social Work Practice](#)

[section 4.1.2.2.2: Certificate in Northern Social Work Practice](#)

3.2.1.3 Education Programs

For more information, see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > Education* > [section 4.3.3: About Education Programs](#).

Education Programs

[section 4.3.3.5: Diploma in Human Relations and Family Life Education](#)

[section 4.3.3.7: Certificate in Inclusive Education](#)

[section 4.3.3.8.1: Certificate in Education for First Nations and Inuit \(60 credits\)](#)

[section 4.3.3.8.3: Certificate in Aboriginal Literacy Education \(30 credits\)](#)

[section 4.3.3.8.4: Certificate in Middle School Education in Aboriginal Communities \(30 credits\)](#)

[section 4.3.3.8.5: Certificate in First Nations and Inuit Educational Leadership \(30 credits\)](#)

[section 4.3.3.8.6: Bachelor of Education for Certified Teachers — Elementary Education — Native and Northern \(90 credits\)](#)

[section 4.3.3.8.7: Certificate in Aboriginal Education for Certified Teachers \(30 credits\)](#)

[section 4.3.3.8.8: Certificate in First Nations and Inuit Student Personnel Services \(30 credits\)](#)

3.2.1.4 Language and Intercultural Communication

For more information, see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > Languages* > [section 4.5.4: The Language and Intercultural Communication Unit – English Language Programs](#) and [section 4.5.5: Language and Intercultural Communication – French Language Programs](#).

Language and Intercultural Communication

[section 4.5.4.2: Certificate of Proficiency – English for Professional Communication Overview](#)

[section 4.5.5.2: Certificate of Proficiency – French for Professional Communication Overview](#)

[section 4.5.4.3: Intensive English Program: Certificate of Proficiency in English – Language and Culture Overview](#)

[section 4.5.5.3: Intensive French Program: Certificate of Proficiency in French – Language and Culture Overview](#)

3.2.1.5 Translation

For more information, see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > Translation and Written Communication > section 4.8.4: About Translation and Written Communication Programs and Courses*.

Translation

[section 4.8.4.4.1.1: Certificate in Translation — English to French Option \(30 credits\)](#)

[section 4.8.4.4.1.2: Certificate in Translation — French to English Option \(30 credits\)](#)

[section 4.8.4.4.1.3: Certificate in Translation — Spanish to French Option \(30 credits\)](#)

[section 4.8.4.4.1.4: Certificate in Translation — Spanish to English Option \(30 credits\)](#)

[section 4.8.4.4.1.5: Certificate in Translation — French/English into Spanish Option \(30 credits\)](#)

3.2.1.6 Spanish

For more information, see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > Translation and Written Communication > About Translation and Written Communication Programs and Courses* > [section 4.8.4.3: Spanish Language Programs and Courses](#).

Spanish

Spanish non-credit courses (an application for admission is not necessary) [section 4.8.4.3: Spanish Language Programs and Courses](#)

[section 4.8.4.3.3: Certificate of Proficiency in Spanish](#)

3.2.2 Graduate Programs**3.2.2.1 Business and Professional Programs and Courses**

For more information, see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > Career and Professional Development > [section 4.1.3: Career and Professional Development \(Graduate Programs, Diplomas, and Graduate Certificates\)](#)*.

Diplomas in Management in 11 concentrations

[section 4.1.3.1.8.1: Diploma in Management – Entrepreneurship Concentration](#)

[section 4.1.3.1.8.2: Diploma in Management – Health Care Concentration](#)

[section 4.1.3.1.8.3: Diploma in Management – Human Resources Concentration](#)

[section 4.1.3.1.8.4: Diploma in Management – International Business Concentration](#)

[section 4.1.3.1.8.5: Diploma in Management – Internet Business Concentration](#)

[section 4.1.3.1.8.6: Diploma in Management – Leadership Concentration](#)

[section 4.1.3.1.8.7: Diploma in Management – Marketing Concentration](#)

[section 4.1.3.1.8.8: Diploma in Management – Operations Management Concentration](#)

[section 4.1.3.1.8.9: Diploma in Management – Public Relations and Communications Management Concentration](#)

[section 4.1.3.1.8.10: Diploma in Management – Taxation Concentration](#)

[section 4.1.3.1.8.11: Diploma in Management – Treasury – Finance Concentration](#)

Revision, June 2012. Start of revision.

Graduate Certificates

[section 4.1.3.1.13.2: Graduate Certificate in Accounting Practice](#)

[section 4.1.3.1.13.3: Graduate Certificate in Entrepreneurship](#)

[section 4.1.3.1.13.4: Graduate Certificate in Financial Planning](#)

[section 4.1.3.1.13.5: Graduate Certificate in Health Care Management](#)

[section 4.1.3.1.13.6: Graduate Certificate in Human Resources Management](#)

[section 4.1.3.1.13.7: Graduate Certificate in International Business](#)

[section 4.1.3.1.13.8: Graduate Certificate in Internet Business](#)

[section 4.1.3.1.13.9: Graduate Certificate in Leadership](#)

[section 4.1.3.1.13.10: Graduate Certificate in Marketing](#)

[section 4.1.3.1.13.11: Graduate Certificate in Operations Management](#)

[section 4.1.3.1.13.12: Graduate Certificate in Public Relations Management](#)

[section 4.1.3.1.13.13: Graduate Certificate in Taxation](#)

Revision, June 2012. End of revision.

Diploma Programs

[section 4.1.3.1.3: Diploma in Accounting](#)

[section 4.1.3.1.4: Diploma in E-Business](#)

[section 4.1.3.1.5: Diploma in Applied Finance](#)

[section 4.1.3.1.6: Diploma in Human Resources Management](#)

Diploma Programs

[section 4.1.3.1.7: Diploma in Internet Business Technology](#)

[section 4.1.3.1.9: Diploma in Management – General](#)

[section 4.1.3.1.10: Diploma in Public Relations and Communications Management](#)

[section 4.1.3.1.11: Diploma in Supply Chain and Operations Management](#)

[section 4.1.3.1.12: Graduate Diploma in Taxation](#)

3.2.2.2 Education

For more information, see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > Education > section 4.3.3: About Education Programs*.

Education

Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > Education > About Education Programs > section 4.3.3.6: Graduate Certificate in Counselling Applied to Teaching

3.2.2.3 Translation

For more information, see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > Translation and Written Communication > section 4.8.4: About Translation and Written Communication Programs and Courses*.

Translation

[section 4.8.4.4.2.1: Graduate Diploma in Translation — English to French Option \(30 credits\)](#)

[section 4.8.4.4.2.2: Graduate Diploma in Translation — French to English Option \(30 credits\)](#)

[section 4.8.4.4.2.3: Graduate Diploma in Translation — Spanish to French Option \(30 credits\)](#)

[section 4.8.4.4.2.4: Graduate Diploma in Translation — Spanish to English Option \(30 credits\)](#)

3.2.2.4 Spanish

Spanish

Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > Translation and Written Communication > About Translation and Written Communication Programs and Courses > section 4.8.4.3.4: Graduate Certificate in Professional Communication — Spanish (18 credits)

3.3 Admission Procedures: Bachelor of Commerce (Part-Time)

Admission to the Bachelor of Commerce program is through Enrolment Services. Students can apply online at www.mcgill.ca/applying. Applications for admission can be obtained from the Service Point, 3415 McTavish Street, Montreal, Quebec, H3A 0C8.

For application deadlines and procedures, contact Enrolment Services.

3.4 Admission Procedures: Faculty of Education, Continuing Education Programs

Application for admission to Faculty of Education, Continuing Education programs can be made on the web at: www.mcgill.ca/applying. Students should complete the application form and submit the required documents to the appropriate academic area. For application deadlines and procedures, visit www.mcgill.ca/conted/acad/education.

Applicants to the First Nations and Inuit programs must contact the Office of First Nations and Inuit Education for admission information at 514-398-4533.

3.5 Admission Procedures: Continuing Studies Undergraduate Certificate and Graduate Certificate and Diploma Programs

The Client Services Office of the School of Continuing Studies processes admissions to the School's formal programs except for the Bachelor of Commerce and the Bachelor of Education programs.

McGill's online application form is available at www.mcgill.ca/applying. Online application is preferred; however, limited numbers of paper applications are available upon request and may be obtained by calling 514-398-6200 or by emailing admissions.conted@mcgill.ca.

Application Deadlines for all programs

Fall term	June 1
Winter term	October 1
Spring term	February 1

3.5.1 Application Fee

A non-refundable application fee of \$65 in Canadian or U.S. funds, payable by Visa or MasterCard, is required. This fee includes application for evaluation of transcripts for students requesting Advanced Standing in a program at the time of admission.

McGill's highly secured e-payment service minimizes cardholder risk. Your credit card information is passed instantly to the Moneris payment gateway and is not stored at McGill. Moneris handles 80% of all credit card transactions processed in Canada. McGill University cannot process online applications without a valid credit card. If you cannot pay by credit card, you will be required to submit a paper application. In this case, your payment can be made by certified cheque, money order, or debit card.

3.5.2 Tracking the Status of Your Application

A notice acknowledging receipt of your application to McGill University will be sent to the email address indicated on your application.

This acknowledgment notice will contain a McGill identification number and a PIN that you can subsequently use to log on to Minerva, McGill's self-service web-based administrative system, at www.mcgill.ca/applying/knowingstatus.

You will be able to check the status of your application, including the receipt of supporting documents, on Minerva.

3.5.3 Supporting Documents for Undergraduate Programs

The following documents must be received before the application can be processed:

1. An unofficial transcript (if applicable) accompanied by two pieces of identification. Arrangements should be made to have an official transcript confirming degree completion sent directly from the former educational institution to the School of Continuing Studies (see *Programs, Courses and University Regulations > University Regulations and Resources > Continuing Studies > Personal Information > section 1.2.2: Legal Documents: Why Does McGill Collect Legal Documents from You?*). Applicants applying on the basis of the CEGEP Diplôme d'études collégiales (DEC) must provide their Permanent Code so that McGill University can access their CEGEP transcripts electronically.
2. Proof of age: Students 21 years of age and over, who do not have the normal academic background for admission, may be admitted as mature students. Two pieces of personal identification must be attached.
3. TOEFL, IELTS, APIEL, McGill SCS-TELP, McGill Certificate of Proficiency in English – Language and Culture, or Certificate of Proficiency – English for Professional Communication, if your mother tongue is other than English. (See *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > Career and Professional Development > Career and Professional Development (Undergraduate Certificate Programs, Part-Time B.Com.) > About Admission Requirements for Certificate Programs > section 4.1.2.7.2: Proof of Proficiency in English*.) Students who have completed both Secondary V and a Diploma of Collegial Studies in Quebec (DEC) are not required to submit proof of proficiency in English.

3.5.4 Supporting Documents for Graduate Programs

Candidates wishing to apply to a graduate program must have a degree (i.e., a bachelor's degree) from a recognized university that is equivalent to an undergraduate degree as approved by Graduate and Postdoctoral Studies or the *Ministère de l'Immigration et des Communautés culturelles*. Programs may have additional admission requirements. Please refer to the admission requirements specified in the program description.

The following documents must be received before the application can be processed:

1. An unofficial transcript with confirmation of degree awarded and date of graduation or a letter from the university confirming expected date of completion (if the degree has not been granted yet).
2. All students must make arrangements to have an official transcript, with confirmation of degree awarded and date of graduation, sent directly by their previous institution to Client Services – Admissions before their application can be considered.
3. TOEFL, IELTS, APIEL, McGill SCS-TELP, McGill Certificate of Proficiency in English – Language and Culture, or Certificate of Proficiency – English for Professional Communication, if your mother tongue is other than English. (See *Programs, Courses and University Regulations > Faculties & Schools*

> School of Continuing Studies > Areas of Study > Career and Professional Development > Career and Professional Development (Graduate Programs, Diplomas and Graduate Certificates) > Academic Regulations > [section 4.1.3.2.2: Proof of Proficiency in English.](#) Students who have completed both Secondary V and a Diploma of Collegial Studies in Quebec are not required to submit proof of proficiency in English.



Note: You cannot apply as a mature student for graduate-level programs.

3.5.5 Due Date for Documentation Requirements for McGill Applications

All required supporting documents, including transcripts, statements of Standing, test scores, letters of recommendation, etc. (depending on the program), must reach McGill by the admission deadline date, i.e., June 1 for Fall admission, October 1 for Winter admission and February 1 for Spring admission.

3.5.6 What are Official Documents at McGill?

McGill requires official versions of all transcripts and statements of Academic Standing from schools or other education institutions. Test scores and examination results must also be official. At McGill, “official” signifies that the school, educational institution, or Examination Board, for students who write Advanced-level examinations, sends directly to McGill University without intermediary all transcripts, statements of Academic Standing, test scores, and examination results. We do not accept as “official”: copies of documents certified by a notary, commissioner of oaths, Canadian Education Centre, or embassy staff member. We do not make conditional decisions based on unofficial transcripts or statements of Academic Standing.

We recognize that in some countries, it is difficult to arrange for schools to send official transcripts. We also recognize that individuals who no longer reside in the country where they studied face particular challenges in arranging for official documentation. Should this be the case, please communicate this to us in writing and, if warranted, we will consider extending the deadline for document submissions.

For further information, such as the complete list of acceptable documents and the Attestation of Residency form, please contact the Client Services Office at 514-398-6200.

3.6 Deferring or Declining Our Offer of Admission?

The offer of admission is valid for one academic year beginning with the session of admission. If you do not enrol in courses during that one-year period, you will be required to re-apply. If you wish to decline our offer of admission, please contact the Client Services Office via email at admissions.conted@mcgill.ca to inform them of your decision.

3.7 Program Transfers

A student may request one program transfer per admission; each subsequent request will be treated as a new admission. In the latter case, the student will be required to complete an “Application for Admission” and will be subject to the \$65 application fee. Students who wish to transfer from one program to another must submit a written request to the Client Services – Admissions Office. Please note that a student cannot request a transfer in the same session in which he/she was admitted. The Request for Program Change form is available at www.mcgill.ca/conted/students/forms.

3.8 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. 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. The Request for Advanced Standing form is available at www.mcgill.ca/conted/students/forms.

3.8.1 Post-Admission Requests for Advanced Standing

Students applying for Advanced Standing after the time of admission must complete an “Application for Advanced Standing” and submit it to the Client Services Office. 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 Client Services Office of the School of Continuing Studies.

5. If required, students are responsible for submitting any additional supporting documentation to the Client Services Office of the School of Continuing Studies.

The Application for Advanced Standing can be found online at: www.mcgill.ca/conted/studentres/forms. It is also available at the Client Services Office.

3.8.2 Exemption by Examination (for Career and Professional Development Students)

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 an application form from *Career and Professional Development* or from the website: www.mcgill.ca/conted/studentres/forms. Students interested in the Exemption by Examination test should contact Career and Professional Development 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.

3.9 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. Students will be given an International Student Study Plan. They will be 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. Immigration authorities will ask to see the Study Plan before issuing or renewing a student visa.



Note: Students in the intensive English or intensive French language programs will not be required to provide a Study Plan to immigration authorities.

3.9.1 Application Procedures – International Students

For acceptance into a program, students must complete a formal application. Please see [section 3.1: Admission Requirements](#) 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 Citizenship and Immigration Canada. This, in turn, can be issued only after a *certificat d'acceptation du Québec* (CAQ) has been obtained from Immigration 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.

3.9.2 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.

The process begins with a Letter of Acceptance from McGill University. You should start the application process as soon as you receive your letter of admission from McGill. International students are reminded that it may take **three to six months** for a study permit to be issued. 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:

3.9.2.1 Temporary Resident Visa (Only for Intensive English or Intensive French Language Programs)

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. 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.

3.9.2.2 Study Permit

Persons planning to study for more than six consecutive months are required to obtain a *Certificat d'Acceptation du Québec* (CAQ) from Immigration Québec and a Study Permit from Immigration Canada. The first application for these documents must be made before arriving in Canada. For more information, consult the Immigration Canada website at www.cic.gc.ca.

Students must start by applying for the *Certificat d'Acceptation du Québec* (CAQ) at the Immigration Québec 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 their website at www.immigration-quebec.gouv.qc.ca. 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.

3.9.2.3 Immigration Contacts

Citizenship & Immigration Canada

www.cic.gc.ca

Case Processing Centre

Vegreville, Alberta T9C 1X6

CANADA

Telephone: 1-888-242-2100

Ministère de l'Immigration et des Communautés culturelles (Immigration Québec)

www.immigration-quebec.gouv.qc.ca/en/index.html

285 Notre-Dame Street West

Main Floor, Suite G-15

Montreal, Quebec H2Y 1T8

CANADA

Telephone: 514-864-9191

Canadian Bureau for International Education (CBIE)

www.cbie.ca

220 Laurier Ave. West, Suite 1550

Ottawa, Ontario K1P 5Z9

CANADA

Telephone: 613-237-4820

Canada Border Services Agency

www.cbsa.gc.ca

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).

Further information regarding the regulations governing student status in Quebec can be provided by the nearest Canadian embassy or consulate.

3.10 Special Student Status: Undergraduate Courses

This applies to all programs.

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." You must nevertheless have the prerequisite qualifications required 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 website: www.mcgill.ca/conted/applyregister.

3.10.1 Documents Required to Register for Undergraduate Courses

For more information, see *Programs, Courses and University Regulations > University Regulations and Resources > Continuing Studies > Registration for Continuing Studies Students > section 1.3.3: Other Ways to Register*.

3.11 Special Student Status: Graduate-Level Courses

This applies to all programs.

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 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 recognize credits earned by Special Students toward completion of a Diploma or Graduate Certificate program.



Note: Other academic regulations may apply to Special Students, depending on the courses in which you register.

For further information please refer to the relevant academic area's section of this publication or to the website: www.mcgill.ca/conted/applyregister. Special students who wish to register for graduate-level courses must see an adviser prior to registration.

3.11.1 Documents Required to Register for Graduate-Level Courses

For more information, see *Programs, Courses and University Regulations > University Regulations and Resources > Continuing Studies > Registration for Continuing Studies Students > section 1.3.3: Other Ways to Register*.

3.12 Professional Associations

The School of Continuing Studies is involved in cooperative education activities with professional associations. Many of these organizations recognize Continuing Studies courses and programs as credit toward their diplomas and certificates. Membership in the association is recommended and in some cases required. Professional requirements may vary and students must know the regulations of their association especially with regard to pass/fail marks and other examination conditions. The School cooperates with the following organizations:

Association of Administrative Assistants

Qualified Administrative Assistant Programme (Q.A.A.)

The Association of Administrative Assistants is a Canadian chartered non-profit professional organization with a three-fold purpose: to establish a national standard of qualifications for administrative assistants to senior personnel; to reach this standard by providing advanced education; and to make management aware of the fully qualified administrative assistant.

Its mission is to assist members in the continuing development of administrative skill, underlying knowledge, and professional growth, thus enhancing employment opportunities and contributions to both the workplace and the community.

The *Qualified Administrative Assistant Program* provides a solid background in general business education. An applicant wishing to register as a student must be a member of the Association of Administrative Assistants before they can apply to become a Q.A.A. Program student. Q.A.A. designation holders must remain members in good standing of the Association of Administrative Assistants to retain the designation of Qualified Administrative Assistant.

The program consists of three compulsory courses and four elective courses offered at 18 post-secondary institutions across Canada and must be successfully completed within seven years to qualify for the Q.A.A. Certificate and designation. Students must successfully complete the seven-course program with an overall grade point average of 60%.

To obtain important information on program requirements, please visit our website at www.aaa.ca or contact the National Director Registrar at email: registrar@aaa.ca.

Autorité des Marchés Financiers

The School of Continuing Studies at McGill University offers courses in "Personal-lines and Commercial-lines damage insurance" (I.A.R.D.). These courses will help you prepare for examinations, which are administered by *l'Autorité des marchés financiers*. To receive a representative's certificate (agent/broker) in damage insurance or a certificate in claims adjustment, you must take the appropriate exams at *l'Autorité des marchés financiers*. Before registering for courses at McGill, it is necessary to first contact *l'Autorité des marchés financiers* to find out the minimum requirements. You must contact them by calling: 1-877-395-0337 or by visiting them on the web at: www.lautorite.qc.ca. For more information on the courses offered at McGill, call: 514-398-1030.

Canadian Institute of Management

The Canadian Institute of Management is Canada's senior management association. As a non-profit organization, the Institute was established in 1942 and is dedicated to enhancing managerial skills and professional development. Currently, there are 17 branches coast-to-coast with the National Office in Barrie.

The Canadian Institute of Management, in cooperation with McGill University, offers educational and developmental opportunities relevant to the needs of aspiring managers in meeting today's challenges. In addition, the Institute offers a professional designation for managers who wish to be recognized for their commitment to management excellence.

Further information regarding the Institute's Certified in Management, Professional Manager, and Chartered Manager designations can be obtained from:

Canadian Institute of Management

Mr. Pierre Henri

200-2140 boul. Marie-Victorin

Longueuil, QC J4G 1A9

Telephone: 450-671-6775

Email: info@cim-icg.ca

Website (Quebec): www.cim-icg.ca

Website (Canada): www.cim.ca

Canadian Institute of Traffic and Transport (CITT)

Completing the Certificate in Logistics Management and satisfying the other requirements of the Canadian Institute of Traffic and Transportation will qualify the candidates for membership and to use the CITT designation.

The first two courses, Transportation Systems and Logistics Processes are offered by the CITT directly. No exemptions are allowed for these two courses.

Full information on the cooperative arrangements can be obtained from the School of Continuing Studies. Students interested in membership or further information on the organization should contact:

Canadian Institute of Traffic and Transportation

10 King Street East, Suite 400

Toronto, ON M5C 1C3

Telephone: 416-363-5696

Fax: 416-363-5698

Email: info@citt.ca

Website: www.citt.ca

Canadian Payroll Association (CPA)

Certified Payroll Manager Program

McGill's School of Continuing Studies offers compulsory courses recognized by the Canadian Payroll Association (CPA) for their Certified Payroll Manager (CPM) certification.

The Canadian Payroll Association's Certified Payroll Manager Program (CPM) is recognized nationally as the standard of excellence for payroll training.

The CPA awards two levels of certifications – the Payroll Compliance Practitioner Certificate (PCP) and the Certified Payroll Manager Certificate (CPM) upon completion of compulsory courses. For further information, contact the Canadian Payroll Association at 416-487-3380 ext. 272, or by email at: certification@payroll.ca.

Chartered Secretaries Canada

Chartered Secretaries Canada is a division of the Institute of Chartered Secretaries and Administrators (ICSA) – the international professional body for Chartered Secretaries. Focused on corporate governance and professional administration, Chartered Secretaries Canada is the only body in North America offering an international professional designation – ACIS and FCIS – for corporate governance professionals, administrators, and corporate secretaries.

To become a Chartered Secretary, candidates must complete ICSA's International Qualifying Scheme. The Professional Program is an express route available to qualified candidates, including graduates from McGill University in any discipline. This eight-module program of study includes:

- Corporate Law
- Financial Accounting
- Management Accounting
- Strategic & Operations Management
- Corporate Governance

- Corporate Administration
- Corporate Secretarial Practice & Procedures
- Corporate Financial Management

The Institute maintains an international standard exemption policy. Exemptions of four subjects will be granted to graduates with a degree in Commerce, Business Administration, or Law.

For further information contact:

Education Coordinator
Chartered Secretaries Canada
310-2175 Sheppard Avenue East
Toronto, Ontario M2J 1W8

Telephone: 416-944-9727 or 1-800-501-3440
Email: education@icsacanada.org
Website: www.icsacanada.org

Insurance Institute of Canada

This Institute cooperates with McGill in the offering of its certificate programs and recognizes individual courses and programs as appropriate for their professional designation. Full information on the cooperative arrangements can be obtained from the School. Students interested in membership or further information on the organization should contact:

Institut d'assurance de dommage du Québec
1200 McGill College Ave., Suite 2230
Montreal, QC H3B 4G7

Telephone: 514-393-8156
Fax: 514-393-9222
Email: montrealcourriel@institutdassurance.ca
Website: www.institutdassurance.ca

Insurance Institute of Canada
18 King Street East, 6th Floor
Toronto, ON M5C 1C4

Telephone: 416-362-8586
Fax: 416-362-1126
Email: iicmail@insuranceinstitute.ca
Website: www.insuranceinstitute.ca

International Association of Business Communicators

The Montreal chapter of IABC recognizes McGill's public relations programs. For more information on IABC membership or the association, please visit the website at <http://montreal.iabc.com> or contact VP Membership, Rodrigo Lima at 514-904-4083.

International Institute of Business Analysis (IIBA®)

International Institute of Business Analysis (IIBA®) is an independent non-profit professional association serving the growing field of Business Analysis. For individuals working in a broad range of roles—business analysis, systems analysis, requirements analysis or management, project management, consulting, process improvement, and more—IIBA® can help you do your job better and enhance your professional life. McGill University's School of Continuing Studies has been approved as a provider of business analysis training by the IIBA®. As such, certain courses offered by the School may lead to professional development hours (PDs) recognized by the IIBA®.

For more information about the IIBA, please visit www.iiba.org.

Intellectual Property Institute of Canada (IPIC)

The Intellectual Property Institute of Canada (IPIC) is a national professional association concerned with patents, trademarks, copyright, and industrial design. It is comprised of over 1,700 members from Canada and abroad. IPIC is the only professional association in Canada to which nearly all patent agents, trademark agents, and lawyers specializing in intellectual property belong. IPIC has been collaborating with McGill since 1994 in offering the Summer Courses in Intellectual Property. More information can be found on the IPIC website at www.ipic.ca.

L'Ordre des Administrateurs Agréés du Québec

This organization cooperates with universities in order to initiate students into the professional practice of management. It offers special opportunities to exchange with experienced chartered administrators (C.Adm.) while they work toward obtaining their official title.

To become a member, candidates must possess:

- a bachelor degree in business administration, commerce, or similar discipline;

- good knowledge of French.
- OR
- a degree in another discipline but at least 30 credits in business administration, commerce or similar discipline;
 - good knowledge of French.

Students interested in membership or further information on the organization should contact:

Service de l'admission de l'Ordre
910 Sherbrooke St. West, Suite 100
Montreal, Quebec H3A 1G3

Telephone: 514-499-0880 or 1-800-465-0880
Fax: 514-499-0892
Email: info@adma.qc.ca
Website: www.adma.qc.ca

Ordre des CGA du Québec (Certified General Accountant – CGA)

In order to fulfil the educational requirements necessary to obtain the CGA professional designation, the candidate must hold:

- a bachelor of commerce degree with a major in accounting; or
- a bachelor of commerce degree with honours in accounting; or
- a “baccalauréat par cumul”* from an educational institution that recognizes either McGill University's Certificate in Accounting or Certificate in Management in combination with two other certificates from the same institution;

and she/he must complete the Short Graduate Program in Professional Practice, pass the four national examinations, and acquire 24 months of practical work experience. Under certain conditions, the specific competencies examinations Advanced Personal and Corporate Taxation 2 (TX2) and Internal Auditing and Controls (MUI) or Advanced External Auditing (AU2) might be exempted.

To obtain a CGA-Auditor permit: the only possible exemption will be for the taxation technical competency exam. The auditing technical competency exam must be successfully completed. Furthermore, the 21 months' practical training must be done in private practice and consist of performing 2,500 hours of professional services, including 100 hours in taxation and 1,250 hours in assurance (review/audit engagements) with at least 625 hours in audit.

A list of specific courses necessary to complete the educational requirements and descriptive brochures of the Order can be obtained from the School of Continuing Studies. Students interested in acquiring membership should contact:

Ordre des CGA du Québec
500 Places d'Armes, Room 1800
Montreal, Quebec H2Y 2W2

Telephone: 514-861-1823 or 1-800-463-0163, ext. 284
Fax: 514-861-7661
Email: admission@cga-quebec.org
Website: www.cga-quebec.org

* Please note that McGill University does not offer a “baccalauréat par cumul.” Candidates who wish to obtain one should consult other (francophone) universities in Quebec for information on how a McGill certificate program can be credited toward a bachelor's degree; i.e., “baccalauréat par cumul.”

Ordre des Comptables en Management Accrédités du Québec (Certified Management Accountant – CMA)

The Bachelor of Commerce program with an Accounting Concentration fulfills the educational requirements of the *Ordre des comptables en management accrédités du Québec* and with the appropriate options prepares students to write the CMA Entrance Examination.

A list of specific courses required to complete the educational requirements and descriptive brochures of the Order can be obtained from the School. Students interested in further information on the CMA designation should contact the Coordinator of Admission and Quality at:

Ordre des comptables en management accrédités du Québec
393 Saint-Jacques St., Suite 920
Montreal, Quebec H2Y 2H7

Telephone: 514-849-1155 ext. 227 or 1-800-263-5390
Fax: 514-849-9674
Email: formation@cma-quebec.org
Website: www.cma-quebec.org

Ordre des Conseillers en Ressources Humaines et en Relations Industrielles Agréés du Québec (ORHRI)

The *Ordre des conseillers en ressources humaines agréés* is the primary reference organization in its field in Quebec. It has a membership of more than 10,000 professionals, candidates, and students, including 5,600 CHRPs and 2,400 CIRCs. It is the only human resources organization devoted to the protection of the public authorized by the Professional Code to confer these professional designations.

Active in all sectors, CHRPs and CIRCs contribute to the development and maintenance of a healthy working atmosphere and a safe, efficient organizational environment that respects the uniqueness of each and every employee. They also represent employers and employees in various areas of HR management, from industrial relations to staffing, training, occupational health and safety, organizational development, and compensation.

Students who are interested in becoming members or in learning more about the association should contact the *Ordre des conseillers en ressources humaines agréés* at:

Ordre des conseillers en ressources humaines et en relations industrielles agréés du Québec
1200 McGill College Avenue, Suite 1400
Montreal, Quebec H3B 4G7

Telephone: 514-879-1636
Fax: 514-879-1722
Email: info@portailrh.org
Website: www.portailRH.org

Ordre des Traducteurs, Terminologues et Interprètes Agréés du Québec

The *Ordre des traducteurs, terminologues et interprètes agréés du Québec* is an order with a reserved title representing nearly 1,900 members, all of whom are certified language professionals.

As part of its mandate to protect the public, the Order has adopted the following mission: to ensure and promote the competence and professionalism of its members in the fields of translation, terminology, and interpretation.

Students holding both the Certificate in Translation and the Graduate Diploma in Translation may apply for an equivalence in order to have access to the professional designation. Students wishing to apply for admission as student members or to apply for certification may do so by contacting the certification coordinator at 514-845-4411, ext. 223, or at 1-800-265-4815, ext. 223.

OTTIAQ
2021 Union Avenue, Suite 1108
Montreal, Quebec H3A 2S9

Fax: 514-845-9903
Email: info@ottiaq.org
Website: <http://www.ottiaq.org/>

Project Management Institute (PMI®)

The Project Management Institute (PMI®) is an autonomous, non-profit, tax-exempt membership association dedicated to advancing the state-of-the-art in effective and appropriate application of the practice and science of project management.

McGill University's School of Continuing Studies has been approved as a provider of project management training by the PMI®. As such, certain courses and seminars in project management offered by the School may lead to PDU credit for PMI® members.

For more information about the PMI®, please visit www.pmi.org or contact:

Telephone: 610-356-4600 (menu option 8)
Fax: 610-356-4647
Email: customercare@pmi.org

Purchasing Management Association (PMAC)

The Purchasing Management Association of Canada and its Quebec Institute, the CAQ, provides a well-known and accredited program in purchasing and supply-chain management. A non-profit organization, the *Corporation des Approvisionneurs du Québec* (CAQ) is the Quebec Institute of the Purchasing Management Association of Canada (PMAC). The PMAC has over 8,000 members in 10 institutes across Canada.

Strategic supply management is an integral function of any business, with more power to impact the bottom line than just about any function within an organization. Purchasing decisions are strategically important. They reflect directly on a corporation's bottom line, where a purchasing dollar saved has the same effect as \$10.00 in sales.

The CAQ and the PMAC are the voice of an exciting and progressive business profession, purchasing, and supply management. We offer a wide range of services to our members: professional development, training, seminars, workshops, accreditation, networking, and university research. PMAC consists of a national office and 10 provincial and territorial institutes.

The association offers both a Supply Chain Management and the internationally recognized Certified Professional Purchaser (C.P.P.) Designation. The programs are comprised of purchasing courses, modules, seminars, workshops, and general management courses (such as those offered here at McGill University), coupled with work experience.

Individuals wishing to register in either program or for more information can obtain complete details by visiting websites of the PMAC at www.pmac.ca or the Quebec Institute at www.caq.qc.ca.

Corporation des Approvisionneurs du Québec
895 boulevard du Séminaire Nord, Suite 302
Saint-Jean-sur-Richelieu, QC J3A 1J2

Telephone: 1-800-977-1877 or 450-357-0033
Fax: 450-357-0044
Email: info@caq.qc.ca

Quebec Risk and Insurance Management Association (QRIMA)

This association is a chapter of the Risk and Insurance Management Society, a professional association of practising risk management professionals. It cooperates with McGill in the offering of risk management courses that lead to the CRM (Canadian Risk Management) and the RIMS Fellow designation. Further information can be obtained from the association or visit the QRIMA website: <http://quebec.rims.org> or email agraq@rimsmail.org. Any queries can be directed to Janice McGraw at 514-398-6251.

Risk and Insurance Management Society, Inc. (RIMS)

RIMS is the professional body determining standards, sponsoring education programs, and controlling the professional designations for the CRM (Canadian Risk Management) and the RIMS Fellow. To be eligible for the CRM designation, candidates must successfully complete the three risk management (Risk Assessment, Risk Control, and Risk Financing) courses. To be eligible for the RIMS Fellow designation, candidates must complete four university-level courses: Accounting and Finance are required, as are the two courses selected from business, economics, MIS, law, insurance, marketing, or management, twelve days of the RIMS Fellow workshop, as well as the completion of the three risk management courses. For further information please contact:

The Global Risk Management Institute, Inc.
1065 Avenue of the Americas, 13th Floor
New York, NY 10018, USA

Telephone: 212-655-6221
Fax: 212-655-6042
Email: fiordan@rims.org

Société Québécoise des Professionnels en Relations Publiques

This association recognizes McGill's public relations programs. Students interested in membership or further information about the organization should contact:

Société québécoise des professionnels en relations publiques
7255 Alexandra, Suite 106
Montreal, QC H2R 2Y9

Telephone: 514-845-4441
Fax: 514-842-4886
Email: info@sqprp.ca
Website: www.sqprp.ca

3.13 Glossary

Undergraduate: A student who has not yet completed a bachelor's degree or a program that leads to a bachelor's degree. A graduate student has completed a bachelor's degree and is working toward a master's degree or doctorate.

Bachelor's Degree: A degree that normally takes three or four full-time years to complete, depending on the educational system you come from. An honours program demands a high degree of specialization and requires a student to satisfy specific requirements while maintaining a good Academic Standing. Students generally complete a first academic year and can then select an honours program. An honours program can be a requirement for certain graduate (master's) programs.

Certificate Program: A certificate is a 30-credit first-cycle program, governed by the teaching Faculty.

Diploma Program: A diploma is a 30-credit second-cycle program which has as a prerequisite for admission, an undergraduate degree, or its equivalent, in any discipline, and for which faculty approval rests with the teaching faculty.

Graduate Diploma: A graduate diploma is a 30-credit second-cycle program which has, as a prerequisite for admission, an undergraduate or graduate degree, or its equivalent, in the same or a related discipline, and for which faculty approval rests with Graduate and Postdoctoral Studies.

Graduate Certificate: A Graduate Certificate is a program of fewer than 30 credits but no less than 15 credits, which has, as a prerequisite, an undergraduate degree, and for which faculty approval rests with Graduate and Postdoctoral Studies.

Credit System: The School of Continuing Studies uses 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 students and generally assume two hours of personal study for each contact hour. The credit weight of each course is indicated in parentheses beside the course title.

Continuing Education Units (CE Units): Some courses at the School may carry a Continuing Education 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 unit represents ten hours of participation.

Non-Transcript Activity: A non-transcript activity is a course, seminar, or workshop in any discipline that does not carry university credit or Continuing Education Units and will not appear on a university transcript.

Term: The academic year is broken into two terms: Fall (September to December) and Winter (January to April), with certain courses available during the Summer term (May to August).

Advanced Standing: If you are applying from a school system outside North America, or from another university, you may be eligible to receive Advanced Standing for university-level work you've already completed. Some students applying from outside Quebec may be able to earn exemption from taking basic courses by writing placement exams before classes start.

Minerva: By logging into Minerva, McGill's online administrative system, you can apply for admission, register for courses, check your exam schedule, update the status of your tuition, and look at your grades, 7 days a week, 24 hours a day, from the comfort of your own computer.

Programs, Courses and University Regulations: This publication (www.mcgill.ca/study) is the official listing of requirements for degree, certificate, and diploma programs and courses offered by the University. It also describes the University's academic and administrative regulations, policies, and procedures.

Important Dates Supplement: The Important Dates Supplement is published three times a year before each registration period. It contains specific details on registration dates and information pertaining to the upcoming term. In case of discrepancy, the information contained in the supplement takes precedence over the information on the *Programs, Courses and University Regulations* website.

4 Areas of Study

4.1 Career and Professional Development

4.1.1 Career and Professional Development at the School of Continuing Studies

Whether you want to acquire new job-related skills, boost your credentials with a career-advancing certificate, diploma, or workshop, or even begin down a brand new career path, Career and Professional Development is the right place to do it. We have highly qualified instructors, innovative courses and programs, and the real-life professional focus that can expand your current skill set or get you to the next stage in your career.

At the School of Continuing Studies, you will study with business leaders and experts at the top of their professions. They bring real-world experience, pertinent case studies, the latest technologies and industry best practices to our interactive and collaborative learning environments. Our stimulating, committed instructors and motivated students will help accelerate your own learning and make a real difference in your career.

For those interested in shorter-term professional development opportunities, we offer a wealth of courses, workshops, online courses, and webinars throughout the year on topics such as business analysis, intellectual property, post-traumatic stress disorder, and project management.

Since balancing work and family responsibilities is always a challenge, we have tailored our programs and courses to your demanding schedule. Most classes are offered one evening a week (Monday to Thursday), while some professional development offerings are on the weekends.



Note: The Career and Professional Development unit was formerly known as Career and Management Studies (CMS).

4.1.1.1 Location

Career and Professional Development
 Undergraduate Certificate Programs, Part-time B.Com.
 Telephone: 514-398-1030
 Fax: 514-398-3108
 Website: www.mcgill.ca/conted/acad/cms
 Email: info.conted@mcgill.ca

4.1.1.2 Administrative Officers

Administrative Officers

Carmen Sicilia; B.A.(C'dia), M.A., Ph.D.(McG.)

Inna Popova

Dawne Ramsahoye; B.A.(McG.), G.D.I.A., M.A.(C'dia)

Director

Associate Director, Professional Development and Corporate Training

Program Manager

Administrative Officers

Kevin Parent; B.Ed., M.B.A. (McG.), CGA.	Coordinator, Accounting, Finance and Taxation
Hang Lau; B.Sc.(Chinese HK), M.Sc., Ph.D.(McG.)	Coordinator, Information Technology and Supply Chain Management
TBA	Coordinator, Human Resources Management and Leadership
TBA	Coordinator, Management, International Business and Entrepreneurship
Elizabeth J. Hirst; B.A.(McG.), M.A.(Montr.), APR., FCPRS.	Coordinator, Public Relations and Marketing
Paul Robert Chouha; B.Sc., M.A.(CCNY), M.Sc.(UQAM), M.Sc.(Montr.)	Coordinator, Mathematics and Statistics

4.1.1.3 Professional Development and Job Opportunities

Career and Professional Development programs can enhance your career and provide opportunities for numerous occupations such as:

- Accounting, tax, and financial planners
- Brand and product marketing experts
- Business entrepreneurs
- Customer service and help desk representatives
- Health care and social services managers
- Human resources managers
- Investment and treasury analysts
- IT business and support analysts
- Logistics and supply-chain managers
- Marketing and sales professionals
- Money-market and merger and acquisition analysts
- Physical distribution specialists and online retailers
- Public relations professionals
- QA analysts and test engineers
- Retirement and estate planners
- Risk managers
- Software engineers and developers
- Systems, database, and network administrators
- Web masters, designers, and developers

4.1.2 Career and Professional Development (Undergraduate Certificate Programs, Part-Time B.Com.)

In a world of rapid change, innovation, and globalization, Career and Professional Development (C&PD) has the programs and courses to boost your career. Our instructors are experts and leaders in many disciplines, sharing their hard-won experience in wide-ranging professions and industries such as Accounting, Entrepreneurship, Finance, Health Care, Human Resources, Management, Marketing, Public Relations, Information Technology, and Supply Chain Management. C&PD offers innovative programs and courses that focus on real-life issues, applications, and skills. Whether you take just one course or complete a certificate, studies at C&PD will enrich you both personally and professionally.



Note: The *Career and Professional Development* unit was formerly known as *Career and Management Studies (CMS)*.

4.1.2.1 Certificate Programs

Undergraduate programs, university degree not required:

Certificate Programs

[*section 4.1.2.1.1: Certificate in Accounting*](#)

[*section 4.1.2.1.2: Certificate in Entrepreneurship*](#)

[*section 4.1.2.1.3: Certificate in Applied Finance*](#)

[*section 4.1.2.1.4: Certificate in Health and Social Services Management*](#)

Certificate Programs

- section 4.1.2.1.5: Certificate in Human Resources Management*
- section 4.1.2.1.6: Certificate in Management*
- section 4.1.2.1.7: Certificate in Marketing*
- section 4.1.2.1.8: Certificate in Public Relations and Communications Management*
- section 4.1.2.1.9: Certificate in Risk Management*
- section 4.1.2.1.10: Certificate in Software Development*
- section 4.1.2.1.11: Certificate in Supply Chain Management and Logistics*
- section 4.1.2.1.12: Certificate in Systems Analysis and Design*
- section 4.1.2.2.1: Certificate in Aboriginal Social Work Practice*
- section 4.1.2.2.2: Certificate in Northern Social Work Practice*

4.1.2.1.1 Certificate in Accounting

This certificate provides the academic training necessary for performing the accounting function.

4.1.2.1.1 Certificate in Accounting (30 credits)

The Certificate in Accounting, in conjunction with the Certificate in Management, fulfils most of the educational requirements of the Ordre des comptables généraux licenciés du Québec (CGA) and the Ordre des comptables en management accrédités du Québec (CMA) and with the appropriate options prepares students to write the professional accreditation examinations of the particular Ordres. A detailed list of the specific certificate courses which satisfy the requirements of the particular Ordre can be obtained from Career and Professional Development.

Note: Prerequisite courses are not included in the total credit requirement for the program.

Prerequisite

MGCR 211*	(3)	Introduction to Financial Accounting
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* or the Exemption by Examination Test

Required Courses (21 credits)

ACCT 351	(3)	Intermediate Financial Accounting 1
ACCT 352	(3)	Intermediate Financial Accounting 2
ACCT 361	(3)	Intermediate Management Accounting 1
ACCT 362	(3)	Intermediate Management Accounting 2
ACCT 385	(3)	Principles of Taxation
ACCT 453	(3)	Advanced Financial Accounting
ACCT 475	(3)	Principles of Auditing

Complementary Courses (9 credits)

The 3 complementary courses may be chosen from any of the courses listed below if you are not pursuing a specific stream.

CGA Requirement

In addition to the required and prerequisite courses listed in the Certificate in Accounting, you must take the following courses if you wish to follow the CGA stream (other courses may be required: contact the CGA office).

ACCT 354	(3)	Financial Statement Analysis
ACCT 455	(3)	Development of Accounting Thought
ACCT 476*	(3)	Internal Auditing
ACCT 477*	(3)	External Auditing
ACCT 486	(3)	Business Taxation 2
INSY 332	(3)	Accounting Information Systems

* Only one of these courses may be taken for credit in the Certificate program.

CMA Requirement

In addition to the required and prerequisite courses listed in the Certificate in Accounting, you must take the following courses if you wish to follow the CMA stream (other courses may be required: contact the CMA office).

ACCT 354	(3)	Financial Statement Analysis
ACCT 455	(3)	Development of Accounting Thought
ACCT 463	(3)	Advanced Management Accounting
ACCT 476*	(3)	Internal Auditing
INSY 332	(3)	Accounting Information Systems

Other Complementary Courses

BUSA 400	(3)	Independent Studies in Management
CCTX 540	(3)	U.S. Taxation

4.1.2.1.1.2 CGA Contact Information

CGA Exams and Exemptions
Telephone: 514-861-1823 ext. 220
Email: examens@cga-quebec.org
Website: www.cga-quebec.org

or

General Information and Course Equivalencies
Telephone: 514-861-1823 ext. 246
Email: admission@cga-quebec.org
Website: www.cga-quebec.org
Toll-Free Number: 1-800-463-0163
Fax: 514-861-7661

4.1.2.1.1.3 CMA Contact Information

Ms. Karine Blais
Telephone: 514-849-1155 ext. 227
Email: k.blais@cma-quebec.org
Website: www.cma-quebec.org

4.1.2.1.2 Certificate in Entrepreneurship

This certificate in Entrepreneurship provides an understanding of what is required to launch and maintain a sustainable venture.

4.1.2.1.2.1 Certificate in Entrepreneurship (30 credits)

Revision, June 2012. Start of revision.

Students will develop the tools needed to produce a business plan, communicate with financial advisers, interpret financial statements, prepare a marketing and sales structure and present a product or service to potential investors. Some courses in the Certificate in Entrepreneurship will utilize guest speakers from varied entrepreneurial backgrounds to provide a practical context.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites

CCOM 205*	(3)	Communication in Management 1
CMSC 101*	(3)	College Algebra and Functions

* or the Exemption by Examination Test

Required Courses (27 credits)

BUSA 464	(3)	Management of Small Enterprises
CACC 520	(3)	Accounting for Management
CENT 305	(3)	Product Validation and Sales
CENT 434	(3)	Entrepreneurship Issues Management
CGMG 282	(3)	Introduction to Business
MGCR 222	(3)	Introduction to Organizational Behaviour
MGCR 293	(3)	Managerial Economics
MGCR 352	(3)	Marketing Management 1
MGCR 382	(3)	International Business

Complementary Course (3 credits)

3 credits from:

BUSA 364	(3)	Business Law 1
CGMG 210	(3)	Fundamentals of Project Management
CPRL 223	(3)	Basics of Public Relations
MGCR 331	(3)	Information Systems
MGPO 450	(3)	Ethics in Management
MRKT 355	(3)	Services Marketing
MRKT 452	(3)	Consumer Behaviour

Revision, June 2012. End of revision.

4.1.2.1.3 Certificate in Applied Finance

This certificate provides students with a solid knowledge base in finance and prepares them for a variety of careers in finance.

4.1.2.1.3.1 Certificate in Applied Finance (30 credits)

This program aims to provide students with the appropriate competencies in the area of finance using learner-centered instructional methods so as to prepare them for a variety of careers in finance. The program is designed to provide a solid knowledge base in various finance related fields, such as corporate finance, investment banking and portfolio management, risk management, treasury finance, financial planning and sustainable financial management.

Note: There are two external prerequisite courses to the program, which must be taken prior to taking certain required courses in this program. Students who wish to apply for advanced standing for prerequisite courses must complete an Advanced Standing form at the time of admission or they may take an Exemption by Examination test. Prerequisites and corequisites are not included in the total credit requirements for the program.

Prerequisite Courses

CMSC 101*	(3)	College Algebra and Functions
MGCR 211*	(3)	Introduction to Financial Accounting

* or by the Exemption by Examination Test

Corequisite Courses

MGCR 273*	(3)	Introductory Management Statistics
MGCR 293*	(3)	Managerial Economics

* or by the Exemption of Examination Test

Required Courses (21 credits)

ACCT 354	(3)	Financial Statement Analysis
CFIN 300	(3)	Fundamentals of Financial Markets and Institutions

CFIN 310	(3)	Short-Term Financial Management
CFIN 410	(3)	Investment and Portfolio Management
FINE 342	(3)	Finance 2
FINE 482	(3)	International Finance 1
MGCR 341	(3)	Finance 1

Complementary Courses (9 credits)

CFIN 200	(3)	Retirement Planning
CFIN 305	(3)	Investor Behaviour
CFIN 401	(3)	Sustainable Finance and the Firm
CFIN 402	(3)	Business Valuation and Project Finance
CFIN 403	(3)	Mergers and Acquisitions
CFIN 421	(3)	Asset Liability Management
CPDV 301	(3)	Risk Management
CPDV 302	(3)	Risk Control
CPDV 303	(3)	Risk Financing

4.1.2.1.4 Certificate in Health and Social Services Management

This certificate is designed to provide an integrated base of management knowledge for those who have an interest in the organization, functioning, and management of departments in hospitals (general, for long-term care, etc.), reception centers for the youth and elderly, local community centres, and other health and social service establishments.

4.1.2.1.4.1 Certificate in Health and Social Services Management (30 credits)

The Certificate in Health and Social Services Management focuses on the development of skills in the day-to-day management of the provision of health services in terms of both efficiency and human criteria.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisite

CCOM 205*	(3)	Communication in Management 1
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* or the Exemption by Examination Test

Required Courses (27 credits)

CACC 520	(3)	Accounting for Management
CHLC 351	(3)	Social Service System
CHLC 401	(3)	Evaluation of Health and Social Services
CHLC 500	(3)	Health Care Systems
CHLC 552	(3)	Legal Aspects: Health and Social Services
INDR 294	(3)	Introduction to Labour-Management Relations
MGCR 222	(3)	Introduction to Organizational Behaviour
MGCR 331	(3)	Information Systems
ORGB 423	(3)	Human Resources Management

Complementary Course (3 credits)

3 credits from:

CGMG 210	(3)	Fundamentals of Project Management
CORG 450	(3)	Workplace Health and Safety

INSY 332	(3)	Accounting Information Systems
ORGB 420	(3)	Managing Organizational Teams

4.1.2.1.5 Certificate in Human Resources Management

This certificate provides an introduction to the disciplines and basic practices of human resources management (HRM).

4.1.2.1.5.1 Certificate in Human Resources Management (30 credits)

The Certificate in Human Resources Management presents an overview of the human resources management (HRM) functions and some of the current and future issues in organizational effectiveness, staffing, total compensations training and development, employee and labour relations, workplace health and safety, and professional practice in HRM.

Required Courses (18 credits)

CGMG 282	(3)	Introduction to Business
MGCR 222	(3)	Introduction to Organizational Behaviour
ORGB 423	(3)	Human Resources Management
ORGB 424	(3)	Employment
ORGB 426	(3)	Human Resource Training and Development
ORGB 525	(3)	Compensation Management

Complementary Courses (12 credits)

The complementary courses may be chosen from one of the following areas or from among all three areas.

Employee Relations

EDPC 501	(3)	Helping Relationships
INDR 294	(3)	Introduction to Labour-Management Relations
INDR 494	(3)	Labour Law
INDR 496	(3)	Collective Bargaining
ORGB 380	(3)	Cross Cultural Management
ORGB 420	(3)	Managing Organizational Teams

Training and Development

EDPC 501	(3)	Helping Relationships
EDPC 504	(3)	Practicum: Interviewing Skills
MGCR 331	(3)	Information Systems
ORGB 380	(3)	Cross Cultural Management
ORGB 420	(3)	Managing Organizational Teams
ORGB 421	(3)	Managing Organizational Change

Organizational Development

CORG 450	(3)	Workplace Health and Safety
MGCR 423	(3)	Organizational Policy
MGPO 450	(3)	Ethics in Management
ORGB 380	(3)	Cross Cultural Management
ORGB 420	(3)	Managing Organizational Teams
ORGB 421	(3)	Managing Organizational Change

4.1.2.1.6 Certificate in Management

This certificate prepares students for positions in general management and sets the stage for further management education.

4.1.2.1.6.1 Certificate in Management (30 credits)

The Certificate in Management presents a broad survey of underlying disciplines, and an introduction to the functional areas in management. The completion of this certificate with the appropriate electives satisfies most of the requirements for the Canadian Institute of Management (CIM).

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites

CCOM 205*	(3)	Communication in Management 1
CMSC 101*	(3)	College Algebra and Functions

* or the exemption by examination test

Required Courses (18 credits)

MGCR 211	(3)	Introduction to Financial Accounting
MGCR 222	(3)	Introduction to Organizational Behaviour
MGCR 273	(3)	Introductory Management Statistics
MGCR 293	(3)	Managerial Economics
MGCR 341	(3)	Finance 1
MGCR 352	(3)	Marketing Management 1

Complementary Courses (12 credits)

3 or 6 credits from the following:

BUSA 464	(3)	Management of Small Enterprises
MGCR 423	(3)	Organizational Policy

6 or 9 credits from the following:

ACCT 361	(3)	Intermediate Management Accounting 1
BUSA 364	(3)	Business Law 1
BUSA 368	(3)	Business Law 2
CGMG 210	(3)	Fundamentals of Project Management
CGMG 282	(3)	Introduction to Business
ECON 295	(3)	Macroeconomic Policy
FINE 342*	(3)	Finance 2
FINE 343*	(3)	Managerial Finance
FINE 443	(3)	Applied Corporate Finance
MGCR 331	(3)	Information Systems
MGCR 360	(3)	Social Context of Business
MGCR 382	(3)	International Business
MGCR 472	(3)	Operations Management
MGPO 450	(3)	Ethics in Management
MGSC 373	(3)	Operations Research 1
ORGB 420	(3)	Managing Organizational Teams
ORGB 423	(3)	Human Resources Management

*Only one of these courses may be taken for credit in the certificate program.

CGA Requirement

Students who wish to follow the CGA stream must take the following courses. Other courses may be required. Please contact the Ordre des Certified General Accountant (CGA) du Québec office for details. See Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > Admission Requirements > Professional Associations.

BUSA 364	(3)	Business Law 1
BUSA 368	(3)	Business Law 2
ECON 295	(3)	Macroeconomic Policy
FINE 342	(3)	Finance 2
FINE 343	(3)	Managerial Finance
MGCR 211	(3)	Introduction to Financial Accounting
MGCR 273	(3)	Introductory Management Statistics
MGCR 293	(3)	Managerial Economics
MGCR 331	(3)	Information Systems
MGCR 341	(3)	Finance 1
MGCR 423	(3)	Organizational Policy

CMA Requirement

Students who wish to follow the CMA stream must take the following courses. Other courses may be required. Please contact the Ordre des Comptables en Management Accrédités du Québec for details. See Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > Admission Requirements > Professional Associations.

ACCT 361	(3)	Intermediate Management Accounting 1
BUSA 364	(3)	Business Law 1
ECON 295	(3)	Macroeconomic Policy
MGCR 211	(3)	Introduction to Financial Accounting
MGCR 222	(3)	Introduction to Organizational Behaviour
MGCR 273	(3)	Introductory Management Statistics
MGCR 293	(3)	Managerial Economics
MGCR 331	(3)	Information Systems
MGCR 341	(3)	Finance 1
MGCR 382	(3)	International Business
MGCR 423	(3)	Organizational Policy
MGSC 373	(3)	Operations Research 1

Canadian Institute of Management

Students who wish to follow the CIM stream must take the following courses. Other courses may be required. Please contact the Canadian Institute of Management office for details. See Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > Admission Requirements > Professional Associations.

BUSA 364	(3)	Business Law 1
CCOM 205*	(3)	Communication in Management 1
CGMG 282	(3)	Introduction to Business
FINE 343	(3)	Managerial Finance
MGCR 222	(3)	Introduction to Organizational Behaviour
MGCR 352	(3)	Marketing Management 1

MGCR 423	(3)	Organizational Policy
MGCR 472	(3)	Operations Management

4.1.2.1.7 Certificate in Marketing

This certificate introduces students to theories and concepts of marketing, and provides an opportunity to apply these in practical situations.

4.1.2.1.7.1 Certificate in Marketing (30 credits)

It is intended that the student who completes the Certificate in Marketing will be prepared for a career in a major area in marketing and will be able to understand and use modern marketing literature.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisite

CMSC 101*	(3)	College Algebra and Functions
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* or the exemption by examination test

Required Courses (21 credits)

MGCR 211	(3)	Introduction to Financial Accounting
MGCR 273	(3)	Introductory Management Statistics
MGCR 352	(3)	Marketing Management 1
MRKT 354	(3)	Marketing Management 2
MRKT 357*	(3)	Marketing Planning 1
MRKT 451	(3)	Marketing Research
MRKT 452	(3)	Consumer Behaviour

* Must be taken as the final course in the certificate.

Complementary Courses (9 credits)

9 credits from:

BUSA 464	(3)	Management of Small Enterprises
MGCR 382	(3)	International Business
MRKT 355	(3)	Services Marketing
MRKT 434	(3)	Topics in Marketing 1
MRKT 453	(3)	Advertising Management
MRKT 455	(3)	Sales Management
MRKT 456	(3)	Business to Business Marketing
MRKT 483	(3)	International Marketing Management

4.1.2.1.8 Certificate in Public Relations and Communications Management

This certificate is designed to meet the growing demand for professional expertise in this field. It is both professionally based and student oriented.

4.1.2.1.8.1 Certificate in Public Relations and Communications Management (30 credits)

The field of Public Relations and Communications Management has been changing dramatically in recent years. Digital (including social media) is changing the way publics 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 (24 credits)

CPRL 214	(3)	Applied Public Relations Methods 1
CPRL 223	(3)	Basics of Public Relations

CPRL 224	(3)	Applied Public Relations Methods 2
CPRL 225	(3)	Social and Traditional Media Relations
CPRL 226	(3)	Corporate Communications
CPRL 227	(3)	Internal Communication
CPRL 321	(3)	PR Issues Management
CPRL 322	(3)	Cases in Public Relations

Complementary Courses (6 credits)

6 credits from:

CGMG 210	(3)	Fundamentals of Project Management
CPRL 220	(3)	Fundamentals of Fund-Raising
CPRL 228	(3)	Event Management
MGCR 222	(3)	Introduction to Organizational Behaviour
MGCR 352	(3)	Marketing Management 1
MGCR 360	(3)	Social Context of Business

4.1.2.1.9 Certificate in Risk Management

Currently under review. Admissions will not be accepted for the 2012–2013 academic year.

This certificate will increase the basic knowledge and educational excellence of risk managers and others seeking an education in risk management.

4.1.2.1.9.1 Certificate in Risk Management (30 credits)

Currently under review. Admissions will not be accepted for the 2012-2013 academic year.

The key areas addressed in the Certificate in Risk Management are: business organization, statistics, economics, law, risk management and insurance. The completion of this certificate satisfies most of the educational requirements of the Institute of Risk Management for the Risk and Insurance Management Society (RIMS) Fellow designation.

Required Courses (21 credits)

BUSA 364	(3)	Business Law 1
CCOM 205	(3)	Communication in Management 1
CEC2 532	(3)	Business Economics
CPDV 301	(3)	Risk Management
CPDV 302	(3)	Risk Control
CPDV 303	(3)	Risk Financing
MGCR 211	(3)	Introduction to Financial Accounting

Complementary Courses (9 credits)

9 credits from:

ACCT 385	(3)	Principles of Taxation
BUSA 368	(3)	Business Law 2
CPDV 305	(3)	General Insurance 1
CPDV 306	(3)	General Insurance 2
MGCR 273	(3)	Introductory Management Statistics
MGCR 331	(3)	Information Systems

4.1.2.1.10 Certificate in Software Development

This certificate provides a solid foundation in software application development.

4.12.1.10.1 Certificate in Software Development (30 credits)

The Certificate in Software Development stresses applied computer knowledge in fundamentals of computer programming, networking, and internet technologies. Completing the program enables a pursuit of careers such as software development and maintenance specialist, network administrator, internet and web specialists in a variety of organizations.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisite

CMSC 101*	(3)	College Algebra and Functions
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* or the exemption by examination test

Required Courses (24 credits)

CCCS 300	(3)	Programming Techniques 1
CCCS 301	(3)	Programming Techniques 2
CCCS 310	(3)	Web Development
CCCS 315	(3)	Data Structures and Algorithms
CCCS 321	(3)	Operating Systems Administration
CCCS 330	(3)	Database Design and Business Applications Development
CCCS 431	(3)	Networking Fundamentals
MGCR 331	(3)	Information Systems

Complementary Courses (6 credits)

6 credits from:

CCCS 325	(3)	Mobile Application Development
CCCS 425	(3)	Web Services
CGMG 210	(3)	Fundamentals of Project Management
CMIS 422	(3)	Information System Security
INSY 331	(3)	Managing Information Technology
INSY 333	(3)	Systems Analysis and Modeling
INSY 432	(3)	IT in Business

4.1.2.1.11 Certificate in Supply Chain Management and Logistics

This certificate provides a solid foundation in the concepts and techniques required for a career in the manufacturing supply chain industry.

4.12.1.11 Certificate in Supply Chain Management and Logistics (30 credits)

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

Note: Corequisite courses are not included in the total credit requirement for the program.

Note: Please note that the value of 12 represents CEU credit weight and not regular credit weights.

CMSC 000*	(12)	Foundations of Mathematics
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* or the Exemption by Examination Test

Required Courses (30 credits)

CTPT 200	(3)	Introduction to Supply Chain Management
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CTPT 201	(3)	Sourcing
CTPT 202	(3)	Production and Inventory Planning and Control 1
CTPT 206	(3)	Transportation Management and Economics
CTPT 207	(3)	Transportation Law and Policy
CTPT 208	(3)	Fundamentals of Logistics
CTPT 310	(3)	Production and Inventory Planning and Control 2
CTPT 311	(3)	Supply Chain Risk Management
CTPT 410	(3)	International Trade and Logistics
CTPT 430	(3)	Fundamentals of Integrated Business Systems

4.1.2.1.12 Certificate in Systems Analysis and Design

This certificate provides a solid foundation in the concepts and techniques required for effective planning and design of software applications and systems.

4.1.2.1.12.1 Certificate in Systems Analysis and Design (30 credits)

Emphasis of the Certificate in Systems Analysis and Design is placed on practical application of techniques toward the development of business applications. Completing this program will enable the pursuit of a career as an analyst within software development or IT organizations.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisite

CMSC 101*	(3)	College Algebra and Functions
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* or the exemption by examination test

Required Courses (24 credits)

CCCS 300	(3)	Programming Techniques 1
CCCS 330	(3)	Database Design and Business Applications Development
CGMG 210	(3)	Fundamentals of Project Management
CMIS 422	(3)	Information System Security
INSY 331	(3)	Managing Information Technology
INSY 333	(3)	Systems Analysis and Modeling
INSY 432	(3)	IT in Business
MGCR 331	(3)	Information Systems

Complementary Courses (6 credits)

6 credits from:

CCCS 301	(3)	Programming Techniques 2
CCCS 310	(3)	Web Development
CCCS 315	(3)	Data Structures and Algorithms
CCCS 321	(3)	Operating Systems Administration
CCCS 325	(3)	Mobile Application Development
CCCS 425	(3)	Web Services
CCCS 431	(3)	Networking Fundamentals

4.1.2.2 Restricted Programs

Currently under review. Admissions will not be accepted for the 2012–2013 academic year.

These programs are restricted to students from the Aboriginal community or Inuit community workers employed by Nouveau Québec. The aim of these programs is to prepare Aboriginals and Inuit community workers for social work practice within their communities.

4.1.2.2.1 Certificate in Aboriginal Social Work Practice

Currently under review. Admissions will not be accepted for the 2012–2013 academic year.

This certificate aims to prepare Aboriginals for social work practice in their own communities.

4.1.2.2.1.1 Certificate in Aboriginal Social Work Practice (30 credits)

Currently under review. Admissions will not be accepted for the 2012–2013 academic year.

The Certificate in Aboriginal Social Work Practice provides professional training in assessment and counselling skills for a range of social problems such as addictions, family violence, child abuse, and mental and physical health. Courses are planned to reflect the sociocultural characteristics of Aboriginal society as well as the specific social service needs of their communities.

Required Courses (21 credits)

SWRK 374	(3)	Community Development/Social Action
SWRK 438	(3)	Drug Addiction and Society

Complementary Courses (9 credits)

9 credits from:

ANTH 306	(3)	Native Peoples' History in Canada
SWRK 354	(3)	Social Work in the Health Field
SWRK 434	(3)	Practice with Involuntary Clients
SWRK 459	(3)	Adult/Child Sexual Relations
SWRK 465	(3)	School Social Services
SWRK 497	(3)	Clinical Practice Seminar 1

* One of the complementary courses may be replaced by:

EDEC 204	(3)	Communication in Social Work
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4.1.2.2.1.2 Admission Requirements for Certificate in Aboriginal Social Work Practice

In addition to the requirements found in [Section 4.1.2.7.1: Admission Requirements for Certificate Programs](#), applicants must provide two (2) letters of recommendation from their Aboriginal community.

4.1.2.2.2 Certificate in Northern Social Work Practice

Currently under review. Admissions will not be accepted for the 2012–2013 academic year.

This program aims to prepare Inuit community workers for social work practice within their communities.

4.1.2.2.2.1 Certificate in Northern Social Work Practice (30 credits)

Currently under review. Admissions will not be accepted for the 2012–2013 academic year.

The Certificate in Northern Social Work Practice offered by the School of Continuing Studies on behalf of the School of Social Work is available only in the North and is for Inuit community workers employed by Nouveau Québec. The courses reflect the sociocultural characteristics of northern society as well as the social service needs of Inuit communities. Particular attention is directed to the complex role of the social worker in various relationships to the community.

Courses will reflect the following themes: identification and analysis of social problems; welfare policy and legislation methods of social work practice with individuals, groups, and organizations and the process of community organizing.

All the courses are taught in the North by the staff of the School of Social Work.

Required Courses (21 credits)

SWRK 351	(3)	Children's Needs and Social Services
SWRK 354	(3)	Social Work in the Health Field
SWRK 473	(3)	Individuals and Families in Crisis

Complementary Courses (9 credits)

9 credits from:

EDPI 211	(3)	Social and Emotional Development
SWRK 374	(3)	Community Development/Social Action
SWRK 377	(3)	Women's Issues in Practice
SWRK 485	(3)	Tutorial: Social Work Practice

Optional course

EDEE 249	(3)	Inuktitut Orthography and Grammar
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4.1.2.3 Bachelor of Commerce for Part-Time Students

4.1.2.3.1 Admission Requirements for Bachelor of Commerce (Part-Time Students)

The Bachelor of Commerce (B.Com.) program for part-time students in the Desautels Faculty of Management has been designed to be of assistance to those students who, for various reasons, cannot attend the University during the daytime. The evening courses are offered during the Fall, Winter, Spring, and Summer.

The B.Com. program accepts students with a wide variety of academic backgrounds. Admission is competitive with an above-average Academic Standing expected; decisions are based on the whole academic record. It should be noted that meeting the minimum requirements for admission does not guarantee acceptance into the B.Com. program.

Applications for admission, as well as information on admission requirements and deadlines, can be obtained in person from the Service Point, 3415 McTavish Street, Montreal, Quebec, H3A 0C8; telephone: 514-398-7878, or from the website at www.mcgill.ca/admissions.

Students in the following two categories ([section 4.1.2.3.2: CEGEP Diploma \(DCS\) Applicants](#) and [section 4.1.2.3.3: Transfer Applicants](#)) apply through Enrolment Services using the online application found at www.mcgill.ca/admissions.

4.1.2.3.2 CEGEP Diploma (DCS) Applicants

CEGEP Diploma (DCS) Applicants must have completed, within the past five years, Calculus 1, Calculus 2, and Linear Algebra (Mathematics – OOUN, OOUP, OOUQ or 201- NYA, 201-NYB, 201-NYC or 201-103, 201-203, 201-105) at CEGEP with a competitive "COTE R."

Survey of Basic Mathematics 1 (CMSC 203) and 2 (CMSC 204), with a minimum of B+ in each course, may be completed at the School by applicants who have not taken mathematics at college but otherwise meet the admission requirements. These courses are sequential: CMSC 203 is offered in the Fall; CMSC 204 is offered in the Winter.

The courses will not be credited toward the minimum credit requirement. Students accepted to the program on the basis of CEGEP will take a minimum of 90 credits.

4.1.2.3.3 Transfer Applicants

Transfer Applicants (who have studied at another Quebec university) with above-average results must have completed, within the past five years, Calculus 1, Calculus 2, and Linear Algebra at CEGEP with a competitive "COTE R," or with B+ grades if taken at another university. Survey of Basic Mathematics 1 (CMSC 203) and 2 (CMSC 204), with a minimum of B+ in each course, may be completed at the School by applicants who have not taken mathematics at college but otherwise meet the admissions requirements. These courses are sequential: CMSC 203 is offered in the Fall; CMSC 204 is offered in the Winter. These courses will not normally be credited toward the minimum credit requirement.

University courses completed will be considered for transfer credit on an individual basis.

The minimum number of credits required to complete the degree will depend on the student's pre-university education.



Note: While a minimum of 30 credits must be completed after being admitted to the Bachelor of Commerce program, a total of at least 60 credits must be completed at McGill University to fulfil University residency requirements.

Applicants in the following two categories ([section 4.1.2.3.4: Mature Applicants](#) and [section 4.1.2.3.5: Inter-faculty Transfers](#)) apply directly to the faculty using the online application form found on Minerva at www.mcgill.ca/minerva.

4.1.2.3.4 Mature Applicants

Canadian citizens and permanent residents who lack the academic background normally required for admission may apply directly to the Desautels Faculty of Management for entrance as Mature students if the following conditions are met:

1. they are at least 21, unless otherwise specified, by September 1 (for admission to the Fall semester);
2. they do not have college or university-level studies, completed within the five-year period prior to the application, which would constitute a basis for admission; and
3. they have completed a minimum number of appropriate courses, as specified below, within the three-year period prior to the time of application. Individuals interested in being considered for entrance to management under the Mature Student policy should contact Ron Critchley at 514-398-4068 or by email at ronald.critchley@mcgill.ca for further information.

All applicants must have completed the following two courses: CMSC 203 "Survey of Basic Mathematics 1" and CMSC 204 "Survey of Basic Mathematics 2," within five years of the date of admission with a minimum average of B+. (CEGEP Mathematics – OOUN, OOUP, OOUQ or 201- NYA, 201-NYB,

201-NYC or 201-103, 201-203, 201-105, with a competitive “COTE R”, or university equivalents with a minimum B+ average, are acceptable in lieu of CMSC 203 and CMSC 204.)

In addition, all students must complete a minimum of six management courses (18 credits) with an average of B+.

The following courses are suggested:

ECON 295	Macroeconomic Policy
MGCR 211	Introduction to Financial Accounting
MGCR 222	Introduction to Organizational Behaviour
MGCR 271	Statistics 1 or
MGCR 273	Introductory Management Statistics and
MGCR 293	Managerial Economics
MGCR 331	Information Systems
MGCR 341	Finance 1
MGCR 352	Marketing Management 1
MGCR 382	International Business
MGCR 472	Operations Management

Should a student take more management courses at the School of Continuing Studies than those listed above, all results will be used to calculate the admission average. A minimum 3.30 CGPA is required on the above prerequisites and on the overall average. Note that due to exceptionally high demand, successful completion of the minimum requirements does not guarantee acceptance.

4.1.2.3.5 Inter-faculty Transfers

Inter-faculty Transfers: McGill students applying to transfer to the B.Com. program must have completed Calculus 1, Calculus 2, and Linear Algebra prior to application. A minimum 3.30 CGPA is required on the math and overall (all courses taken at McGill) averages for consideration. Further information may be found at: www.mcgill.ca/desautels/bcom/currentstudents/transfers. The online application can be found on Minerva at www.mcgill.ca/minerva. Note that due to exceptionally high demand, successful completion of the minimum requirements does not guarantee acceptance.

4.1.2.3.6 Regulations and Advising

Information concerning the Faculty regulations and procedures may be obtained from the *Desautels Faculty of Management* section of the *Programs, Courses and University Regulations* publication at www.mcgill.ca/study.

All students will be advised and have their programs approved by the Desautels Faculty of Management. The courses will only be part of a degree program if you have been officially accepted. Correspondence and enquiries should be addressed to:

Student Affairs Office, B.Com. Program, Desautels Faculty of Management, Samuel Bronfman Building, 1001 Sherbrooke Street West, Montreal, Quebec, H3A 1G5; telephone: 514-398-4068.

All students accepted into the B.Com. for part-time studies should contact a student adviser, either Ron Critchley (email: ronald.critchley@mcgill.ca) or Helen Van Eyk (email: helen.vaneyk@mcgill.ca), in the Desautels Faculty of Management before registering with the School of Continuing Studies.

4.1.2.4 Bachelor of Commerce Part-Time Program Credit Structure

The Bachelor of Commerce (B.Com.) degree program is a 90- or 120-credit program that may be pursued on a part-time evening basis, or full-time day basis.

The availability of program choices is limited in the part-time program. Consult the *Desautels Faculty of Management* section of the *Programs, Courses and University Regulations* publication at www.mcgill.ca/study for full details on all programs available and the freshman requirements for the 120-credit program, if applicable.

General Management Program (Concentrations)

2 Concentrations	90 credits	120 credits
Freshman Requirements	0	18
Core	36	36
2 Concentrations	30	30
Non-Mgmt Electives	6	12
Electives	18	24
Total	90	120

1 Concentration & 1 Minor (18 credits)	90 credits	120 credits
Freshman Requirements	0	18
Core	36	36
1 Concentration + 1 Minor (18 credits)	33	33
Non-Mgmt Electives	0	12
Electives	21	21
Total	90	120

1 Concentration & 1 Minor (24 credits)	90 credits	120 credits
Freshman Requirements	0	18
Core	36	36
1 Concentration + 1 Minor (24 credits)	39	39
Non-Mgmt Electives	0	12
Electives	15	15
Total	90	120

Concentrations

In order to complete a concentration, the student must achieve a grade of C or better in all the courses that comprise the concentration. The student who has failed to earn 15 satisfactory credits will be required to embark on a new concentration, repeat the course(s) in question or, where possible, replace the course(s) with a satisfactory option from the concentration courses.

Second Concentration

Students who choose to take a second concentration will be required to complete 15 non-overlapping credits at a satisfactory level with a minimum grade of C in each course.

Concentrations (Part-Time Program)

Accounting

Entrepreneurship

Information Systems

Marketing

Organizational Behaviour

Concentrations in Finance, International Business, Labour Management Relations and Human Resources, Operations Management, and Strategic Management are also available with some daytime studies required.

Major Programs

Majors in Management	90 credits	120 credits
Freshman Requirements	0	18
Core	36	36
Major	30	30
Non-Mgmt Electives	6	12
Electives	18	24
Total	90	120

Majors (Part-Time Program)

Accounting

Information Systems

Marketing

Majors (Part-Time Program)

Majors in Economics, Finance, Labour Management Relations and Human Resources, Mathematics (Major Concentration), Psychology, and Statistics (Major Concentration) are also available. Significant daytime studies are required. Please refer to the *Programs, Courses and University Regulations* publication at www.mcgill.ca/study for additional information with regard to these majors.

4.1.2.4.1 Core Program

Core Courses – 36 credits required by all B.Com. students, with a minimum grade of C in each course.

Core Courses

ECON 295	(3)	Macroeconomic Policy
MGCR 211	(3)	Introduction to Financial Accounting
MGCR 222	(3)	Introduction to Organizational Behaviour
MGCR 273	(3)	Introductory Management Statistics
MGCR 293	(3)	Managerial Economics
MGCR 331	(3)	Information Systems
MGCR 341	(3)	Finance 1
MGCR 352	(3)	Marketing Management 1
MGCR 360	(3)	Social Context of Business
MGCR 382	(3)	International Business
MGCR 423	(3)	Organizational Policy
MGCR 472	(3)	Operations Management

 **Note:** MGCR 273 is equivalent to MGCR 271 for prerequisite purposes.

4.1.2.5 Concentrations**Concentrations**

section 4.1.2.5.1: Bachelor of Commerce (B.Com.) — Concentration in Accounting (15 credits)

section 4.1.2.5.2: Bachelor of Commerce (B.Com.) — Concentration in Entrepreneurship (15 credits)

section 4.1.2.5.3: Bachelor of Commerce (B.Com.) — Concentration in Information Systems (15 credits)

section 4.1.2.5.4: Bachelor of Commerce (B.Com.) — Concentration in Marketing (15 credits)

section 4.1.2.5.5: Bachelor of Commerce (B.Com.) — Concentration in Organizational Behaviour (15 credits)

4.1.2.5.1 Bachelor of Commerce (B.Com.) — Concentration in Accounting (15 credits)

Mentor: Professor J. Scott

The Accounting concentration is designed to meet the needs of Management students who want to have a good basic understanding of accounting, but do not intend to become professional accountants or accounting specialists. It is primarily oriented toward users of financial information and emphasizes breadth of knowledge in a coherent selection of courses.

This concentration complements or forms part of the B.Com., General Management program. The individual courses in the concentration also act as service courses for other areas in the Faculty for their majors or concentrations.

Required Courses (6 credits)

ACCT 351	(3)	Intermediate Financial Accounting 1
ACCT 361	(3)	Intermediate Management Accounting 1

Complementary Courses (9 credits)

Selected from the following:

ACCT 352	(3)	Intermediate Financial Accounting 2
ACCT 354	(3)	Financial Statement Analysis
ACCT 362	(3)	Intermediate Management Accounting 2
ACCT 385	(3)	Principles of Taxation
ACCT 434	(3)	Topics in Accounting 1
ACCT 452	(3)	Financial Reporting Valuation
ACCT 453	(3)	Advanced Financial Accounting
ACCT 454	(3)	Financial Reporting
ACCT 463	(3)	Advanced Management Accounting
ACCT 475	(3)	Principles of Auditing
ACCT 486	(3)	Business Taxation 2

4.1.2.5.2 Bachelor of Commerce (B.Com.) — Concentration in Entrepreneurship (15 credits)

Mentors: Professors A. Burlton, G. Vit

The Entrepreneurship concentration is concerned with the genesis and development of entrepreneurial activities. It deals with the integration of marketing, finance, organization and policy in the development and expansion of business enterprise. Included are the evaluation of new business ventures, the role of acquisitions, and the strategic issues and operating problems at various stages of a firm's existence from its beginnings to maturity.

Complementary Courses

At least 6 credits from the following:

BUSA 462	(3)	Management of New Enterprises
BUSA 464	(3)	Management of Small Enterprises
BUSA 465	(3)	Technological Entrepreneurship

Remaining credits to be selected from:

ACCT 361	(3)	Intermediate Management Accounting 1
ACCT 385	(3)	Principles of Taxation
BUSA 364	(3)	Business Law 1
FINE 442	(3)	Capital Markets and Institutions
INSY 332	(3)	Accounting Information Systems
INSY 432	(3)	IT in Business
INSY 454	(3)	Technological Foundation for E-Commerce
MGPO 365	(3)	Business-Government Relations
MGPO 445	(3)	Industry Analysis & Competitive Strategy
MGPO 450	(3)	Ethics in Management
MGPO 460	(3)	Managing Innovation
MGPO 567	(3)	Business in Society
MGSC 578	(3)	Simulation of Management Systems
MRKT 438	(3)	Brand Management
MRKT 452	(3)	Consumer Behaviour
MRKT 453	(3)	Advertising Management
MRKT 483	(3)	International Marketing Management
ORGB 380	(3)	Cross Cultural Management

4.1.2.5.3 Bachelor of Commerce (B.Com.) — Concentration in Information Systems (15 credits)

Mentors: Professors E. Vaast, L. Lapointe, G. Basselier and K. Han

The Information Systems (IS) concentration is flexible and represents an ideal complement to the majors and concentrations of other areas, as information technology (IT) has the capacity to transform and improve all functions of organizations in every economic sector. This concentration emphasizes the importance of the interrelationships across technology, management, and strategy. The objective is to prepare students to be effective planners, users, and managers of IT in the digital economy. It provides students with assets that award them a unique competitive advantage.

Students with an IS concentration are well positioned to participate in IT-driven changes that continue to affect knowledge work, business processes, organizational design, and the operation of markets and industries. Former graduates have secured jobs in consulting, IT management, business analysis, etc. in various industries, e.g., banking, healthcare, finance, education, government, etc.

Required Course (3 credits)

INSY 333	(3)	Systems Analysis and Modeling
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Complementary Courses (12 credits)

Selected from the following:

INSY 331	(3)	Managing Information Technology
INSY 332	(3)	Accounting Information Systems
INSY 339	(3)	IT Consulting
INSY 341	(3)	Developing Business Applications
INSY 430	(3)	IT in Financial Markets
INSY 431	(3)	IT Implementation Management
INSY 432	(3)	IT in Business
INSY 434	(3)	Topics in Information Systems 1
INSY 437	(3)	Managing Data & Databases
INSY 440	(3)	E-Business
INSY 444	(3)	Managing Knowledge with Information Technology
INSY 450	(3)	Information Systems Project Management
INSY 454	(3)	Technological Foundation for E-Commerce

4.1.2.5.4 Bachelor of Commerce (B.Com.) — Concentration in Marketing (15 credits)

Mentors: Professors M.S. Jo, A. Mukherjee

The Marketing concentration prepares the student for a wide variety of career opportunities. Marketing graduates historically have found employment in the fields of product management, advertising, sales management, marketing management, pricing, marketing research, distribution, and retailing. The Marketing concentration provides a balance between courses focusing on fundamental, theoretical, and "need to know" material, and courses with a strong practical and applied orientation.

Required Courses (12 credits)

MRKT 354	(3)	Marketing Management 2
MRKT 357	(3)	Marketing Planning 1
MRKT 451	(3)	Marketing Research
MRKT 452	(3)	Consumer Behaviour

Complementary Course (3 credits)

One course selected from:

MRKT 351	(3)	Marketing and Society
MRKT 355	(3)	Services Marketing
MRKT 365	(3)	New Products

MRKT 434	(3)	Topics in Marketing 1
MRKT 438	(3)	Brand Management
MRKT 453	(3)	Advertising Management
MRKT 455	(3)	Sales Management
MRKT 456	(3)	Business to Business Marketing
MRKT 459	(3)	Retail Management
MRKT 461	(3)	Advertising Practicum
MRKT 483	(3)	International Marketing Management
MRKT 557	(3)	Marketing Productivity

4.1.2.5.5 Bachelor of Commerce (B.Com.) — Concentration in Organizational Behaviour (15 credits)

Mentor: Professor A. Jaeger

The Organizational Behaviour concentration provides an opportunity for students to increase their awareness of behavioural issues encountered in job and organizational settings, and to prepare themselves for graduate study in the behavioural sciences or for careers in general management or human resource management.

Complementary Courses (15 credits)

Selected from the following:

ORGB 321	(3)	Leadership
ORGB 325	(3)	Negotiations and Conflict Resolution
ORGB 380	(3)	Cross Cultural Management
ORGB 409	(3)	Organizational Research Methods
ORGB 420	(3)	Managing Organizational Teams
ORGB 421	(3)	Managing Organizational Change
ORGB 423	(3)	Human Resources Management
ORGB 429D1*	(3)	Organizational Behaviour for Course Counsellors
ORGB 429D2*	(3)	Organizational Behaviour for Course Counsellors
ORGB 434	(3)	Topics in Organizational Behaviour 1
ORGB 435	(3)	Women as Global Leaders and Managers
ORGB 440	(3)	Career Theory and Development
ORGB 525	(3)	Compensation Management

* If ORGB 429 is taken, only 3 credits will count toward the Concentration; the other 3 will be counted as electives.

4.1.2.6 Majors

Major programs are available in Accounting, Information Systems and Marketing in the Part-Time Program.

Because of the heavier demands of Major programs, students desiring to pursue a program of this type are advised to declare their intention at the beginning of the program. Only satisfactory grades (C or better) may count toward the Majors requirements.

4.1.2.6.1 Bachelor of Commerce (B.Com.) — Major Accounting (30 credits)

Mentors: Professors L. Goldsman, R. Cecere

This 30-credit Major is designed to meet the increased demand for accounting options within the BCom program.

Required Courses (18 credits)

ACCT 351	(3)	Intermediate Financial Accounting 1
ACCT 352	(3)	Intermediate Financial Accounting 2
ACCT 361	(3)	Intermediate Management Accounting 1
ACCT 362	(3)	Intermediate Management Accounting 2

ACCT 385	(3)	Principles of Taxation
ACCT 455	(3)	Development of Accounting Thought

Complementary Courses (12 credits)

Selected from the following:

ACCT 354	(3)	Financial Statement Analysis
ACCT 356	(3)	International Accounting
ACCT 434	(3)	Topics in Accounting 1
ACCT 452	(3)	Financial Reporting Valuation
ACCT 453	(3)	Advanced Financial Accounting
ACCT 454	(3)	Financial Reporting
ACCT 463	(3)	Advanced Management Accounting
ACCT 471	(3)	Non-Profit Accounting
ACCT 475	(3)	Principles of Auditing
ACCT 476	(3)	Internal Auditing
ACCT 477	(3)	External Auditing
ACCT 486	(3)	Business Taxation 2

4.1.2.6.2 Bachelor of Commerce (B.Com.) — Major Information Systems (30 credits)

Mentors: Professors E. Vaast, L. Lapointe, G. Bassellier and K. Han

This 30-credit Major prepares students for the multitude of IT-related career opportunities available in industry. It employs a blend of theoretical concepts, hands-on tools, and actual case studies to train students to identify business problems and opportunities, analyze business processes, and develop and implement information systems to support them. The IS Major covers a variety of topics including strategic planning and investment in information technologies, analysis, design, and deployment of information systems, understanding the opportunities and challenges of web-based businesses, and managing resistance to IT-initiated changes in organizations.

Graduates of this program may expect to find employment as business or systems analysts, consultants, IS quality assurance specialists, and project managers in diverse industries, including banking, insurance, manufacturing, retailing, and consulting.

Required Courses (18 credits)

INSY 331	(3)	Managing Information Technology
INSY 333	(3)	Systems Analysis and Modeling
INSY 341	(3)	Developing Business Applications
INSY 432	(3)	IT in Business
INSY 437	(3)	Managing Data & Databases
INSY 450	(3)	Information Systems Project Management

Complementary Courses (12 credits)

Selected from the following:

BUSA 499*	(3)	Case Analysis and Presentation
INSY 332	(3)	Accounting Information Systems
INSY 339	(3)	IT Consulting
INSY 342	(3)	Enterprise Applications
INSY 430	(3)	IT in Financial Markets
INSY 431	(3)	IT Implementation Management
INSY 434	(3)	Topics in Information Systems 1

INSY 438	(3)	Designing and Developing IT
INSY 440	(3)	E-Business
INSY 444	(3)	Managing Knowledge with Information Technology
INSY 454	(3)	Technological Foundation for E-Commerce

* Students wishing to take BUSA 499 or a course substitution as a complementary course must seek prior approval from the IS Area Coordinator.

4.1.2.6.3 Bachelor of Commerce (B.Com.) — Major Marketing (30 credits)

Mentors: Professors M.S. Jo, A. Mukherjee

This 30-credit Major is designed to provide students with a strong background in marketing to prepare them for the wide variety of marketing careers available. The Major is most appropriate for those students seeking a career in brand management, small business marketing, selling and sales management, and business-to-business marketing.

Required Courses (15 credits)

MRKT 354	(3)	Marketing Management 2
MRKT 357	(3)	Marketing Planning 1
MRKT 451	(3)	Marketing Research
MRKT 452	(3)	Consumer Behaviour
MRKT 453	(3)	Advertising Management

Complementary Courses (15 credits)

Five courses selected from:

BUSA 464	(3)	Management of Small Enterprises
MRKT 351	(3)	Marketing and Society
MRKT 355	(3)	Services Marketing
MRKT 365	(3)	New Products
MRKT 438	(3)	Brand Management
MRKT 455	(3)	Sales Management
MRKT 456	(3)	Business to Business Marketing
MRKT 459	(3)	Retail Management
MRKT 461	(3)	Advertising Practicum
MRKT 483	(3)	International Marketing Management
MRKT 557	(3)	Marketing Productivity

4.1.2.7 About Admission Regulations for Certificate Programs

To be admitted to one of the 30-credit certificate programs offered by the *Career and Professional Development* unit, 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.

4.1.2.7.1 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 *Career and Professional Development*. 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.

4.1.2.7.2 Proof of Proficiency in English

The language of instruction for most courses and programs at McGill is English; however, 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. Applicants must demonstrate an adequate level of proficiency in English **prior to admission**, regardless of citizenship status or country of origin. McGill University has this language requirement in place to ensure that all students are provided with the opportunity to succeed in their chosen program. In all cases, the University reserves the right to require proof of English proficiency if it is deemed necessary. Below, you will find information on when proof of proficiency is required.

If you answer “yes” to any of the following seven statements, you do **NOT** necessarily need to provide proof of English proficiency, but must provide documentation to support your answer.

- Have you lived and attended school, for at least four years, in a country where English is the acknowledged primary language?
- Have you completed both Secondary V and a DEC at a French CEGEP in Quebec?
- Have you completed a DEC at an English CEGEP in Quebec, during or later than 2003?
- Have you or will you complete a French Baccalaureate – Option Internationale (British or American section)?
- Have you or will you complete International Baccalaureate English A with a final result of 5 or better?
- Have you or will you complete the British Curriculum A-Level English with a final grade of C or better?
- Have you 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 better?

If you answered “no” to all of the above, but answer “yes” to any of the following questions, you will be asked to provide supporting documentation to this effect and **may** still be asked to provide proof of English language proficiency.

- Do you consider English to be your mother tongue?
- Have you been attending school, for at least four consecutive years, at an accredited educational institution (in a non-English speaking country) where English is the language of instruction?
- Have you obtained an undergraduate degree from an accredited educational institution where the language of instruction in your program of study was English (minimum three years)?
- Have you 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 to *Career and Professional Development* who do not meet any of the above-listed conditions must demonstrate proficiency in English using **one** of the following options:

1. TOEFL (Test of English as a Foreign Language): minimum acceptable scores are:

iBT (internet-based test)	PBT (paper-based test)
90 overall (a minimum individual component score of 21 in each of the four components, i.e., reading, writing, listening, and speaking)	577

 **Note:** An institutional version of the TOEFL is not acceptable.

2. IELTS (International English Language Testing System): a band score of 6.5 or better.
3. MELAB (Michigan English Language Assessment Battery): a minimum mark of 85%.
4. APIEL (Advanced Placement International English Language): a minimum score of 4.
5. McGill SCS TELP (McGill School of Continuing Studies Test of English Language Proficiency): a Category A result.
6. McGill Certificate of Proficiency in English or McGill Certificate of Proficiency – English for Professional Communication: Certificate of Proficiency awarded.
7. University of Cambridge ESOL Certificate in Advanced English (CAE): a grade of B (Good) or higher.
8. University of Cambridge ESOL Certificate of Proficiency in English (CPE): a grade of C (Pass) or higher.
9. Edexcel London Test of English – Level 4 – with an overall grade of at least “Merit Pass.”
10. Edexcel London Test of English – Level 5 – with an overall grade of at least “Pass.”

 **Note:** Your test results must be reported directly to the University by the test centre; consequently, candidates' copies of results will not be accepted as proof of English language proficiency. It is your responsibility to ensure that the official test results in an official format are forwarded directly by the testing service to the Client Services Office (Admissions) of the School of Continuing Studies, 688 Sherbrooke St. West, 11th Floor, Montreal, Quebec, H3A 3R1. For TOEFL and APIEL, the institutional code at McGill University is 0935-00.

4.1.2.7.3 Integrated English Language and Professional Studies (IELPS)

Integrated English Language and Professional Studies (IELPS) serves to facilitate the joint application to existing programs leading to the Certificate of Proficiency in English (Language and Intercultural Communication), and to one or more of the certificates or diplomas offered by *Career and Professional*

Development. Students applying to their programs of choice through the IELPS will be required to submit only one application for both areas of study. IELPS is available to both local and international students. For further information, please visit our website at: www.mcgill.ca/conted/langprg/ielps.

4.1.2.7.4 Admission Procedures for Certificate Programs

See *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > section 3.1: Admission Requirements* for more information.

4.1.2.7.5 Independent Studies (Special Student Status)

Please consult *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > Admission Requirements > section 3.10: Special Student Status: Undergraduate Courses* for information pertaining to Special Students.

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 complete all courses, including corequisite and prerequisite courses, with a grade of C or better. A maximum of three grades below C in any course offered through *Career and Professional Development* 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 three grades below C in *Career and Professional Development* and/or whose CGPA falls below 2.0 will not be permitted to register in other courses in *Career and Professional Development*. 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.

4.1.2.7.6 Exemption by Examination

In general, certificates offered by *Career and Professional Development* are comprised 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 or diploma.

Students who believe that they have taken the equivalent of one or more of the corequisite(s) 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.

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% 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.

Students may obtain an application form from Client Services or may download one from the following website: www.mcgill.ca/conted/studentres/forms. An applicant may submit an Exemption by Examination application form to Client Services by mail or in person (no emails or faxes accepted). A \$50 CDN (non-refundable) application fee (payable by credit card, debit card, certified cheque, or money order) must accompany the request. Students interested in a list of courses for which the Exemption by Examination test applies should refer to the application form.

For further details on the Exemption by Examination test, students should contact *Career and Professional Development*. Exemption by Examination tests will be held on the following dates:

Exemption by Examination

Wednesday	August 15, 2012
Thursday	August 16, 2012
Wednesday	November 28, 2012
Thursday	November 29, 2012
Wednesday	April 3, 2013
Thursday	April 4, 2013

 **Note:** The School of Continuing Studies reserves the right to reschedule test dates and to revise the application fee without prior notice.

4.1.2.7.7 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.

4.1.2.7.8 Academic Advisers

Students who would like to take the opportunity to meet with an academic adviser may call 514-398-6200 to schedule an appointment during regular business hours. Please note this service is by appointment only.

4.1.2.7.9 Academic Standing for Certificate Programs

A minimum grade of C is required in all courses in a program, with the exception 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.

A maximum of three 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 three unsatisfactory grades on their record will be required to withdraw from the program and will not be permitted to register in other courses or programs in *Career and Professional Development*.

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.

4.1.2.7.10 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 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 accompanied by all required documentation.



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

4.1.2.7.11 Advanced Standing and Residency Requirement

A) 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.

B) Students transferring within McGill:

1. 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.
2. Students who withdraw from a degree 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.
3. Students who have completed a diploma 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 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 diploma program.

C) Students taking two programs concurrently:

1. 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 *Career and Professional Development*. Courses cannot be counted more than twice.
2. 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.

D) Students admitted to degree 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 or diploma is offered.

E) Special Students:

Please consult *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > Admission requirements > section 3.10: Special Student Status: Undergraduate Courses* for more information pertaining to Special Students.

4.1.2.7.12 Corequisite

This refers to academic course requirements that may be completed before or concurrently.

4.1.2.7.13 Corequisites for Programs

Certain programs require specific corequisites. These may be completed after admission to the program.

4.1.2.7.14 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 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.

4.1.2.7.15 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 advisers. Members of the *Career and Professional Development* staff will be available to explain and discuss the requirements of the various programs and courses offered. Academic advisers will be available at these sessions to answer your questions and you will be given the opportunity to meet with industry representatives and instructors. Please call *Career and Professional Development* at 514-398-1030 for further information.

4.1.2.7.16 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.

The prerequisite course(s) or conditions are specified in the course description, see *Programs, Courses and University Regulations > University Regulations and Resources > Continuing Studies > Registration for Continuing Studies Students > section 1.3.11: Course Information and Regulations*. 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.

4.1.2.7.17 Independent Studies (Special Student Status)

Please consult *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > Admission Requirements > section 3.10: Special Student Status: Undergraduate Courses* for information pertaining to Special Students.

4.1.2.7.18 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 adviser. A recommended revision of the program of study must be approved by the Director.

Students who do not register for any course in their program for one year will be required to reapply and meet any new program requirements.

4.1.2.7.19 Transfer of Program

For more information, see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > Admission Requirements > section 3.7: Program Transfers*.

4.1.2.8 Language Requirements for Professions

For more information, see *Programs, Courses and University Regulations > University Regulations and Resources > Continuing Studies > Graduation > section 1.7.6: Language Requirements for Professions*.

4.1.3 Career and Professional Development (Graduate Programs, Diplomas, and Graduate Certificates)

In a world of rapid change, innovation, and globalization, graduate-level studies in Career and Professional Development will boost your career. Our instructors are experts and leaders in many disciplines, sharing their hard-won experience in wide-ranging professions and industries such as Accounting, Entrepreneurship, Finance, Health Care, Human Resources, Internet Business, International Business, Management, Marketing, Public Relations, Supply Chain Management, and Taxation. The Career and Professional Development unit offers innovative programs featuring multiple learning methods that focus on real-life issues, applications and skills—while leading to valuable and career-enhancing graduate certificates and diplomas. To give yourself an edge at work and in the marketplace, invest in your future at the School of Continuing Studies.



Note: The Career and Professional Development unit was formerly known as Career and Management Studies.

4.1.3.1 Graduate Programs

Revision, June 2012. Start of revision.

Diploma and Graduate Diploma Programs (university degree required)

[section 4.1.3.1.3: Diploma in Accounting](#)

[section 4.1.3.1.4: Diploma in E-Business](#)

[section 4.1.3.1.5: Diploma in Applied Finance](#)

[section 4.1.3.1.6: Diploma in Human Resources Management](#)

[section 4.1.3.1.7: Diploma in Internet Business Technology](#)

[section 4.1.3.1.8: Diploma in Management](#)

[section 4.1.3.1.9: Diploma in Management – General](#)

Diploma and Graduate Diploma Programs (university degree required)

- section 4.1.3.1.10: Diploma in Public Relations and Communications Management*
- section 4.1.3.1.11: Diploma in Supply Chain and Operations Management*
- section 4.1.3.1.12: Graduate Diploma in Taxation*

Revision, June 2012. End of revision.

Diploma in Management (30 credits), offered in eleven concentrations

- section 4.1.3.1.8.1: Diploma in Management – Entrepreneurship Concentration*
- section 4.1.3.1.8.2: Diploma in Management – Health Care Concentration*
- section 4.1.3.1.8.3: Diploma in Management – Human Resources Concentration*
- section 4.1.3.1.8.4: Diploma in Management – International Business Concentration*
- section 4.1.3.1.8.5: Diploma in Management – Internet Business Concentration*
- section 4.1.3.1.8.6: Diploma in Management – Leadership Concentration*
- section 4.1.3.1.8.7: Diploma in Management – Marketing Concentration*
- section 4.1.3.1.8.8: Diploma in Management – Operations Management Concentration*
- section 4.1.3.1.8.9: Diploma in Management – Public Relations and Communications Management Concentration*
- section 4.1.3.1.8.10: Diploma in Management – Taxation Concentration*
- section 4.1.3.1.8.11: Diploma in Management – Treasury – Finance Concentration*

Revision, June 2012. Start of revision.

Graduate Certificates

- section 4.1.3.1.13.2: Graduate Certificate in Accounting Practice*
- section 4.1.3.1.13.3: Graduate Certificate in Entrepreneurship*
- section 4.1.3.1.13.4: Graduate Certificate in Financial Planning*
- section 4.1.3.1.13.5: Graduate Certificate in Health Care Management*
- section 4.1.3.1.13.6: Graduate Certificate in Human Resources Management*
- section 4.1.3.1.13.7: Graduate Certificate in International Business*
- section 4.1.3.1.13.8: Graduate Certificate in Internet Business*
- section 4.1.3.1.13.9: Graduate Certificate in Leadership*
- section 4.1.3.1.13.10: Graduate Certificate in Marketing*
- section 4.1.3.1.13.11: Graduate Certificate in Operations Management*
- section 4.1.3.1.13.12: Graduate Certificate in Public Relations Management*
- section 4.1.3.1.13.13: Graduate Certificate in Taxation*
- section 4.1.3.1.13.14: Graduate Certificate in Treasury – Finance*

Revision, June 2012. End of revision.

4.1.3.1.1 Admission Requirements – Diploma Programs

To be admitted to a 30-credit diploma program, applicants must have an undergraduate degree from an approved university and meet the language requirements (see [section 4.1.3.2.2: Proof of Proficiency in English](#)). Some programs have additional requirements that are noted within the description of the specific program. Applicants who have studied outside Canada are advised to request an evaluation of their degree, called an *Évaluation comparative des études effectuées hors du Québec*, from Quebec's *Ministère de l'Immigration et des Communautés culturelles*. Further details can be found on the web at www.immigration-quebec.gouv.qc.ca/en/education/comparative-evaluation/index.html, or by calling 514-864-9191. This equivalency evaluation may be required along with an official transcript when applying for admission. Applicants should be aware that educational credentials obtained at non-Canadian institutions will also be assessed for equivalency with a McGill University degree. Consequently, a grade point conversion system is applied to programs that use different grading systems other than that utilized by McGill University. Therefore any cumulative undergraduate average or Standing that is not reported on a CGPA scale of 4.0 will have to be converted to a CGPA scale of 4.0.

Please see [section 4.1.3.5: Career and Professional Development Programs with a Minimum CGPA Requirement](#) for further details on applying to a program with a CGPA below the indicated required minimum.

4.1.3.1.2 Admission Procedures

Please see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > section 3.1: Admission Requirements*.

4.1.3.1.3 Diploma in Accounting

The program provides a broad-based accounting education for university graduates that will help prepare them for admission to the CA, CGA, and CMA professions, as well as for positions as an accountant in industry.

CA Contact Information

Patricia Strutz
 Graduate Diploma in Public Accountancy Program
 (CA Program)
 Desautels Faculty of Management:
 1001 Sherbrooke St. W., Room 302
 Montreal, QC H3A 1G5
 Telephone: 514-398-4648
 Email: patricia.strutz@mcgill.ca
 Website: www.mcgill.ca/desautels/ca

CGA Contact Information

CGA Exams and Exemptions
 Telephone: 514-861-1823 ext. 220
 Email: examens@cga-quebec.org
 Website: www.cga-quebec.org

or

General Information and Course Equivalencies
 Telephone: 514-861-1823 ext. 246
 Email: admission@cga-quebec.org
 Website: www.cga-quebec.org
 Toll-Free Number: 1-800-463-0163
 Fax: 514-861-7661

CMA Contact Information

Ms. Karine Blais
 Telephone: 514-849-1155 ext. 227
 Email: k.blais@cma-quebec.org
 Website: www.cma-quebec.org

Admission Requirements – Diploma in Accounting

In addition to the admission requirements stipulated in [section 4.1.3.1: Graduate Programs > section 4.1.3.1.1: Admission Requirements – Diploma Programs](#), students must have a bachelor's degree in any discipline 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 or equivalent.

4.1.3.1.3.1 Diploma in Accounting (30 credits)

The Diploma in Accounting provides a broad-based accounting education for university graduates that will help prepare them for admission to the CA, CGA, and CMA professions as well as for positions as an accountant in industry.

There are 2 external courses that are prerequisites for courses in the program that must either be completed prior to commencing the program or taken concurrently with the corequisite courses. Students who wish to apply for Advanced Standing for the prerequisite or corequisite courses to the program must complete an Advanced Standing Form at the time of admission or they may take an Exemption by Examination Test.

Prerequisite and corequisite courses are not included in the total credit requirement for the program.

Prerequisites

CACC 521*	(3)	Concepts of Financial Accounting
MGCR 331*	(3)	Information Systems

* or the Exemption by Examination Test

Corequisites

CEC2 532*	(3)	Business Economics
CMS2 521*	(3)	Applied Management Statistics

* or the Exemption by Examination Test

Required Courses (21 credits)

CCAU 511	(3)	Auditing 1
CCFC 511	(3)	Financial Accounting 1
CCFC 512	(3)	Financial Accounting 2
CCFC 513	(3)	Financial Accounting 3
CCMA 511	(3)	Managerial Accounting 1
CCTX 511	(3)	Taxation 1
CFIN 512	(3)	Corporate Finance

Complementary Courses (9 credits)

The 3 complementary courses may be chosen from any of the courses listed below if you are not pursuing a specific stream.

CA Stream (9 credits)

In addition to the required and corequisite courses listed in the Diploma in Accounting, you must take the following courses if you wish to follow the CA stream (other courses may be required; contact the CA Program).

CCFC 514	(3)	Accounting Theory and Practice
CCMA 522	(3)	Managerial Accounting 2
CCTX 532	(3)	Taxation 2

CGA Stream (9 credits)

In addition to the required and corequisite courses listed in the Diploma in Accounting, you must take the following courses if you wish to follow the CGA stream (other courses may be required; contact the CGA office).

* Only one of these courses can be taken for credit toward the Diploma in Accounting.

CCAU 520*	(3)	External Auditing
CCAU 525*	(3)	Operational Auditing
CCFC 514	(3)	Accounting Theory and Practice
CCMA 522	(3)	Managerial Accounting 2
CCTX 532	(3)	Taxation 2
CFIN 522	(3)	Applied Topics: Corporate Finance
CMIS 520	(3)	Accounting Information Support Systems

CMA Stream (12 credits)

In addition to the required and corequisite courses listed in the Diploma in Accounting, you must take the following courses if you wish to follow the CMA stream (other courses may be required; contact the CMA office).

CCFC 514	(3)	Accounting Theory and Practice
CCMA 522	(3)	Managerial Accounting 2
CCMA 523	(3)	Managerial Accounting 3
CFIN 522	(3)	Applied Topics: Corporate Finance

CMIS 520	(3)	Accounting Information Support Systems
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Other Complementary Courses

CCFC 516	(3)	Forensic Accounting
CCFC 590	(3)	Topics in Accounting and Auditing
CCTX 540	(3)	U.S. Taxation

4.1.3.1.4 Diploma in E-Business

Currently under review. Admissions will not be accepted for the 2012–2013 academic year.

To provide the necessary knowledge and insight required to design, implement, and run an electronic business, on its own or integrated with a more conventional business.

Admission Requirements – Diploma in E-Business

In addition to the admission requirements stipulated in [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#), students must have a CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in their last two years of full-time academic studies in their undergraduate degree.

4.1.3.1.4.1 Diploma in E-Business (30 credits)

Currently under review. Admissions will not be accepted for the 2012–2013 academic year.

Students completing the Diploma in E-Business will have a well-rounded and complete understanding of electronic commerce, making them a valuable asset to any organization.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites

CMIS 541*	(3)	Information Systems for Managers
CMR2 542*	(3)	Marketing Principles and Applications

* or the Exemption by Examination Test

Required Courses (21 credits)

CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 542	(3)	Strategic Internet Marketing
CMIS 543	(3)	Internet Business Analysis and Optimization
CMIS 544	(3)	Social Media Marketing and Technology
CMIS 560	(3)	E-Business Seminar and Project
CMR2 548	(3)	Processes of Marketing Research
CMR2 550	(3)	E-Business Marketing Strategies

Complementary Courses (9 credits)

CACC 540	(3)	E-Business Security
CMIS 546	(3)	E-Business Operations

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

4.1.3.1.5 Diploma in Applied Finance

To provide students with the necessary tools to embark on careers in finance.

Admission Requirements – Diploma in Applied Finance

In addition to the admission requirements stipulated in [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#), students must have a bachelor's degree in any discipline with a 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 in their undergraduate degree.

4.1.3.1.5.1 Diploma in Applied Finance (30 credits)

This program aims to provide students with effective and applicable competencies in the frontiers of finance using learner-centered instructional methods. The program is designed to provide training in the techniques and nuances expected of a successful professional in various finance related fields, such as corporate finance, investment banking and portfolio management, risk management, treasury finance, financial planning and sustainable financial management.

Note: There are two external prerequisite courses to the program, which must be taken prior to taking certain required courses in this program. Students who wish to apply for advanced standing for prerequisite courses must complete an Advanced Standing form at the time of admission or they may take an Exemption by Examination test.

Prerequisites and corequisites are not included in the total credit requirements for the program.

Prerequisite Courses

CACC 521*	(3)	Concepts of Financial Accounting
CMS2 500*	(3)	Mathematics for Management

* or the Exemption by Examination Test

Corequisite Courses

CEC2 532*	(3)	Business Economics
CMS2 521*	(3)	Applied Management Statistics

* or the Exemption by Examination Test

Required Courses (21 credits)

CFIN 500	(3)	Financial Markets and Institutions
CFIN 507	(3)	Analysis of Financial Statements
CFIN 512	(3)	Corporate Finance
CFIN 522	(3)	Applied Topics: Corporate Finance
CFIN 525	(3)	Treasury Management
CFIN 530	(3)	Investment Analysis
CFIN 540	(3)	Introduction to International Finance

Complementary Courses (9 credits)

CFIN 501	(3)	Retirement, Estate and Tax Planning
CFIN 515	(3)	Behavioural Finance
CFIN 528	(3)	Strategic Asset and Liability Management
CFIN 552	(3)	Firm Valuation
CFIN 553	(3)	Corporate Mergers and Acquisitions
CFIN 562	(3)	Finance and Sustainable Enterprise
CFIN 590	(3)	Topics in Finance
CFIN 595	(3)	Derivatives and Risk Management Tools
CPD2 505	(3)	Risk Management and Insurance

4.1.3.1.6 Diploma in Human Resources Management

To provide the knowledge and skills required to become successful practitioners in human resources management (HRM).

Admission Requirements – Diploma in Human Resources Management

In addition to the admission requirements stipulated in [section 4.1.3.1: Graduate Programs > section 4.1.3.1.1: Admission Requirements – Diploma Programs](#), students must have 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 in their undergraduate degree.

4.1.3.1.6.1 Diploma in Human Resources Management (30 credits)

This Diploma in Human Resources Management includes a broad range of courses covering concepts, practices, current issues and areas of specialization in the field of human resources management (HRM).

Upon successful completion of the program, graduates will have met the academic requirements of the Quebec Human Resources Professional Association (ORHRI) and will normally be eligible to write the certification exam toward the Certified Human Resources Professional (CHRP) designation (subject to experience requirements).

Required Courses (24 credits)

CORG 551	(3)	Behaviour in Organizations
CORG 552	(3)	Finance and Accounting Principles for HR Management
CORG 553	(3)	Employee and Labour Relations
CORG 554	(3)	Managing Occupational Health and Safety
CORG 555	(3)	Strategic Human Resources Management
CORG 560	(3)	Staffing Organizations
CORG 561	(3)	Developing Human Resources
CORG 562	(3)	Total Compensation and Rewards

Complementary Courses (6 credits)

CGM2 510	(3)	Project Management: Tools & Techniques
CORG 565	(3)	Managing Human Resources Management Information
CORG 570	(3)	International Human Resources Management
CORG 590	(3)	Topics in Human Resources Management
CPL2 510	(3)	Communication and Networking Skills
CPL2 532	(3)	Leading Change
CPL2 533	(3)	Developing Leadership Skills
CPL2 534	(3)	Transcultural Leadership

Or any other 500-level course offered and approved by Career and Professional Development.

4.1.3.1.7 Diploma in Internet Business Technology

This diploma is offered to those who have completed a university undergraduate degree and wish to obtain a qualification in the field of Internet business technology.

Admission Requirements – Diploma in Internet Business Technology

In addition to the admission requirements stipulated in [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#), students must have a CGPA of 3.0 out of 4.0. Students must have knowledge of basic college level mathematics equivalent to McGill course CMSC 101 and have previous experience with some programming language equivalent to McGill course CCCS 300.

4.1.3.1.7.1 Diploma in Internet Business Technology (30 credits)

The Diploma in Internet Business Technology is designed to provide a base in the fundamentals of computer science and exposure to Internet technology, web-based social media and web analytics. Students completing the diploma will be in an excellent position to understand and manage information technology-related issues in their workplace.

Required Courses (21 credits)

CCS2 505	(3)	Applications Programming
CCS2 508	(3)	Web Application Development
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 530	(3)	Web Analytics for Internet Business
CMIS 542	(3)	Strategic Internet Marketing
CMIS 543	(3)	Internet Business Analysis and Optimization
CMIS 544	(3)	Social Media Marketing and Technology

Complementary Courses (9 credits)

9 credits from the following:

CCS2 510	(3)	Computer Network and Internet Security
CCS2 535	(3)	Internet Business Project
CCS2 550	(3)	Multimedia Communication Design and Marketing
CCS2 590	(3)	Topics in Information Technology
CPL2 510	(3)	Communication and Networking Skills

Or any other 500-level course offered and approved by Career and Professional Development.

4.1.3.1.8 Diploma in Management

The School of Continuing Studies, in cooperation with the Desautels Faculty of Management, offers courses leading to the Diploma in Management.

Admission Requirements – Diploma in Management

Please see [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#).

4.1.3.1.8.1 Diploma in Management – Entrepreneurship Concentration

The School of Continuing Studies, in cooperation with the Dobson Centre for Entrepreneurial Studies, offers the Diploma in Management with an Entrepreneurship Concentration.

Admission Requirements – Diploma in Management – Entrepreneurship Concentration

In addition to the admission requirements stipulated in [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#), students must have an undergraduate degree in an area other than Commerce or equivalent.

4.1.3.1.8.1.1 Diploma in Management — Entrepreneurship Concentration (30 credits)

The Diploma in Management with an Entrepreneurship Concentration is open to those who have completed an undergraduate degree other than a Bachelor of Commerce (or equivalent) and wish to obtain a solid understanding of the entrepreneurial skills required to launch a sustainable venture. The course selections are designed to provide a broad range of theory along with fundamentals, soft skills and practical issues presented by experienced entrepreneurs. Students who complete the Entrepreneurship Concentration will acquire the tools necessary to considerably increase their odds of successfully launching and maintaining a new business venture.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites

CEC2 532*	(3)	Business Economics
CMS2 500*	(3)	Mathematics for Management

* or the Exemption by Examination Test

Required Courses (27 credits)

CACC 520	(3)	Accounting for Management
CEN2 500	(3)	Principles of Entrepreneurship
CEN2 505	(3)	Product Commercialization
CEN2 510	(3)	Practical Entrepreneurship Management
CFIN 512	(3)	Corporate Finance
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations
CPL2 553	(3)	Small Business Management

Complementary Courses (3 credits)

3 credits from the following:

CCLW 511	(3)	Law 1
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CGM2 510	(3)	Project Management: Tools & Techniques
CMR2 543	(3)	Service Marketing
CMR2 556	(3)	Buyer Behaviour
CMR2 566	(3)	International Marketing
CPL2 510	(3)	Communication and Networking Skills
CPL2 524	(3)	Introduction: International Business
CPL2 533	(3)	Developing Leadership Skills

Or any other 500-level course offered and approved by Career and Professional Development.

4.1.3.1.8.2 Diploma in Management – Health Care Concentration

Admission Requirements – Diploma in Management – Health Care Concentration

Please see [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#).

4.1.3.1.8.2.1 Diploma in Management — Health Care Concentration (30 credits)

One glance at today's newspapers tells you the need for and applicability of effective management in the health care sector. You can strengthen your skills in the areas of departmental management in health and social services, health care systems and the financial aspects of health care.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites

CEC2 532*	(3)	Business Economics
CMS2 500*	(3)	Mathematics for Management

* or the Exemption of Examination Test

Required Courses (27 credits)

CACC 520	(3)	Accounting for Management
CACC 523	(3)	Financial Aspects of Health Care
CFIN 512	(3)	Corporate Finance
CHLC 500	(3)	Health Care Systems
CHLC 552	(3)	Legal Aspects: Health and Social Services
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations
CORG 553	(3)	Employee and Labour Relations

Complementary Course (3 credits)

3 credits from the following:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CHLC 590	(3)	Topics in Health Care
CMIS 541	(3)	Information Systems for Managers
CORG 554	(3)	Managing Occupational Health and Safety
CPL2 510	(3)	Communication and Networking Skills
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management

Or any other 500-level course offered and approved by Career and Professional Development.

4.1.3.1.8.3 Diploma in Management – Human Resources Concentration

This concentration provides skills to integrate human resources functions with the overall business strategy of an organization.

Admission Requirements – Diploma in Management – Human Resources Concentration

In addition to the admission requirements stipulated in [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#), students must have an undergraduate degree in an area other than Commerce or equivalent.

4.1.3.1.8.3.1 Diploma in Management — Human Resources Concentration (30 credits)

The Diploma in Management with a Human Resources Concentration covers key areas of management, and specialized Human Resources Management (HRM) courses for managers who want to play a greater role in HRM. HR professionals are also under pressure to know more about other aspects of management, and to manage their own professional development. This program offers both a general knowledge of management, and the possibility of an in-depth study of some of the HR functional areas. Thus, the HR professional learns business fundamentals and strategic linkages impacting HR professional practice.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites

CEC2 532*	(3)	Business Economics
CMS2 500*	(3)	Mathematics for Management

* or the Exemption by Examination Test

Required Courses (27 credits)

CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations
CORG 555	(3)	Strategic Human Resources Management
CORG 560	(3)	Staffing Organizations
CORG 561	(3)	Developing Human Resources
CORG 562	(3)	Total Compensation and Rewards

Complementary Course (3 credits)

3 credits from the following:

CGM2 510	(3)	Project Management: Tools & Techniques
CORG 553	(3)	Employee and Labour Relations
CORG 554	(3)	Managing Occupational Health and Safety
CORG 565	(3)	Managing Human Resources Management Information
CORG 570	(3)	International Human Resources Management
CORG 590	(3)	Topics in Human Resources Management
CPL2 532	(3)	Leading Change
CPL2 534	(3)	Transcultural Leadership

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

4.1.3.1.8.4 Diploma in Management – International Business Concentration**Admission Requirements – Diploma in Management – International Business Concentration**

Please see [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#).

4.1.3.1.8.4.1 Diploma in Management — International Business Concentration (30 credits)

In today's marketplace, borders are no longer a barrier to trade and the successful corporation operates on a global playing field. If you need an understanding of issues such as international finance and international business relations, how international marketing works and Canada-U.S. business relations, this specialization will enhance your career.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites

CEC2 532*	(3)	Business Economics
CMS2 500*	(3)	Mathematics for Management

* or the Exemption by Examination Test

Required Courses (21 credits)

CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CFIN 540	(3)	Introduction to International Finance
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations
CPL2 524	(3)	Introduction: International Business

Complementary Courses (9 credits)

6 credits from:

CMR2 566	(3)	International Marketing
CPL2 554	(3)	International Business Policy
CPL2 561	(3)	North America and Global Economy

3 credits from:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CORG 570	(3)	International Human Resources Management
CPL2 510	(3)	Communication and Networking Skills
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management
CPL2 590	(3)	Topics in International Business

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

4.1.3.1.8.5 Diploma in Management – Internet Business Concentration

This program will provide students with the opportunity to develop Internet business knowledge and skills.

Admission Requirements – Diploma in Management – Internet Business Concentration

Please see [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#).

4.1.3.1.8.5.1 Diploma in Management — Internet Business Concentration (30 credits)

The Diploma in Management with an Internet Business Concentration will equip students with tools to deal with the revolution in business that is being generated by the Internet and to adapt to a new and rapidly changing market.

Corequisites

CEC2 532*	(3)	Business Economics
CMS2 500*	(3)	Mathematics for Management

* or by the Exemption by Examination Test

Required Courses (27 credits)

CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CMIS 530	(3)	Web Analytics for Internet Business
CMIS 542	(3)	Strategic Internet Marketing
CMIS 543	(3)	Internet Business Analysis and Optimization
CMIS 544	(3)	Social Media Marketing and Technology
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations

Complementary Course (3 credits)

3 credits from:

CCS2 505	(3)	Applications Programming
CCS2 508	(3)	Web Application Development
CCS2 510	(3)	Computer Network and Internet Security
CCS2 535	(3)	Internet Business Project
CCS2 550	(3)	Multimedia Communication Design and Marketing
CCS2 590	(3)	Topics in Information Technology
CGM2 510	(3)	Project Management: Tools & Techniques

Or any other 500-level course offered and approved by Career and Professional Development.

4.1.3.1.8.6 Diploma in Management – Leadership Concentration

Admission Requirements – Diploma in Management – Leadership Concentration

Please see [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#).

4.1.3.1.8.6.1 Diploma in Management — Leadership Concentration (30 credits)

You may have many skills, but to be an effective manager today you need to provide your team with strong leadership. If you need leadership skills that take you far beyond weekend seminars and on-the-job training, consider this specialization. The five unique courses show you how to develop and use power and influence, how you can become a change agent and how to develop leadership skills in your staff.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites

CEC2 532*	(3)	Business Economics
CMS2 500*	(3)	Mathematics for Management

* or the Exemption by Examination Test

Required Courses (27 credits)

CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics

CORG 551	(3)	Behaviour in Organizations
CPL2 531	(3)	Leadership Theory and Practice
CPL2 532	(3)	Leading Change
CPL2 533	(3)	Developing Leadership Skills
CPL2 534	(3)	Transcultural Leadership

Complementary Course (3 credits)

3 credits from:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management
CPL2 595	(3)	Topics in Leadership

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

4.1.3.1.8.7 Diploma in Management – Marketing Concentration

Admission Requirements – Diploma in Management – Marketing Concentration

Please see [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#).

4.1.3.1.8.7.1 Diploma in Management — Marketing Concentration (30 credits)

The tried and true often doesn't work any more. Corporations must respond effectively to today's more sophisticated customer. With this specialization, you will acquire solid graduate-level expertise in areas such as marketing research and communications, consumer behaviour and service marketing.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites

CEC2 532*	(3)	Business Economics
CMS2 500*	(3)	Mathematics for Management

* or the Exemption by Examination Test

Required Courses (27 credits)

CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CMR2 542	(3)	Marketing Principles and Applications
CMR2 548	(3)	Processes of Marketing Research
CMR2 556	(3)	Buyer Behaviour
CMR2 564	(3)	Marketing Communications - Strategic Approach
CMR2 566	(3)	International Marketing
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations

Complementary course (3 credits)

3 credits from:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques

CMIS 541	(3)	Information Systems for Managers
CMR2 543	(3)	Service Marketing
CMR2 590	(3)	Topics in Marketing
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

4.1.3.8.8 Diploma in Management – Operations Management Concentration

Admission Requirements – Diploma in Management – Operations Management Concentration

Please see [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#).

4.1.3.8.8.1 Diploma in Management — Operations Management Concentration (30 credits)

Currently under review. Admissions will not be accepted for the 2012-2013 academic year.

As a person who is involved in the day-to-day production aspects of a business, your skills have a direct impact on the bottom line. With a specialization in operations management, you develop in-depth knowledge of manufacturing systems and operations management plus technology management and total quality management.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites

CEC2 532*	(3)	Business Economics
CMS2 500*	(3)	Mathematics for Management

* or the Exemption by Examination Test

Required Courses (27 credits)

CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CMR2 542	(3)	Marketing Principles and Applications
CMS2 514	(3)	Analysis: Manufacturing Systems
CMS2 515	(3)	Operations Management
CMS2 516	(3)	Total Quality Management
CMS2 518	(3)	Current Manufacturing Strategies
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations

Complementary course (3 credits)

3 credits from:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CMS2 590	(3)	Topics in Operations Management
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

4.1.3.8.9 Diploma in Management – Public Relations and Communications Management Concentration

This concentration offers students an opportunity to gain knowledge in the fundamental and most frequently applied areas of specialization in public relations.

Admission Requirements – Diploma in Management – Public Relations and Communications Management Concentration

In addition to the admission requirements stipulated in [section 4.1.3.1: Graduate Programs > section 4.1.3.1.1: Admission Requirements – Diploma Programs](#), students must have an undergraduate degree in an area other than Commerce or equivalent.

4.1.3.1.8.9.1 Diploma in Management — Public Relations and Communications Management Concentration (30 credits)

The Diploma in Management with a Public Relations and Communications Management Concentration enhances students' communication and effectiveness, which will help them learn to supervise or work closely with communicators in their workplace. While some skills are taught, major emphasis is placed on the strategic aspects of public relations. Students intending to follow a public relations career are advised to take the Diploma in Management with a Public Relations and Communications Management Concentration in order to equip themselves more fully for professional practice. Courses in the Diploma in Management (Public Relations and Communications Management concentration) program are the same as those offered to career-track PR students, giving management students the opportunity to share their learning experience with future public relations professionals. In addition, instructors are all experienced, active practitioners in the field who will introduce students to guest speakers and real projects in industry.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites

CEC2 532*	(3)	Business Economics
CMS2 500*	(3)	Mathematics for Management

* or the Exemption by Examination Test

Required Courses (27 credits)

CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations
CPRL 510	(3)	Fundamentals of Public Relations
CPRL 520	(3)	Applied Public Relations Communication
CPRL 530	(3)	Internal Stakeholder Communication
CPRL 531	(3)	Media Context and Applications

Complementary Course (3 credits)

3 credits from:

CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 530	(3)	Web Analytics for Internet Business
CMIS 542	(3)	Strategic Internet Marketing
CMIS 544	(3)	Social Media Marketing and Technology
CPRL 515	(3)	Fund-raising and Philanthropy
CPRL 532	(3)	Public Relations Event Management
CPRL 533	(3)	Communications in the Corporate Sector
CPRL 534	(3)	Communications in the Not-For-Profit Sector
CPRL 535	(3)	Public Opinion and Public Policy

Or any other 500-level course offered and approved by Career and Professional Development.

4.1.3.1.8.10 Diploma in Management – Taxation Concentration

Currently under review. Admissions will not be accepted for the 2012-2013 academic year.

This concentration provides students with a more general business view of taxation.

Admission Requirements – Diploma in Management – Taxation Concentration

Please see [section 4.1.3.1: Graduate Programs > section 4.1.3.1.1: Admission Requirements – Diploma Programs](#).

4.1.3.1.8.10.1 Diploma in Management — Taxation Concentration (30 credits)

Currently under review. Admissions will not be accepted for the 2012-2013 academic year.

Students who have not previously had significant exposure to taxation will have the opportunity to view tax in the context of general business and view taxation (and tax planning) as only one aspect of the business decision-making process. The student will be taught about taxation as an important factor affecting business and to properly integrate tax factors with business decisions without becoming a tax specialist.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites

CEC2 532*	(3)	Business Economics
CMS2 500*	(3)	Mathematics for Management

* or the Exemption by Examination Test

Required Courses (24 credits)

CACC 520	(3)	Accounting for Management
CCLW 511	(3)	Law 1
CCTX 511	(3)	Taxation 1
CCTX 532	(3)	Taxation 2
CFIN 512	(3)	Corporate Finance
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations

Complementary Courses (6 credits)

6 credits from:

CCFC 516	(3)	Forensic Accounting
CCFC 521	(3)	Corporate Governance
CCFC 522	(3)	Strategic Financial Management
CCLW 643	(3)	U.S. Taxation
CCLW 644	(3)	Corporate Reorganizations
CCTX 640	(3)	Taxation of Real Estate
CCTX 641	(3)	Federal and Provincial Taxes
CCTX 643	(3)	Taxation of International Operations
CGM2 510	(3)	Project Management: Tools & Techniques

4.13.18.11 Diploma in Management – Treasury – Finance Concentration

Admission Requirements – Diploma in Management – Treasury-Finance Concentration

Please see [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#).

4.13.18.11.1 Diploma in Management — Treasury — Finance Concentration (30 credits)

Currently under review. Admissions will not be accepted for the 2012-2013 academic year.

If you are now working in this challenging area or plan to move in this direction, this specialization will provide you with an in-depth understanding of corporate finance and treasury management as well as such areas as investment analysis and international finance.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites

CEC2 532*	(3)	Business Economics
CMS2 500*	(3)	Mathematics for Management

* or the Exemption by Examination Test

Required Courses (27 credits)

CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CFIN 522	(3)	Applied Topics: Corporate Finance
CFIN 525	(3)	Treasury Management
CFIN 530	(3)	Investment Analysis
CFIN 540	(3)	Introduction to International Finance
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations

Complementary Course (3 credits)

3 credits from:

CCLW 511	(3)	Law 1
CFIN 590	(3)	Topics in Finance
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

4.1.3.1.9 Diploma in Management – General

This program provides students with a broad-based fundamental knowledge of business and sets the stage for further management education.

Admission Requirements for the Diploma in Management – General

Please see [section 4.1.3.1: Graduate Programs > section 4.1.3.1.1: Admission Requirements – Diploma Programs.](#)

4.1.3.1.9.1 Diploma in Management — General (30 credits)

The Diploma in Management - General represents a survey of disciplines and an introduction to functional areas in management. It appeals to those starting their own business or to those moving or aspiring to move into general management positions.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites

CEC2 532*	(3)	Business Economics
CMS2 500*	(3)	Mathematics for Management

* or the Exemption by Examination Test

Required Courses (21 credits)

CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CMIS 541	(3)	Information Systems for Managers
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations
CPL2 552	(3)	Strategic Management

Complementary Courses (9 credits)

9 credits from:

CGM2 510	(3)	Project Management: Tools & Techniques
CGM2 590	(3)	Topics in Management
CPL2 510	(3)	Communication and Networking Skills

And any other 500-level course offered and approved by Career and Professional Development.

4.1.3.1.10 Diploma in Public Relations and Communications Management

This diploma is intended for those wishing to pursue a career in public relations and communications.

Admission Requirements for the Diploma in Public Relations and Communications ManagementIn addition to the admission requirements stipulated in [section 4.1.3.1: Graduate Programs > section 4.1.3.1.1: Admission Requirements – Diploma Programs](#), students must have a CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in their last two years of full-time academic studies in their undergraduate degree.**4.1.3.1.10.1 Diploma in Public Relations and Communications Management (30 credits)**

This diploma program is intended for those wishing to pursue a career in public relations and communications, those whose management responsibilities include PR/communications, or those already working in the field who would like to further their academic background. Students gain knowledge in a range of specializations that will help them build their careers in the consulting, corporate or not-for-profit sectors. Material is updated regularly to include new technology and emerging issues. While skills are taught, major emphasis is placed on the strategic aspects of public relations.

Required Courses (21 credits)

CPRL 510	(3)	Fundamentals of Public Relations
CPRL 520	(3)	Applied Public Relations Communication
CPRL 530	(3)	Internal Stakeholder Communication
CPRL 531	(3)	Media Context and Applications
CPRL 535	(3)	Public Opinion and Public Policy
CPRL 540	(3)	Communication Planning
CPRL 541	(3)	Ethics in Public Relations

Complementary Courses (9 credits)**3-6 credits from:**

CPRL 533	(3)	Communications in the Corporate Sector
CPRL 534	(3)	Communications in the Not-For-Profit Sector

3-6 credits from:

CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 530	(3)	Web Analytics for Internet Business
CMIS 542	(3)	Strategic Internet Marketing
CMIS 544	(3)	Social Media Marketing and Technology
CMR2 542	(3)	Marketing Principles and Applications
CORG 551	(3)	Behaviour in Organizations
CPRL 515	(3)	Fund-raising and Philanthropy
CPRL 532	(3)	Public Relations Event Management
CPRL 590	(3)	Topics in Public Relations

Or any other 500-level course offered and approved by Career and Professional Development.

4.1.3.1.11 Diploma in Supply Chain and Operations Management

This diploma offers high-level tools of analysis for acquiring an in-depth understanding of supply chain operations.

Admission Requirements – Diploma in Supply Chain and Operations Management

In addition to the admission requirements stipulated in [section 4.1.3.1: Graduate Programs > section 4.1.3.1.1: Admission Requirements – Diploma Programs](#), students must have a bachelor's degree in any discipline with a 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 in their undergraduate degree.

4.1.3.1.11.1 Diploma in Supply Chain and Operations Management (30 credits)

The Diploma in Supply Chain and Operations Management offers students opportunities to specialize in areas such as quality management, lean manufacturing, service operations and project management. The program contents are included in the body of knowledge of a Green Belt and Project Management Institute.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisite

CMS2 500*	(3)	Mathematics for Management
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* or the Exemption by Examination Test

Required Courses (30 credits)

CGM2 510	(3)	Project Management: Tools & Techniques
CMS2 505	(3)	Quantitative Analysis Tools in Decision Making
CMS2 515	(3)	Operations Management
CMS2 524	(3)	Management of Service Operations
CMS2 525	(3)	Supply Chain Management
CMS2 530	(3)	Simulation Analysis and Modeling
CMS2 531	(3)	Re-Engineering and Integration of Business Systems
CMS2 532	(3)	Lean Operations Systems
CMS2 540	(3)	Six-Sigma Quality Management
CMS2 550	(3)	Supply Chain Field Project

4.1.3.1.12 Graduate Diploma in Taxation

Currently under review. Admissions will not be accepted for the 2012–2013 academic year.

You will be learning practical knowledge you can apply immediately, whether you work in a professional practice, for a corporation, or a government agency.

4.1.3.1.12.1 Graduate Diploma in Taxation (30 credits)

Currently under review. Admissions will not be accepted for the 2012-2013 academic year.

If you are interested in the taxation area, please refer to the Diploma in Management with a concentration in Taxation. See Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > Career and Professional Development > Programs > Diploma in Management - Taxation Concentration.

The Graduate Diploma in Taxation is offered by the School of Continuing Studies under the academic supervision of Graduate and Postdoctoral Studies (GPS). This 10-course (30-credit) program offers the widest possible range of graduate-level courses in Canadian, U.S., and International taxation. From the first day, you will be learning practical knowledge you can apply immediately, whether you work in a professional practice, for a corporation, or a government agency.

Qualifying Program (24 credits)

The following Qualifying Program must be completed by degree holders other than CA and Law:

BUSA 368	(3)	Business Law 2
CACC 520	(3)	Accounting for Management
CCLW 511	(3)	Law 1
CCTX 511	(3)	Taxation 1
CCTX 532	(3)	Taxation 2
CEC2 532	(3)	Business Economics

CFIN 512	(3)	Corporate Finance
CMS2 500	(3)	Mathematics for Management

Abbreviated Qualifying Program (12 credits)

The Abbreviated Qualifying Program must be completed by lawyers

CACC 520	(3)	Accounting for Management
CCTX 511	(3)	Taxation 1
CCTX 532	(3)	Taxation 2
CFIN 512	(3)	Corporate Finance

Diploma Program (30 credits)

For CA's and those who have completed the Qualifying Program or the Abbreviated Qualifying Program

CCLW 640	(3)	Tax Aspects of Litigation
CCLW 641	(3)	Taxation Research Methodology
CCLW 643	(3)	U.S. Taxation
CCLW 644	(3)	Corporate Reorganizations
CCLW 645	(3)	Taxation: Partnerships and Trusts
CCTX 640	(3)	Taxation of Real Estate
CCTX 641	(3)	Federal and Provincial Taxes
CCTX 642	(3)	Interpretation of Tax Policy
CCTX 643	(3)	Taxation of International Operations
CCTX 644	(3)	Tax Aspects: Creative Financing

4.1.3.1.13 Graduate Certificates

The Graduate Certificates are offered in 12 specializations that include: Accounting Practice, Entrepreneurship, Health Care Management, Human Resources Management, International Business, Internet Business, Leadership, Marketing, Operations Management, Public Relations Management, Taxation, and Treasury/Finance.

Revision, June 2012. Start of revision.

The programs are offered by the School of Continuing Studies. The Graduate Certificates consist of five 3-credit courses.

Revision, June 2012. End of revision.

For a person with a Bachelor of Commerce degree and a solid academic background in business, these 15-credit programs are designed to provide the specialized knowledge you need for today's changing business world, in the shortest possible time.

4.1.3.1.13.1 Admission Requirements for Graduate Certificates**Revision, June 2012. Start of revision.**

To be admitted to the 15-credit Graduate Certificate programs, applicants must have a Bachelor of Commerce degree or equivalent (unless otherwise stipulated). Students holding other degrees may follow a Qualifying program to gain access to the Graduate Certificate programs. Applicants should be aware that educational credentials obtained at non-Canadian institutions will also be assessed for equivalency with a McGill University degree. Consequently, a grade point conversion system is applied to programs using grading systems that differ from those utilized by McGill University. Therefore, any cumulative undergraduate average or standing that is not reported on a CGPA scale of 4.0 will have to be converted to a CGPA scale of 4.0.

Revision, June 2012. End of revision.

Please see [section 4.1.3.5: Career and Professional Development Programs with a Minimum CGPA Requirement](#) for further details on applying to a program with a CGPA below the indicated required minimum.

4.1.3.1.13.2 Graduate Certificate in Accounting Practice**Admission Requirements for the Graduate Certificate in Accounting Practice**

In addition to the admission requirements stipulated in [section 4.1.3.1.13.1: Admission Requirements for Graduate Certificates](#), students must have a Bachelor of Commerce (Accounting) 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, or a bachelor's

degree in any discipline 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 and a Certificate in Accounting, or a bachelor's degree in any discipline and a Certificate in Accounting with a minimum CGPA of 3.0 out of 4.0, or a Diploma in Accounting.

4.13.1.13.2.1 Graduate Certificate in Accounting Practice (15 credits)

Required Courses

CCFC 515	(3)	Issues in Professional Practice 1
CCFC 520	(3)	Issues in Professional Practice 2
CCFC 521	(3)	Corporate Governance
CCFC 522	(3)	Strategic Financial Management
CCFC 523	(3)	Public Accountancy

4.13.1.13.3 Graduate Certificate in Entrepreneurship

Admission Requirements for the Graduate Certificate in Entrepreneurship

In addition to the admission requirements stipulated in [section 4.1.3.1.13.1: Admission Requirements 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.

4.13.1.13.3.1 Graduate Certificate in Entrepreneurship (15 credits)

Required Courses (12 credits)

CEN2 500	(3)	Principles of Entrepreneurship
CEN2 505	(3)	Product Commercialization
CEN2 510	(3)	Practical Entrepreneurship Management
CPL2 553	(3)	Small Business Management

Complementary Course (3 credits)

3 credits from:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMR2 543	(3)	Service Marketing
CMR2 556	(3)	Buyer Behaviour
CMR2 566	(3)	International Marketing
CPL2 510	(3)	Communication and Networking Skills
CPL2 524	(3)	Introduction: International Business
CPL2 533	(3)	Developing Leadership Skills

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

4.13.1.13.4 Graduate Certificate in Financial Planning

Revision, June 2012. Start of revision. New program.

Admission Requirements for the Graduate Certificate in Financial Planning

In addition to the admission requirements stipulated in [section 4.1.3.1.13.1: Admission Requirements for Graduate Certificates](#), students must have completed a Bachelor of Commerce (Finance) with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of academic studies, or a bachelor's degree in any discipline with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of academic studies and a Diploma in Finance, or a bachelor's degree in any discipline and a Certificate in Finance with a minimum CGPA of 3.0 out of 4.0.

Revision, June 2012. End of revision.

4.13.1.13.4.1 Graduate Certificate in Financial Planning (15 credits)

Revision, June 2012. Start of revision. New program.

The Graduate Certificate in Financial Planning seeks to develop the already acquired finance competencies to analyze, integrate and synthesize information in a variety of fields including professional ethics and integrity, financial planning, insurance, marketing and taxation. Emphasis is placed on utilizing practical techniques which represent the wide range of businesses, public organizations, banks and insurance companies in which professional financial planners pursue their professional careers. Students must have completed a Bachelor of Commerce (Finance) with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of

4.0 in the last two years of academic studies, or a Bachelor's Degree in any discipline with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of academic studies and a Diploma in Finance, or a Bachelor's Degree in any discipline and a Certificate in Finance with a minimum CGPA of 3.0 out of 4.0.

Prerequisite

CCTX 511 (3) Taxation 1

Note: Students who wish to apply for advanced standing for prerequisite courses must complete an Advanced Standing form at the time of admission. Prerequisite courses are not included in the total credit requirements for the program.

Required Courses

CCLW 511	(3)	Law 1
CCTX 532	(3)	Taxation 2
CEN2 505	(3)	Product Commercialization
CFIN 501	(3)	Retirement, Estate and Tax Planning
CPD2 505	(3)	Risk Management and Insurance

Revision, June 2012. End of revision.

4.1.3.1.35 Graduate Certificate in Health Care Management

This program provides an integrated base of management knowledge in the field of health and social service management.

4.1.3.1.35.1 Graduate Certificate in Health Care Management (15 credits)**Required Courses (12 credits)**

CACC 523	(3)	Financial Aspects of Health Care
CHLC 500	(3)	Health Care Systems
CHLC 552	(3)	Legal Aspects: Health and Social Services
CORG 553	(3)	Employee and Labour Relations

Complementary Course (3 credits)

3 credits from:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CHLC 590	(3)	Topics in Health Care
CMIS 541	(3)	Information Systems for Managers
CORG 554	(3)	Managing Occupational Health and Safety
CPL2 510	(3)	Communication and Networking Skills
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

4.1.3.1.36 Graduate Certificate in Human Resources Management**Admission Requirements for the Graduate Certificate in Human Resources Management**

In addition to the admission requirements stipulated in [section 4.1.3.1.13.1: Admission Requirements for Graduate Certificates](#), students must hold a bachelor's degree (or equivalent) or a graduate degree (or equivalent) 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.

4.1.3.1.36.1 Graduate Certificate in Human Resources Management (15 credits)**Corequisite**

CORG 551*	(3)	Behaviour in Organizations
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* or the Exemption by Examination Test

Required Courses (12 credits)

CORG 555	(3)	Strategic Human Resources Management
CORG 560	(3)	Staffing Organizations
CORG 561	(3)	Developing Human Resources
CORG 562	(3)	Total Compensation and Rewards

Complementary Courses (3 credits)

3 credits from:

CGM2 510	(3)	Project Management: Tools & Techniques
CORG 552	(3)	Finance and Accounting Principles for HR Management
CORG 553	(3)	Employee and Labour Relations
CORG 554	(3)	Managing Occupational Health and Safety
CORG 565	(3)	Managing Human Resources Management Information
CORG 570	(3)	International Human Resources Management
CORG 590	(3)	Topics in Human Resources Management
CPL2 510	(3)	Communication and Networking Skills
CPL2 532	(3)	Leading Change
CPL2 534	(3)	Transcultural Leadership

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

4.13.1.37 Graduate Certificate in International Business

This program provides specialized knowledge in areas such as international finance and business relations, which is a necessity in today's changing global marketplace.

4.13.1.37.1 Graduate Certificate in International Business (15 credits)

Required Courses (6 credits)

CFIN 540	(3)	Introduction to International Finance
CPL2 524	(3)	Introduction: International Business

Complementary Courses (12 credits)

6-9 credits

from the following:

CMR2 566	(3)	International Marketing
CPL2 554	(3)	International Business Policy
CPL2 561	(3)	North America and Global Economy

0-3 credits

from the following:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers

CORG 570	(3)	International Human Resources Management
CPL2 510	(3)	Communication and Networking Skills
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management
CPL2 590	(3)	Topics in International Business

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

4.1.3.1.13.8 Graduate Certificate in Internet Business

Admission Requirements for the Graduate Certificate in Internet Business

In addition to the admission requirements stipulated in [section 4.1.3.1.13.1: Admission Requirements for Graduate Certificates](#), students must hold a Bachelor of Commerce (or equivalent), a Bachelor of Computer Science, a Bachelor of Software Engineering, or a Bachelor of Computer Engineering 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.

4.1.3.1.13.8.1 Graduate Certificate in Internet Business (15 credits)

Required Courses (12 credits)

CMIS 530	(3)	Web Analytics for Internet Business
CMIS 542	(3)	Strategic Internet Marketing
CMIS 543	(3)	Internet Business Analysis and Optimization
CMIS 544	(3)	Social Media Marketing and Technology

Complementary Course (3 credits)

3 credits from:

CCS2 505	(3)	Applications Programming
CCS2 508	(3)	Web Application Development
CCS2 510	(3)	Computer Network and Internet Security
CCS2 535	(3)	Internet Business Project
CCS2 550	(3)	Multimedia Communication Design and Marketing
CCS2 590	(3)	Topics in Information Technology
CGM2 510	(3)	Project Management: Tools & Techniques

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

4.1.3.1.13.9 Graduate Certificate in Leadership

Revision, June 2012. Start of revision.

Admission Requirements for the Graduate Certificate in Leadership

In addition to the admission requirements stipulated in [section 4.1.3.1.13.1: Admission Requirements for Graduate Certificates](#), students must have a bachelor's degree from any discipline 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. Students must also meet the language requirements (see [section 4.1.2.7.2: Proof of Proficiency in English](#)).

Revision, June 2012. End of revision.

4.1.3.1.13.9.1 Graduate Certificate in Leadership (15 credits)

Prerequisite

CORG 551*	(3)	Behaviour in Organizations
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* or the Exemption by Examination Test

Required Courses (12 credits)

CPL2 531	(3)	Leadership Theory and Practice
CPL2 532	(3)	Leading Change

CPL2 533	(3)	Developing Leadership Skills
CPL2 534	(3)	Transcultural Leadership

Complementary Course (3 credits)

3 credits from the following:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management
CPL2 595	(3)	Topics in Leadership

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

4131.1310 Graduate Certificate in Marketing

The Graduate Certificate in Marketing has been developed for students who wish to upgrade their existing knowledge and skills in the field.

The program is designed to provide students with the opportunity to develop a solid understanding of the theoretical foundations and practices of marketing at the graduate level.

4131.1310.1 Graduate Certificate in Marketing (15 credits)

The Graduate Certificate in Marketing has been developed for students who wish to upgrade their existing knowledge and skills in the field.

The program is designed to provide students with the opportunity to develop a solid understanding of the theoretical foundations and practices of marketing at the graduate level.

Required Courses (12 credits)

CMR2 548	(3)	Processes of Marketing Research
CMR2 556	(3)	Buyer Behaviour
CMR2 564	(3)	Marketing Communications - Strategic Approach
CMR2 566	(3)	International Marketing

Complementary Course (3 credits)

3 credits from:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CMR2 543	(3)	Service Marketing
CMR2 590	(3)	Topics in Marketing
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

4131.1311 Graduate Certificate in Operations Management

Currently under review. Admissions will not be accepted for the 2012–2013 academic year.

This Graduate Certificate offers students the opportunity to acquire knowledge of manufacturing systems and operations management.

4131.1311.1 Graduate Certificate in Operations Management (15 credits)

Currently under review. Admissions will not be accepted for the 2012-2013 academic year.

Required Courses (12 credits)

CMS2 514	(3)	Analysis: Manufacturing Systems
CMS2 515	(3)	Operations Management
CMS2 516	(3)	Total Quality Management
CMS2 518	(3)	Current Manufacturing Strategies

Complementary course (3 credits)

3 credits from:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CMS2 590	(3)	Topics in Operations Management
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

4131.13.12 Graduate Certificate in Public Relations Management**Admission Requirements for the Graduate Certificate in Public Relations Management**

In addition to the admission requirements stipulated in [section 4.1.3.1.13.1: Admission Requirements for Graduate Certificates](#), students must have a Bachelor of Commerce degree (or equivalent) 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.

4131.13.12.1 Graduate Certificate in Public Relations Management (15 credits)

Required Courses (12 credits)

CPRL 510	(3)	Fundamentals of Public Relations
CPRL 520	(3)	Applied Public Relations Communication
CPRL 530	(3)	Internal Stakeholder Communication
CPRL 531	(3)	Media Context and Applications

Complementary Course (3 credits)

3 credits from:

CGM2 510	(3)	Project Management: Tools & Techniques
CPRL 515	(3)	Fund-raising and Philanthropy
CPRL 532	(3)	Public Relations Event Management
CPRL 535	(3)	Public Opinion and Public Policy

4131.13.13 Graduate Certificate in Taxation

Currently under review. Admissions will not be accepted for the 2012-2013 academic year.

Admission Requirements for the Graduate Certificate in Taxation

In addition to the admission requirements stipulated in [section 4.1.3.1.13.1: Admission Requirements 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.

4131.13.13.1 Graduate Certificate in Taxation (15 credits)

Currently under review. Admissions will not be accepted for the 2012-2013 academic year.

This program provides a solid academic background in business, and is designed to provide you with the specialized knowledge of taxation needed for today's changing business world.

Required Courses (9 credits)

CCLW 511	(3)	Law 1
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CCTX 511	(3)	Taxation 1
CCTX 532	(3)	Taxation 2

Complementary Courses (6 credits)

6 credits from:

CCFC 516	(3)	Forensic Accounting
CCFC 521	(3)	Corporate Governance
CCFC 522	(3)	Strategic Financial Management
CCLW 643	(3)	U.S. Taxation
CCLW 644	(3)	Corporate Reorganizations
CCTX 640	(3)	Taxation of Real Estate
CCTX 641	(3)	Federal and Provincial Taxes
CCTX 643	(3)	Taxation of International Operations
CGM2 510	(3)	Project Management: Tools & Techniques

4131.13.14 Graduate Certificate in Treasury – Finance

Currently under review. Admissions will not be accepted for the 2012–2013 academic year.

4.13.1.13.14.1 Graduate Certificate in Treasury — Finance (15 credits)

Currently under review. Admissions will not be accepted for the 2012–2013 academic year.

Required Courses (12 credits)

CFIN 522	(3)	Applied Topics: Corporate Finance
CFIN 525	(3)	Treasury Management
CFIN 530	(3)	Investment Analysis
CFIN 540	(3)	Introduction to International Finance

Complementary course (3 credits)

3 credits from:

CCLW 511	(3)	Law 1
CFIN 590	(3)	Topics in Finance
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

4.1.3.2 Academic Regulations

In general, diplomas offered by *Career and Professional Development* are comprised of ten courses. Some programs, however, have corequisite and prerequisite courses that must be completed by the students in order for them to obtain their certificate or diploma.

Students who believe that they have taken the equivalent of one or more of the corequisite(s) 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.

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 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. Students may obtain an application form from Client Services, or may download one from the website: www.mcgill.ca/conted/students/forms.

An applicant may submit an Exemption by Examination application form to Client Services by mail or in person (no emails or faxes accepted). A \$50 CDN (non-refundable) application fee (payable by credit card, debit card, certified cheque, or money order) must accompany the request. Students interested in a list of courses for which the Exemption by Examination test applies should refer to the application form. For further details on the Exemption by Examination test, students should contact *Career and Professional Development*.

Exemption by Examination tests will be held on the following dates:

Exemption by Examination

Wednesday	August 15, 2012
Thursday	August 16, 2012
Wednesday	November 28, 2012
Thursday	November 29, 2012
Wednesday	April 3, 2013
Thursday	April 4, 2013

 **Note:** The School of Continuing Studies reserves the right to reschedule test dates and to revise the application fee without prior notice.

4.1.3.2.1 Admission Procedures for all Programs

For more information, see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > section 3.1: Admission Requirements*.

4.1.3.2.2 Proof of Proficiency in English

The language of instruction for most courses and programs at McGill is English; however, 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. Applicants must demonstrate an adequate level of proficiency in English prior to admission, regardless of citizenship status or country of origin. McGill University has this language requirement in place to ensure that all students are provided with the opportunity to succeed in their chosen program. In all cases, the University reserves the right to require proof of English proficiency if it is deemed necessary. Below you will find information on when proof of proficiency is required.

If you answer “yes” to any of the following seven statements, you do **NOT** necessarily need to provide proof of English proficiency, but must provide documentation to support your answer.

- Have you lived and attended school, for at least four years, in a country where English is the acknowledged primary language?
- Have you completed both Secondary V and a DEC at a French CEGEP in Quebec?
- Have you completed a DEC at an English CEGEP in Quebec, during or later than 2003?
- Have you or will you complete a French Baccalaureate – Option Internationale (British or American section)?
- Have you or will you complete International Baccalaureate English A with a final result of 5 or better?
- Have you or will you complete the British Curriculum A-Level English with a final grade of “C” or better?
- Have you 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 better?

If you answered “no” to all of the above, but answer “yes” to any of the following questions, you will be asked to provide supporting documentation to this effect and **may** still be asked to provide proof of English language proficiency.

- Do you consider English to be your mother tongue?
- Have you been attending school for at least four consecutive years at an accredited educational institution (in a non-English speaking country) where English is the language of instruction?
- Have you obtained an undergraduate degree from an accredited educational institution where the language of instruction in your program of study was English (minimum three years)?
- Have you 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 to *Career and Professional Development* who do not meet any of the above-listed conditions must demonstrate proficiency in English using **one** of the following options:

1. TOEFL (Test of English as a Foreign Language) – Minimum acceptable scores:

iBT (Internet-based test)	PBT (paper-based test)
90 overall (a minimum individual component score of 21 in each of the four components, i.e., reading, writing, listening, and speaking)	577

iBT (Internet-based test)**PBT (paper-based test)**

Note: An institutional version of the TOEFL is not acceptable.

2. IELTS (International English Language Testing System): a band score of 6.5 or better.
3. MELAB (Michigan English Language Assessment Battery): a minimum mark of 85%.
4. APIEL (Advanced Placement International English Language): a minimum score of 4.
5. McGill SCS TELP (McGill SCS Test of English Language Proficiency): a Category A result.
6. McGill Certificate of Proficiency in English or McGill Certificate of Proficiency – English for Professional Communication: Certificate of Proficiency awarded.
7. University of Cambridge ESOL Certificate in Advanced English (CAE): a grade of “B” (Good) or higher.
8. University of Cambridge ESOL Certificate of Proficiency in English (CPE): a grade of “C” (Pass) or higher.
9. Edexcel London Test of English – Level 4 – with an overall grade of at least “Merit Pass.”
10. Edexcel London Test of English – Level 5 – with an overall grade of at least “Pass.”



Note: Your test results must be reported directly to the University by the test centre; consequently, candidates' copies of results will not be accepted as proof of English language proficiency. It is your responsibility to ensure that the official test results in an official format are forwarded directly by the testing service to the Client Services Office (Admissions) of the School of Continuing Studies, 688 Sherbrooke St. West, 11th Floor, Montreal, Quebec, H3A 3R1. For TOEFL and APIEL, the institutional code at McGill University is 0935-00.

4.1.3.2.2.1 Integrated English Language and Professional Studies (IELPS)

Integrated English Language and Professional Studies (IELPS) serves to facilitate the joint application to existing programs leading to the Certificate of Proficiency in English (*Language and Intercultural Communication*) and to one or more of the certificates or diplomas offered by *Career and Professional Development*.

Students applying to their programs of choice through the IELPS will be required to submit only one application for both areas of study. IELPS is available to both local and international students. For further information, please visit our website at: www.mcgill.ca/conted/langprg/ielps.

4.1.3.2.3 Independent Studies

Please consult *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > Admission Requirements > section 3.11: Special Student Status: Graduate-Level Courses* for information pertaining to Special Students.

4.1.3.2.4 Academic Advisers

General advising information for the School of Continuing Studies can be obtained by calling one of our Client 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 adviser to obtain information on course and program selection, are encouraged to call the Client Services Office at 514-398-6200 to schedule an appointment. The Client Services Office welcomes walk-ins during regular business hours to obtain general advising or to meet with an academic adviser.

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 recommended to contact Client Services well ahead of admission deadlines and registration peak periods for assistance, as academic advisers have a high influx of learners during those periods and the wait time may be longer.

4.1.3.2.5 Advanced Standing for the Diploma Programs

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 study 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 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 *Career and Professional Development*.

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 or diploma is offered.

Please consult *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > Admission Requirements > section 3.11: Special Student Status: Graduate-Level Courses* for information pertaining to Special Students.

Diploma in Management

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 three courses (9 credits) 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.

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). 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.

4.1.3.2.5.1 Supplements for all Programs

Please note: Supplemental examinations are not available in courses offered by *Career and Professional Development* (i.e., if a student fails a course he/she must repeat it).

4.1.3.2.6 Academic Standing Regulations

4.1.3.2.6.1 Diploma Programs

1. Students must complete all courses with a minimum passing grade of B-. This includes all required courses, elective 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 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 four years to complete the Diploma in Management.

4.1.3.2.6.2 Graduate Certificates

1. Students must complete all courses, including corequisite and prerequisite 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 graduate certificate.

4.1.3.2.6.3 Special Students

Special Students 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 *Career and Professional Development* 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 have failed to comply with the minimum standards set by *Career and Professional Development* may not continue in their program and will have their registration cancelled. Once a student is asked to withdraw he/she will not be permitted to register in other courses or programs in *Career and Professional Development*, 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; or concerning any other decision with respect to the application of academic regulations and requirements to a student. A formal academic appeal must be made in writing directly to the *Career and Professional Development* Appeal Committee. This request must be accompanied by supporting documents which substantiate reinstatement.

4.1.3.2.6.4 Time Limits

For a single 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 adviser. A recommended revision of the program of study must be approved by the Director.

Students who do not register for any course in their program for one year will be required to reapply and meet any new program requirements.

Corequisite

This refers to academic requirements that may be completed before or concurrently.

Corequisites for Programs

Certain programs require specific corequisites. These may be completed after admission to 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. 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.

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, he/she will be asked to withdraw.

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

Information Sessions

Information sessions will be held prior to each registration period. 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 advisers 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.

4.1.3.2.6.5 Registration in Graduate-Level Courses

For more information, see [section 3.1: Admission Requirements](#).

4.1.3.3 Engineering – Graduate Level

Career and Professional Development, in cooperation with the Faculty of Engineering, offers graduate-level courses that may be credited in programs for the Masters in Engineering degree.

Students may not count such courses toward the fulfilment of a program unless:

1. they have been formally admitted to the program; and
2. the specific course has been approved for inclusion in their program by the Graduate Program Director of the department in which they are enrolled.

Revision, June 2012. Start of revision.

Students wishing information on admission requirements should contact the relevant departments.

Revision, June 2012. End of revision.

Ordre des Ingénieurs du Québec

Students wishing to take courses to prepare for the professional examinations of the *Ordre des Ingénieurs du Québec* are asked to contact the *Ordre* at the following address:

L'Ordre des Ingénieurs du Québec
Windsor Station
1100 de la Gauchetière West, Room 350
Montréal, Québec
H3B 2S2

Telephone: 514-845-6141

4.1.3.4 Language Requirements for Professions

For more information, see *Programs, Courses and University Regulations > University Regulations and Resources > Continuing Studies > Graduation > section 1.7.6: Language Requirements for Professions*.

4.1.3.5 Career and Professional Development Programs with a Minimum CGPA Requirement

If your CGPA is lower than the minimum requirement indicated for the program, please submit the following for consideration with your application and official transcript.

a) Letter of Intent: A letter, 1–2 pages in length, single-spaced, written in English or French, which addresses the following:

- basis for interest in the program;
- knowledge that would be pertinent to the program; your interest in the field of study and the reasons for applying to our program;
- plans for integrating the training into your current or future career; a description of your professional experience and its relevance, if applicable, to the program;
- awards received or other contributions;
- any additional information relevant to your application.

b) Curriculum Vitae

c) Two Letters of Reference: At least one should be from a current or former employer.

d) GMAT and/or GRE Test Score Results (optional): Submit a copy of the official test score results.

Supporting documents should be delivered to:

Client Services Office
Admissions and Convocation
McGill University
School of Continuing Studies

688 Sherbrooke Street West
Room 1125
Montreal, QC H3A 3R1
CANADA

See: www.mcgill.ca/conted/applyregister/apply/supporting

4.1.4 Professional Development Courses (CE Units and Other)

The Career and Professional Development unit also offers a wide variety of shorter-term courses to meet the needs of working professionals, as well as the general public. If you are interested in acquiring new job-related skills or enhancing your existing credentials, the Career and Professional Development unit delivers engaging market-driven courses, seminars, and workshops taught by industry experts in areas such as Business Analysis, Intellectual Property, Project Management, and Public Speaking.

4.1.4.1 Professional Development Opportunities

Career and Professional Development offers enriching programs, courses, workshops, seminars, and lectures of interest to:

- Business analysts and professionals
- Community organizers
- Contract and project managers
- Distribution, construction, and manufacturing professionals
- Engineers and geologists
- Entertainment, Internet/software, and publishing professionals
- Lawyers and legal and public-sector professionals
- Marketing and brand practitioners
- Mining industry professionals
- Non-clinical research professionals
- Patent and trademark agents
- Pharmaceutical and biotech employees
- Process analysts
- Public speakers and speech writers
- Quality assurance professionals
- Retail and service industry professionals

4.1.4.2 General Information

4.1.4.2.1 Registration

All students who wish to register must submit the registration form and supporting documents either in person, by email, by fax, or by mail. Registration forms can be downloaded from the Professional Development website for the appropriate courses/programs.

Registration for non-credit courses, seminars, and workshops is open to anyone 18 years of age or older. Please consult the list of available courses/programs at www.mcgill.ca/conted/prodep or call 514-398-5454 for further information.

4.1.4.2.2 Fees

Full payment for non-credit courses, seminars, and workshops is due at the time of registration and can be made by cheque, Visa, or MasterCard. For further information on fees for non-credit courses, please refer to the Professional Development website for the appropriate courses/programs.

4.1.4.2.3 Course Cancellations and Withdrawals

Career and Professional Development reserves the right to cancel courses prior to the first lecture due to low enrolment.

For non-credit courses carrying CEUs, students must notify *Career and Professional Development*, in writing, of their intention to cancel their registration. A cancellation fee will be assessed after the first day of class and before the third class. No refunds are available after the third class (for exact amounts please refer to the *Professional Development* website: www.mcgill.ca/conted/prodep). Failure to attend classes does not constitute a cancellation or withdrawal from the course.

For the cancellation policy for Intellectual Property courses, please see www.mcgill.ca/conted/prodep/intel.

4.1.4.2.4 Grading and Evaluation

All courses carrying credits or CEUs have an evaluation process. If you do not wish to be evaluated, you must complete a “Non Evaluation Request Form” prior to the third lecture. A mark of “NE” (NOT EVALUATED) will be placed on your academic record.

4.1.4.2.5 Professional Associations

Many of the courses are recognized by outside bodies for accreditation toward their designations or programs.

For more information, see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > Admission Requirements > section 3.12: Professional Associations*.

4.1.4.3 Course Offerings: Non-Credit Courses

Non-Credit Courses

CBUS 204	Effective Public Speaking
CBUS 210D1/D2	Comprehensive Business Analysis
CENG 221D1/D2	Comprehensive Project Management
CENG 222	Risk Assessment: Ore Reserves/Mine Planning. For more information about this course, offered by Faculty Partnerships & Summer Studies, see <i>Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > section 4.4.1: General Interest Courses</i> .
CENG 223	Project Management: Bridging Theory and Practice

4.1.4.4 Professional Development Courses

4.1.4.4.1 Intellectual Property

Summer Courses in Intellectual Property

Career and Professional Development offers a series of summer courses on Patents, Trademarks, and Copyright that is jointly sponsored by the Intellectual Property Institute of Canada (IPIC) and McGill's School of Continuing Studies. IPIC is an association of professionals practising in matters relating to the protection of intellectual property rights (patents, trademarks, copyrights, and industrial designs).

Please visit our website at www.mcgill.ca/conted/prodep/intel for a detailed course brochure. You can find out more about IPIC online at www.ipic.ca.

Understanding Patents – An Introductory Course – July 23 – 27, 2012

An intensive, practical course that offers insights and strategies relating to patent issues. It is intended for patent agents in training, new patent agents, in-house contract managers, notaries, in-house counsel, and lawyers who practise or intend to practise privately or corporately in the patent field. Jointly sponsored by the Intellectual Property Institute of Canada (IPIC) and McGill University. Experience in patent and intellectual property is recommended.

Understanding Trademarks – An Introductory Course – July 30 – August 3, 2012

An intensive, practical course that offers valuable insights and strategies relating to trademark issues. It is intended primarily for trademark agents and trainees, in-house trademark managers, notaries, in-house counsel, and lawyers who practise or intend to practise privately or corporately in the trademark area.

Managing Trademark Disputes – August 8 – 10, 2012

An intensive, practical course encompassing a number of modules that can be taken in totality or separately. This course extends and refines insights and strategies relating to trademark issues covered in the introductory course. For experienced trademark agents, managers, notaries, in-house counsel, and lawyers who specialize in the trademark area. Participants should have at least three to five years experience in the area of trademark law.

Copyright Master Class – August 8 – 10, 2012

An intensive practical course that offers valuable business focused insights and strategies regarding the protection and enforcement of copyright. Designed primarily for business managers and in-house counsel working in publishing, music, information technology, broadcasting, film/TV, performing arts; lawyers, trademark agents, licensing executives, government policy makers; academics and librarians. Experience in the copyright field is recommended.

Revision, June 2012. Start of revision. New program.

4.1.4.4.2 Condominium Management in Quebec

Condominium development has enjoyed remarkable growth in Quebec over the last decade: the number of Quebec households living in condos is expected to increase to 266,000 by 2016 (in comparison with 155,000 in 2006). This growth requires qualified professionals who can deal effectively with various aspects of managing a condominium. To address this growing demand, McGill SCS has partnered with OAAQ (*l'Ordre des administrateurs agréés du Québec*) to offer this new program, which explores the complex challenges of condominium management and provides participants with information, knowledge and practical skills.

Please visit our website at www.mcgill.ca/conted/prodep/condominium for more information and to register. You can find out more about *l'Ordre des administrateurs agréés du Québec* (OAAQ) online at www.adma.qc.ca.

Program Description

This program provides new and experienced residential and commercial condominium managers with the information, knowledge, and skills required for successful condominium management. Participants have the flexibility of registering for just one course or for the complete program.

This program is offered in English and French and consists of 4 courses:

Condominium Law in Quebec

This course will explore all aspects of Condominium Law in Quebec and related governance which includes declarations, bylaws, special rules, as well as rules of professional and ethical conduct.

Course Duration: 30 hours

6 sessions of 3 hours each (6:00 p.m.–9:00 p.m.)

Plus 2 full-day sessions on 2 Saturdays (9:00 a.m.–4:00 p.m.)

Course Dates: Winter 2013

Condominium Financial Management in Quebec

Gain the knowledge and skills required to successfully manage all financial aspects of a condominium. The course will explain the responsibilities of the property manager in budgeting, preparation of financial statements, collection, development of a reserve fund, cashflow planning, and preparation for audit and investments. Working knowledge of Excel is required.

Course Duration: 30 hours

6 sessions of 3 hours each (6:00 p.m.–9:00 p.m.)

Plus 2 full-day sessions on 2 Saturdays (9:00 a.m.–4:00 p.m.)

Course Dates: Winter 2013

Condominium Building and Maintenance Management

This course will provide an overview of condominium structures and good maintenance practices. Gain a working knowledge of various building systems including plumbing, heating, ventilation, electricity and security. Learn how to resolve problems and effectively communicate solutions, what to do in emergency situations and how to manage projects involving contractors.

Course Duration: 30 hours

6 sessions of 3 hours each (6:00 p.m.–9:00 p.m.)

Plus 2 full-day sessions on 2 Saturdays (9:00 a.m.–4:00 p.m.)

Course Dates: Fall 2013

Managing Day-To-Day Condominium Operations

Gain the knowledge and skills required for efficient day-to-day management of condominium operations, including development of internal policies and procedures, maintenance of condominium records, contract management, organization of meetings and preparation of various documents. Learn how to communicate effectively with internal and external stakeholders and to resolve conflicts.

Course Duration: 30 hours

6 sessions of 3 hours each (6:00 p.m.–9:00 p.m.)

Plus 2 full-day sessions on 2 Saturdays (9:00 a.m.–4:00 p.m.)

Course Dates: Fall 2013

Revision, June 2012. End of revision.

4.2 DELF/DALF

4.2.1 DELF (Diplôme d'études en langue française) / DALF (Diplôme approfondi de langue française)

Do you want to study at a university in France or in another francophone country? Would you like to work in French in Europe? McGill University is the National Examination Centre in Quebec for official French language certification. Individuals interested in pursuing official recognition of their proficiency in French as a second or foreign language can attain the *Diplôme d'études de langue française* (DELF) or the *Diplôme approfondi de langue française* (DALF) at McGill's School of Continuing Studies. Successful DELF and DALF candidates are exempt from writing entry-level language tests at all French universities, and both diplomas are recognized by the Council of Europe, by European employers, and by universities in other francophone countries.

4.2.2 Location

Diplôme d'études en langue française

Diplôme approfondi de langue française

Telephone: 514-398-1484

Fax: 514-398-1769

Website: www.mcgill.ca/conted/langprg/delfdalf

Email: translation.conted@mcgill.ca



Note: Enter "DELF-DALF" in the subject line of your email.

4.2.3 Administrator

Administrator

James Archibald; B.A.(McG.), B.Ph.(Montr.), M. ès L., Dr. 3e cy.(Lille),
Ph.D.(Montr.) **Director, Translation and Written Communication**

4.2.4 Introduction

McGill University is the National Examination Centre in Québec for the DELF and the DALF. The *Diplôme d'études en langue française* (DELF), which has two levels, and the *Diplôme approfondi de langue française* (DALF) are given by the French Ministry of National Education to certify foreign candidates' skills in French. These diplomas are recognized by the Council of Europe and the *Ministère de l'Immigration et des Communautés culturelles du Québec*.

The DALF certifies the ability to successfully study in a French or francophone university. It exempts candidates from entry-level language tests in French universities.

The quality of the DELF and DALF certifications is recognized by French and European employers. There are DELF-DALF examination centres in 130 countries.

All candidates wishing to sit the DELF and DALF examinations must register with the Examination Centre at McGill University.

Centre d'examens du Québec
Translation and Written Communication
688 Sherbrooke West, Suite 1181
Montreal, Quebec H3A 3R1

Telephone: 514-398-1484
Fax: 514-398-1769

4.2.5 Diplôme d'études en langue française (DELF) / Diplôme approfondi de langue française (DALF)

These diplomas, issued by the *Ministère de l'Éducation Nationale* (France), are open to students learning French or anyone interested in receiving official certification of their proficiency in French as a second or foreign language. Passing the DALF eliminates the need to take entry-level language tests in all French universities.

Description

The DELF, level 1, covers the acquisition of basic skills in French: the ability to communicate in normal, everyday situations.

DELF, level 1

2 units:	-A1
	-A2

The DELF, level 2, covers the further development of these skills. It presents a general overview of French-speaking civilization (in France, Quebec, etc.) and an introduction to the specialized usage of French in a discipline of the candidate's choice.

DELF, level 2

2 units:	-B1
	-B2

Conditions

The DELF is composed of cumulative units. You may obtain them separately in the country or countries of your choice. Each unit represents approximately 100 hours of study and is certified by a diploma. All marks are final and not subject to appeal. Successful completion of the first two units allows candidates to receive the first diploma: DELF *1er degré* (DELF, level 1). Completion of units B1 and B2 qualifies you to receive the next diploma: DELF *2e degré* (DELF, level 2).

You can undertake the different units at your own pace; you will retain credit for all units that you have passed. If you wish, you can spread your study of the units over several years, or you can attempt the examinations for several units in the same session (for example, the two units of the DELF, level 1). No previous diploma is required for a candidate to register for the DELF/DALF exams, and neither is proof of specific preparation or level.

Registration forms are available at: www.mcgill.ca/conted/langprg/delfdalf.

Telephone: 514-398-1484
Fax: 514-398-1769
Email: translation.conted@mcgill.ca

Detailed information, including dates, fees, and registration forms can be found on the following website:

McGill: www.mcgill.ca/conted/langprg/delfdalf

More information about the exams can be found at:

France: *Centre international d'études pédagogiques: DELF DALF*
www.ciep.fr/en/delfdalf/index.php

DELF/DALF Equivalencies

DELF/DALF	Council of Europe	ALTE*
DALF	C2	5
DALF	C1	4
DELF 2nd Degree Units A5 and A6	B2	3
DELF 1st Degree Units A3 and A4	B1	2
DELF 1: Unit A2	A2	1
DELF 1: Unit A1	A1	

* Association of Language Testers in Europe

4.3 Education

4.3.1 Education (School of Continuing Studies) at McGill

Are you teaching full-time? Would you like to upgrade your skills, learn new teaching strategies, or gain experience in a specialized subject area? The Faculty of Education offers part-time professional development opportunities administered through the School of Continuing Studies. These programs allow educators to enhance their existing knowledge and skills while moving into new areas of the education spectrum.

Offered in conjunction with McGill's Faculty of Education, the in-depth programs provide in-service teachers, facilitators, and academic advisers with compelling coverage of many important education issues. Programs such as Human Relations and Family Life Education, Counselling Applied to Teaching, and Inclusive Education can expand professional horizons while equipping educators to better manage changing classroom realities.

First Nations and Inuit Education (FNIE) offers multiple programs in the areas of Aboriginal education, language, and culture. The Faculty of Education, in collaboration with various Aboriginal communities and institutions, offers both community-based and campus-based programs. FNIE's teacher-education programs lead to initial teacher certification, the Bachelor of Education for Certified Teachers, and professional development.

4.3.2 Location

Faculty of Education
3700 McTavish Street, Room 243
Montreal, QC H3A 1Y2

Telephone: 514-398-7042
Fax: 514-398-4679
Website: www.mcgill.ca/conted/acad/education
Email: sao.education@mcgill.ca

4.3.3 About Education Programs

As classroom and cultural realities change, in-service teachers and other educators can learn new strategies and expand their career options by studying with education experts at McGill. The Faculty of Education offers numerous professional development opportunities administered through the School of Continuing Studies to enhance existing knowledge and to develop new expertise in areas such as Counselling Applied to Teaching; First Nations' and Inuit education, language, and cultural issues; Inclusive Education; and Human Relations and Family Life Education. These enriching programs and courses are ideal for individuals who wish to upgrade their skills while studying on a part-time basis.

4.3.3.1 Programs for Professional Development in Education

The Faculty of Education offers the following programs:

Programs for Professional Development in Education

section 4.3.3.5.2: Diploma in Human Relations and Family Life Education (30 credits)

section 4.3.3.6.1: Graduate Certificate in Counselling Applied to Teaching (15 credits)

section 4.3.3.7.1: Certificate in Inclusive Education (30 credits)

section 4.3.3.8.1: Certificate in Education for First Nations and Inuit (60 credits)

section 4.3.3.8.3: Certificate in Aboriginal Literacy Education (30 credits)

section 4.3.3.8.4: Certificate in Middle School Education in Aboriginal Communities (30 credits)

section 4.3.3.8.5: Certificate in First Nations and Inuit Educational Leadership (30 credits)

section 4.3.3.8.6: Bachelor of Education for Certified Teachers — Elementary Education — Native and Northern (90 credits)

section 4.3.3.8.7: Certificate in Aboriginal Education for Certified Teachers (30 credits)

section 4.3.3.8.8: Certificate in First Nations and Inuit Student Personnel Services (30 credits)

4.3.3.2 Admission Requirements and Procedures

Applications for admission to the programs offered by the Faculty of Education through the School of Continuing Studies can be made at the McGill website: www.mcgill.ca/applying. Your application cannot be considered until all requirements have been met. Please complete the application form and submit required documents to the appropriate department in the Faculty of Education, 3700 McTavish Street, Montreal, QC H3A 1Y2.

Applicants to First Nations and Inuit programs must contact the Office of First Nations and Inuit Education for admission information at 514-398-1340.

Documents Required

In addition to those listed on the application website, please refer to specific requirements listed for each program. All applications require an official transcript, application fee of \$65 (non-refundable), proof of Canadian citizenship, permanent code, and proof of residency to qualify for the Quebec rate of tuition.

Application Deadlines

Fall term: June 1

Winter term: October 1

Spring/Summer term: February 1

4.3.3.3 Professional Development Opportunities

The Faculty of Education offers enriching programs and courses administered through the School of Continuing Studies for:

- Educational leaders
- Elementary and middle-school teachers
- Hospital, institutional, and social service facilitators
- School personnel advisers
- Special needs and adult educators
- Student counsellors

4.3.3.4 Bachelor of Education (Vocational) (90 credits)

Admission to this program has been suspended.

4.3.3.5 Diploma in Human Relations and Family Life Education

This program is intended to train people who wish to conduct Family Life Education programs in schools, hospitals, religious institutions, and social service centres.

4.3.3.5.1 Admission Requirements

1. An undergraduate degree with a CGPA of at least 2.7 out of 4.0
2. Two letters of recommendation

3. An autobiographical sketch that should include a statement of interest in the program
4. TOEFL minimum score of 550 for non-Canadian students from countries where English is not the first language and who have not completed a recognized university degree taught in English. The Department reserves the right to request an interview of any applicant.

A total of 30 credits is required to complete the program. Students should consult with advisers concerning appropriate course profiles.

Further information may be obtained from the Program Coordinator, Department of Educational and Counselling Psychology at 514-398-4248.

4.3.3.5.2 Diploma in Human Relations and Family Life Education (30 credits)

The Diploma in Human Relations and Family Life Education is designed for people who, though qualified to work in their respective professional domains, may wish to acquire auxiliary skills in basic human communication, group animation, and effective interviewing.

Required Courses (21 credits)

EDPC 501	(3)	Helping Relationships
EDPC 502	(3)	Group Processes and Individuals
EDPC 503	(3)	Human Sexuality: Professionals
EDPC 504	(3)	Practicum: Interviewing Skills
EDPC 507	(3)	Practicum: Group Leadership Skills
EDPC 540	(3)	Foundation of Family Life Education
EDPE 560	(3)	Human Development

Complementary Courses (9 credits)

9 credits from the following courses:

EDPC 505	(3)	Crisis Intervention Processes
EDPC 508	(3)	Seminar in Special Topics
EDPC 509	(3)	Individual Reading Course
EDPC 510	(3)	Family Life Education and Marriage
EDPC 511	(3)	Demystifying Death & Dying
EDPE 564	(3)	Family Communication
EDPE 595	(3)	Seminar in Special Topics
EDPE 596	(3)	Seminar in Special Topics

In addition to the above, other complementary courses may be approved by the Program Director.

4.3.3.6 Graduate Certificate in Counselling Applied to Teaching

The goal of this program is to enhance teachers' knowledge and skills in a variety of areas.

Admission Requirements

1. An undergraduate degree with a CGPA of at least 3.0 out of 4.0 (some courses will be taken concurrently with the diploma and graduate studies; therefore, students must have demonstrated equivalent levels of accomplishment in their undergraduate studies).
2. Certification as a teacher, a current teaching or student services position in a school or community organization serving children and adolescents, or other justification for admission to the program (in all cases, the program reserves final discretion about the appropriateness of alternative qualifications to a teaching certificate).
3. A three- to five-page statement of experience working with children and adolescents, career aspirations, and reasons for seeking admission to this program.
4. At least two letters of recommendation addressing academic ability, qualifications for working with children and adolescents in a helping role, and general character.
5. TOEFL minimum score of 550 for non-Canadian students from countries where English is not the first language and who have not completed a recognized university degree taught in English.

The Department reserves the right to request an interview of any applicant.

Contact

Further information may be obtained from the Program Coordinator, Department of Educational and Counselling Psychology at 514-398-4248.

4.3.3.6.1 Graduate Certificate in Counselling Applied to Teaching (15 credits)

The goal of this program is to enhance teachers' knowledge and skills in interpersonal relations, communication, interviewing, group organization and leadership, crisis intervention, and career thinking and planning. Each of these knowledge areas addresses the recognition of situations when it is appropriate to make a referral to a personal or career counsellor, psychologist, or other professional. The program addresses both elementary and secondary education.

This graduate certificate does not qualify graduates to practise professional counselling or psychology (e.g., conducting psychological assessments or psychotherapy), or to refer to themselves by the term Counsellor or Psychologist: these are legally reserved titles. Programs leading to licensing as Counsellor or Psychologist are presented under Educational and Counselling Psychology (Counselling Psychology and School/Applied Child Psychology) or Psychology (Clinical Psychology) in Graduate and Postdoctoral Studies.

Required Courses (6 credits)

EDPC 542	(3)	Counselling Role of the Teacher
EDPC 562	(3)	Career Education and Guidance

Complementary Courses (9 credits)

Choose from the following:

Note: These or other courses may be offered in alternate years.

EDPC 501	(3)	Helping Relationships
EDPC 502	(3)	Group Processes and Individuals
EDPC 504	(3)	Practicum: Interviewing Skills
EDPC 505	(3)	Crisis Intervention Processes
EDPC 507	(3)	Practicum: Group Leadership Skills
EDPI 543	(3)	Family, School and Community

4.3.3.7 Certificate in Inclusive Education

This certificate is designed to prepare educators to work effectively with students who have special needs.

Admission Requirements

To be eligible for admission, applicants must:

1. Either:

- a) have a diploma of collegial studies (DEC) AND submit a letter from an educational institution indicating applicant's employment as a teacher, non-teaching professional, or teaching assistant; or the applicant's school involvement as a parent or a community member;
- or**
- b) have a teaching certificate from Quebec (*permis d'enseigner*) or equivalent;
- or**
- c) be a Mature Student (over 21 years of age) AND submit a letter from an educational institution indicating applicant's employment as a teacher, non-teaching professional, or teaching assistant; or the applicant's school involvement as a parent or a community member. Students in this profile do not require a DEC. Two pieces of personal identification must be attached.

2. Submit one letter of reference.

3. Submit a personal statement regarding interest in the program.

4. Have a TOEFL minimum score of 550 for non-Canadian students from countries where English is not the first language and who have not completed a recognized university degree taught in English.

The Department reserves the right to request an interview of any applicant.

For further information on other supporting documents required, please see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > Admission Requirements > section 3.7: Program Transfers*.

4.3.3.7.1 Certificate in Inclusive Education (30 credits)

The Certificate in Inclusive Education is intended for regular class teachers, special educators, adult educators, and other educational personnel. The program provides a sequence of courses that will ensure a sound foundation for adapting curriculum and instruction for students with varying abilities, learning styles, and special needs. It strives to meet the needs of educators who must adapt to their changing roles in contemporary schools: (a) for general educators, to educate students with diverse needs in their heterogeneous classrooms, and (b) for special educators, to collaborate with other professionals working with exceptional students.

Required Courses (24 credits)

EDPI 309	(3)	Exceptional Students
EDPI 341	(3)	Instruction in Inclusive Schools
EDPI 344	(3)	Assessment for Instruction
EDPI 440	(3)	Managing the Inclusive Classroom
EDPI 441	(3)	Students with Behavior Difficulties
EDPI 442	(3)	Students with Learning Difficulties
EDPI 526	(3)	Talented and Gifted Students
EDPI 543	(3)	Family, School and Community

Complementary Courses (6 credits)

6 credits chosen from the following:

EDPE 496	(3)	Individual Reading Course
EDPI 446	(3)	Special Topics
EDPI 447	(3)	Special Topics
EDPI 448	(3)	Special Topics
EDPI 450	(3)	Computers and Special Needs
EDPI 527	(3)	Creativity and its Cultivation
EDPI 536	(3)	Practicum Gifted Education 1
EDPI 537	(3)	Practicum Gifted Education 2
EDPI 539	(3)	Field Work 1: Exceptional Students
EDPI 540	(3)	Field Work 2: Exceptional Students

Other courses may be approved by the Program Director. Further information may be obtained from the Program Coordinator, Dean Thomson, 514-398-4248. Courses listed above are not necessarily offered on a regular basis. Check Minerva for course availability.

4.3.3.8 Programs for First Nations and Inuit**First Nations and Inuit Education (FNIE)**

The Faculty of Education collaborates with various Indigenous communities and institutions offering programs whose courses are given either at McGill or off campus. In collaboration with the Kativik School Board, the Cree School Board, the Kahnawake Education Centre, Kanehsatake Education Centre and various other Indigenous communities in Quebec, FNIE delivers field-based teacher education programs leading to initial teacher certification and to the Bachelor of Education for Certified Teachers degree. FNIE also works with departments to meet other educational needs of Indigenous peoples.

Further information may be obtained through the Office of First Nations and Inuit Education at 514-398-4533.

For detailed descriptions of the requirements for these programs, please refer to the Faculty of Education section in the McGill University *Programs, Courses and University Regulations* publication at www.mcgill.ca/study.

4.3.3.8.1 Certificate in Education for First Nations and Inuit (60 credits)

This 60-credit program provides an opportunity for Algonquin, Cree, Inuit, Mi'kmaq, and Mohawk people to become qualified as teachers. It is offered on a part-time basis in Indigenous communities throughout Quebec in collaboration with, for example, the Cree School Board, the Kativik School Board, and various Mi'kmaq, Mohawk, and Algonquin education authorities.

Quebec graduates of this program receive Ministère de l'Éducation, du Loisir et du Sport (MELS) certification to teach at the elementary school level in First Nations and Inuit schools.

On completion of the Certificate requirements, trainees may apply for admission to the Bachelor of Education for Certified Teachers program with up to 30 credits advanced standing. Certain non-credit academic upgrading courses may be required of B.Ed. applicants.

Time Limit

The time limit for completion of the 60-credit Certificate in Education for First Nations and Inuit is 12 years. The University reserves the right to request that a student retake a course or courses after a five-year period if it is felt that too long a break has occurred in the ongoing nature of the training.

The following program requirements are for all students except those specializing in teaching physical education.

Required Courses (30 credits)

EDEC 203	(3)	Communication in Education
EDEC 260	(3)	Philosophical Foundations
EDEE 325	(3)	Children's Literature
EDEM 202	(3)	Native Family Dynamics & Supporting Institutions
EDPE 300	(3)	Educational Psychology
EDPI 341	(3)	Instruction in Inclusive Schools

12 credits of practicum courses:

EDEC 201	(1)	First Year Professional Seminar
EDEC 253	(1)	Second Professional Seminar (Kindergarten/Elementary)
EDFE 200	(2)	First Field Experience (K/Elem & Secondary)
EDFE 256	(3)	Second Field Experience (Kindergarten/Elementary)
EDFE 300	(5)	Aboriginal Education Field Experience

Complementary Courses

30 credits selected as described below:

6 credits from the following language courses according to language group and fluency:

Algonquin

EDEC 234	(3)	Algonquin Second Language 2
EDEE 293	(3)	Algonquin Second Language 1
EDEE 294	(3)	Algonquin Language 1
EDEE 295	(3)	Algonquin Language 2

Cree

EDEC 241	(3)	Cree Language 1
EDEC 242	(3)	Cree Language 2

Inuktitut

EDEE 249	(3)	Inuktitut Orthography and Grammar
EDEE 342	(3)	Intermediate Inuktitut/Amerindian Language

Mi'kmaq

EDEC 237	(3)	Mi'kmaq Second Language 1
EDEC 238	(3)	Mi'kmaq Second Language 2
EDEC 239	(3)	Mi'kmaq Language 1
EDEC 240	(3)	Mi'kmaq Language 2

Mohawk

EDEC 236	(3)	Mohawk Second Language 2
EDEE 296	(3)	Mohawk Second Language 1
EDEE 297	(3)	Mohawk Language 1
EDEE 298	(3)	Mohawk Language 2

Naskapi

EDEC 227	(3)	Naskapi Language 1
EDEC 228	(3)	Naskapi Language 2

Cultural Skills and Language Arts

6 credits:

EDEA 242	(3)	Cultural Skills 1
EDEE 223	(3)	Language Arts

18 credits from course List A and course List B with at least 12 credits in different subject areas. Priority should be given to selecting courses from List A.

List A

EDEC 262	(3)	Media, Technology and Education
EDEE 230	(3)	Elementary School Mathematics
EDEE 241	(3)	Teaching Language Arts
EDEE 250	(2)	The Kindergarten Classroom
EDEE 270	(3)	Elementary School Science
EDEE 275	(2)	Science Teaching
EDEE 280	(3)	Geography, History and Citizenship Education
EDEE 282	(2)	Teaching Social Sciences
EDEE 291	(3)	Cultural Values and Socialization
EDEE 332	(3)	Teaching Mathematics 1
EDEE 355	(3)	Classroom-based Evaluation

List B

EDEA 241	(3)	Basic Art Media for Classroom
EDEC 200	(3)	Introduction to Inuit Studies
EDEC 220	(3)	Curriculum Development
EDEC 243	(3)	Teaching: Multigrade Classrooms
EDEC 244	(3)	Issues in Aboriginal Education
EDEC 403	(3)	The Dialects of Inuktitut
EDEE 240	(3)	Use and Adaptation of Curricula
EDEE 243	(3)	Reading Methods in Inuktitut/Cree
EDEE 247	(6)	Individualized Instruction
EDEE 248	(3)	Reading and Writing Inuktitut/Cree
EDEE 261	(3)	Reading Clinic - Early Childhood
EDEE 292	(3)	Using Instructional Resources

EDEE 340	(3)	Special Topics: Cultural Issues
EDEE 342	(3)	Intermediate Inuktitut/Amerindian Language
EDEE 344	(3)	Advanced Inuktitut/Amerindian Language
EDEE 345	(3)	Literature and Creative Writing 1
EDEE 346	(3)	Literature and Creative Writing 2
EDEE 444	(3)	First Nations and Inuit Curriculum
EDKP 204	(3)	Health Education
EDKP 224	(3)	Foundations of Movement Education
EDKP 342	(3)	Physical Education Methods
EDKP 494	(3)	Physical Education Curriculum Development
EDPE 377	(3)	Adolescence and Education
EDSL 247	(3)	Second Language Education in Aboriginal Communities

4.3.3.8.2 Certificate in Education for First Nations and Inuit Physical Education (60 credits)

This 60-credit program provides an opportunity for Algonquin, Cree, Inuit, Mi'kmaq, and Mohawk people to become qualified as teachers. It is offered on a part-time basis in Indigenous communities throughout Quebec in collaboration with, for example, the Cree School Board, the Kativik School Board, and various Mi'kmaq, Mohawk, and Algonquin education authorities.

Quebec graduates of this program receive Ministry (MELS) certification to teach at the elementary school level in First Nations and Inuit schools.

On completion of the Certificate requirements, trainees may apply for admission to the Bachelor of Education for Certified Teachers program with up to 30 credits advanced standing. Certain non-credit academic upgrading courses may be required of B.Ed. applicants.

Time Limit

The time limit for completion of the 60-credit Certificate in Education for First Nations and Inuit is 12 years. The University reserves the right to request that a student retake a course or courses after a five-year period if it is felt that too long a break has occurred in the ongoing nature of the training.

Students who specialize in teaching physical education follow the program requirements below.

Required Courses (30 credits)

EDEC 203	(3)	Communication in Education
EDEC 260	(3)	Philosophical Foundations
EDEE 325	(3)	Children's Literature
EDEM 202	(3)	Native Family Dynamics & Supporting Institutions
EDPE 300	(3)	Educational Psychology
EDPI 341	(3)	Instruction in Inclusive Schools

12 credits of practicum courses; students specializing in Physical Education will do a minimum of 6 credits in Physical Education settings.

EDEC 201	(1)	First Year Professional Seminar
EDEC 253	(1)	Second Professional Seminar (Kindergarten/Elementary)
EDFE 200	(2)	First Field Experience (K/Elem & Secondary)
EDFE 256	(3)	Second Field Experience (Kindergarten/Elementary)
EDFE 300	(5)	Aboriginal Education Field Experience

Complementary Courses (30 credits)

30 credits selected as described below:

6 credits from the following language courses according to language group and fluency:

Algonquin

EDEC 234	(3)	Algonquin Second Language 2
EDEE 293	(3)	Algonquin Second Language 1
EDEE 294	(3)	Algonquin Language 1
EDEE 295	(3)	Algonquin Language 2

Cree

EDEC 241	(3)	Cree Language 1
EDEC 242	(3)	Cree Language 2

Inuktitut

EDEE 249	(3)	Inuktitut Orthography and Grammar
EDEE 342	(3)	Intermediate Inuktitut/Amerindian Language

Mi'kmaq

EDEC 237	(3)	Mi'kmaq Second Language 1
EDEC 238	(3)	Mi'kmaq Second Language 2
EDEC 239	(3)	Mi'kmaq Language 1
EDEC 240	(3)	Mi'kmaq Language 2

Mohawk

EDEC 236	(3)	Mohawk Second Language 2
EDEE 296	(3)	Mohawk Second Language 1
EDEE 297	(3)	Mohawk Language 1
EDEE 298	(3)	Mohawk Language 2

Naskapi

EDEC 227	(3)	Naskapi Language 1
EDEC 228	(3)	Naskapi Language 2

9 credits:

EDKP 241	(3)	Aboriginal Physical Activities
EDKP 342	(3)	Physical Education Methods
EDKP 494	(3)	Physical Education Curriculum Development

6 credits from the following physical education courses:

EDKP 214	(1)	Basketball 1
EDKP 217	(2)	Track & Field / Cross Country
EDKP 218	(1)	Volleyball 1
EDKP 223	(2)	Games: Principles and Practice
EDKP 229	(1)	Ice Hockey 1
EDKP 240	(1)	Winter Activities

List A

9 credits from different subject areas from course List A and course List B with priority given to courses from List A.

EDEC 262	(3)	Media, Technology and Education
EDEE 230	(3)	Elementary School Mathematics
EDEE 241	(3)	Teaching Language Arts
EDEE 250	(2)	The Kindergarten Classroom
EDEE 270	(3)	Elementary School Science
EDEE 275	(2)	Science Teaching
EDEE 280	(3)	Geography, History and Citizenship Education
EDEE 282	(2)	Teaching Social Sciences
EDEE 291	(3)	Cultural Values and Socialization
EDEE 332	(3)	Teaching Mathematics 1
EDEE 355	(3)	Classroom-based Evaluation

List B

EDEA 241	(3)	Basic Art Media for Classroom
EDEC 200	(3)	Introduction to Inuit Studies
EDEC 220	(3)	Curriculum Development
EDEC 243	(3)	Teaching: Multigrade Classrooms
EDEC 244	(3)	Issues in Aboriginal Education
EDEC 403	(3)	The Dialects of Inuktitut
EDEE 240	(3)	Use and Adaptation of Curricula
EDEE 243	(3)	Reading Methods in Inuktitut/Cree
EDEE 247	(6)	Individualized Instruction
EDEE 248	(3)	Reading and Writing Inuktitut/Cree
EDEE 261	(3)	Reading Clinic - Early Childhood
EDEE 292	(3)	Using Instructional Resources
EDEE 340	(3)	Special Topics: Cultural Issues
EDEE 342	(3)	Intermediate Inuktitut/Amerindian Language
EDEE 344	(3)	Advanced Inuktitut/Amerindian Language
EDEE 345	(3)	Literature and Creative Writing 1
EDEE 346	(3)	Literature and Creative Writing 2
EDEE 444	(3)	First Nations and Inuit Curriculum
EDKP 204	(3)	Health Education
EDKP 224	(3)	Foundations of Movement Education
EDKP 342	(3)	Physical Education Methods
EDKP 494	(3)	Physical Education Curriculum Development
EDPE 377	(3)	Adolescence and Education
EDSL 247	(3)	Second Language Education in Aboriginal Communities

4.3.3.8.3 Certificate in Aboriginal Literacy Education (30 credits)

This 30-credit program is designed for Algonquin, Cree, Inuit, Mi'kmaq, and Kanienkehaka (Mohawk) students who wish to gain a deeper understanding of their Indigenous language, especially in its written form. It is aimed mainly at those who will be teaching their Indigenous language.

This certificate may be taken concurrently and completed within the Bachelor of Education for Certified Teachers program if the requirements for B.Ed. are fulfilled.

Required Courses (6 credits)

EDEE 342	(3)	Intermediate Inuktitut/Amerindian Language
EDEE 344	(3)	Advanced Inuktitut/Amerindian Language

Complementary Courses (18 credits)

18 credits selected as described below.

Language Courses

6 credits from the following language courses (or other courses as approved by the Director of Programs in First Nations and Inuit Education) including a beginning course (3 credits) in the Indigenous language as a first language (e.g., EDEC 241 Cree Language 1) and a second-level course (3 credits) in the same language (e.g., EDEC 242 Cree Language 2).

EDEC 227	(3)	Naskapi Language 1
EDEC 228	(3)	Naskapi Language 2
EDEC 239	(3)	Mi'kmaq Language 1
EDEC 240	(3)	Mi'kmaq Language 2
EDEC 241	(3)	Cree Language 1
EDEC 242	(3)	Cree Language 2
EDEC 249	(3)	Inuktitut Orthography and Grammar
EDEC 294	(3)	Algonquin Language 1
EDEC 295	(3)	Algonquin Language 2
EDEC 297	(3)	Mohawk Language 1
EDEC 298	(3)	Mohawk Language 2

Education Courses

12 credits from the list below:

EDEA 242	(3)	Cultural Skills 1
EDEC 220	(3)	Curriculum Development
EDEC 403	(3)	The Dialects of Inuktitut
EDEE 223	(3)	Language Arts
EDEE 224	(3)	Language Arts Part 2
EDEE 240	(3)	Use and Adaptation of Curricula
EDEE 243	(3)	Reading Methods in Inuktitut/Cree
EDEE 247	(6)	Individualized Instruction
EDEE 248	(3)	Reading and Writing Inuktitut/Cree
EDEE 345	(3)	Literature and Creative Writing 1
EDEE 346	(3)	Literature and Creative Writing 2
EDES 365	(3)	Experiences in Communications
EDPE 304	(3)	Measurement and Evaluation

Electives (6 credits)

6 credits of suitable courses approved by the Director of Programs in First Nations and Inuit Education.

4.3.3.8.4 Certificate in Middle School Education in Aboriginal Communities (30 credits)

This 30-credit program focuses on developing the particular skills and abilities required of the Indigenous teacher in the middle school of his/her community. It does not lead to provincial certification. Rather, it prepares Indigenous teachers, who are bilingual or have some knowledge of their Indigenous language and who have already established themselves as teachers, to teach students at this level in ways that are developmentally and culturally appropriate. The program focuses on the particular psychological, emotional, and social needs of Aboriginal adolescents and the teacher's role in facilitating the transition between elementary and high school.

This certificate may be taken concurrently and completed within the Bachelor of Education for Certified Teachers program if the requirements for the B.Ed. are fulfilled.

Required Courses (15 credits)

EDEC 245	(3)	Middle School Teaching
EDEC 246	(3)	Middle School Curriculum
EDFE 210	(3)	Middle School Practicum
EDPE 377	(3)	Adolescence and Education

3 credits from the list below:

EDEC 302	(3)	Language and Learning - Curriculum
EDSL 305	(3)	L2 Learning: Classroom Settings

Major Subject Area (6 credits)

6 credits in the major subject area of the Bachelor of Education for Certified Teachers selected in consultation with the Director of Programs in First Nations and Inuit Education.

Minor Subject Area (6 credits)

6 credits in the minor subject area of the Bachelor of Education for Certified Teachers selected in consultation with the Director of Programs in First Nations and Inuit Education.

Education Courses (3 credits)

3 credits from the list below or from other courses as approved by the Director of Programs in First Nations and Inuit Education.

EDEA 241	(3)	Basic Art Media for Classroom
EDEC 220	(3)	Curriculum Development
EDEC 243	(3)	Teaching: Multigrade Classrooms
EDEE 291	(3)	Cultural Values and Socialization
EDEE 444	(3)	First Nations and Inuit Curriculum
EDKP 241	(3)	Aboriginal Physical Activities
EDPT 200	(3)	Integrating Educational Technology in Classrooms
EDSL 247	(3)	Second Language Education in Aboriginal Communities
EDSL 305	(3)	L2 Learning: Classroom Settings

4.3.3.8.5 Certificate in First Nations and Inuit Educational Leadership (30 credits)

This 30-credit program is designed for First Nations and Inuit organizations to develop their role as leaders within the educational community. The program will focus on developing the core competencies of educational leaders, e.g., decision making and problem solving; fostering a self-reflective leader able to partner with parents to create community outreach; cultivating awareness of the holistic learning and developmental cycles of a child and the role of the educational leader in enhancing that development; maintaining the continuity of community and cultural values and aspirations within the structure of the administration of the school and other educational milieu; and understanding and supporting the pedagogical objectives and the administrative framework of the educational system.

This certificate may be taken concurrently and completed within the Bachelor of Education for Certified Teachers if the requirements for the B.Ed. are fulfilled. It may also be followed concurrently with the Certificate in Education - First Nations and Inuit.

Required Courses (15 credits)

EDEC 221	(3)	Leadership and Group Skills
EDEC 222	(3)	Personnel Management and Support
EDEC 233	(3)	First Nations and Inuit Education
EDEC 311	(3)	Resource Management
EDEC 312	(3)	Practicum in Educational Leadership

Complementary Courses (15 credits)

15 credits from the list below or any other course approved by the Director of Programs in First Nations and Inuit Education.

EDEC 220	(3)	Curriculum Development
EDEC 244	(3)	Issues in Aboriginal Education
EDEE 240	(3)	Use and Adaptation of Curricula
EDEE 245	(3)	Orientation to Education
EDEE 340	(3)	Special Topics: Cultural Issues
EDEM 202	(3)	Native Family Dynamics & Supporting Institutions
EDES 365	(3)	Experiences in Communications
EDPI 341	(3)	Instruction in Inclusive Schools

4.3.3.8.6 Bachelor of Education for Certified Teachers — Elementary Education — Native and Northern (90 credits)

This 90-credit program is designed for teachers who are already certified to teach in elementary schools and who wish to earn a Bachelor of Education degree. Normally, a minimum of 60 credits must be taken in the program, and no more than 30 credits may be transferred from other institutions. Credits may be transferred from programs leading to the certificates in Educational Technology, Second Language Teaching, Inclusive Education, or Aboriginal Literacy Education taken concurrently. Credit may also be transferred from the Certificate in Education for First Nations and Inuit, which is normally completed before the B.Ed. Students completing the Bachelor of Education for Certified Teachers following the Certificate in Education for First Nations and Inuit will have accumulated a total of 120 credits, 60 for the certificate and a further 60 for the B.Ed.

The Certificate in Aboriginal Literacy Education, the Certificate in Middle School Education in Aboriginal Communities, or the Certificate in First Nations and Inuit Educational Leadership may be taken concurrently and completed within the Bachelor of Education for Certified Teachers if the required B.Ed. profile is fulfilled.

This program does not lead to further certification.

Complementary Courses

Candidates enrolled in the program complete 90 credits within the following general pattern.

Academic Concentration (30 credits)

30 credits in five (5) subject areas relevant to elementary education in a 12-9-3-3-3 pattern (i.e., 12 credits in one subject, 9 credits in a second subject, and 3 credits in each of three (3) other subject areas), or 30 academic credits in three subject areas in a 15-9-6 pattern.

Note: Subject areas relevant to elementary education, in broad terms, are the Arts (Art, Music and Drama), English, French, Science, Mathematics, Physical Education, Moral and Religious Education, Social Studies, Educational Technology, or an Aboriginal language.

Cultural Development (15 credits)

15 credits of courses that will enhance the candidate's cultural development. These are to be chosen in consultation with the Director of Programs in First Nations and Inuit Education.

Education Concentration (30 credits)

30 credits. Normally the Education concentration is completed within the Certificate in Education for First Nations and Inuit.

Electives (15 credits)

15 credits selected by the candidate after consultation with the Director of Programs in First Nations and Inuit Education.

4.3.3.8.7 Certificate in Aboriginal Education for Certified Teachers (30 credits)

This 30-credit program provides training to assist mainstream teachers in becoming more effective teachers in First Nations and Inuit communities. It is designed to address subjects of particular interest and need in First Nations and Inuit schools, such as cultural socialization, cooperative learning, second-language teaching, and curriculum development.

Required Courses (18 credits)

EDEC 220	(3)	Curriculum Development
EDEC 233	(3)	First Nations and Inuit Education
EDEE 240	(3)	Use and Adaptation of Curricula
EDEE 291	(3)	Cultural Values and Socialization
EDEE 444	(3)	First Nations and Inuit Curriculum
EDSL 247	(3)	Second Language Education in Aboriginal Communities

Complementary Courses (12 credits)

12 credits selected as described below.

Language

3 credits of an introductory language course in the language of the community.

Education

9 credits of Education courses selected from the list below or any other suitable course approved by the Director of Programs in First Nations and Inuit Education.

EDEA 242	(3)	Cultural Skills 1
EDEC 200	(3)	Introduction to Inuit Studies
EDEE 247	(6)	Individualized Instruction
EDEE 290	(3)	Cooperative Learning
EDEM 202	(3)	Native Family Dynamics & Supporting Institutions

4.3.3.8.8 Certificate in First Nations and Inuit Student Personnel Services (30 credits)

This program is offered by the Department of Educational and Counselling Psychology through First Nations and Inuit Education.

This 30-credit program is designed to provide Aboriginal school personnel advisers with a training program that will enable them to learn about the principles and practice of personnel services as generally applied in educational settings, to help Aboriginal student personnel advisers develop their personal skills, and to modify or adapt their services and the content to best suit the cultural and educational needs of Aboriginal students; to encourage Aboriginal student personnel advisers to take leadership in developing educational programs that address the social needs of their communities, to upgrade their academic qualifications and professional development; and to develop and make available, in English and in the languages of instruction, collections of professional and scholarly knowledge about students' needs, and services in First Nations and Inuit communities.

Bearers of this certificate will be qualified to work as educational and school personnel advisers within the employ of an Aboriginal educational authority.

Required Courses (21 credits)

EDPC 201	(3)	Introduction to Student Advising
EDPC 202	(3)	Helping Skills Practicum 1
EDPC 203	(3)	Helping Skills Practicum 2
EDPC 205	(3)	Career/Occupational Development
EDPC 208	(3)	Native Families' Dynamics
EDPC 209	(3)	Basic Crisis Intervention Skills
EDPC 210	(3)	Field Experience

Complementary Courses (9 credits)

9 credits selected from the list below or any other suitable course approved by the Program Coordinator.

Registration in EDEM 202, EDKP 204, or any other courses offered by departments other than Educational and Counselling Psychology, or in other programs of this Department is dependent on availability (e.g., through a concurrently offered program) or through an arrangement made with that department or program. The Program Coordinator will attempt to make these contacts whenever required.

EDEM 202	(3)	Native Family Dynamics & Supporting Institutions
EDKP 204	(3)	Health Education
EDPC 206	(3)	Group Leadership Skills
EDPC 207	(3)	Aboriginal Adolescent Development
EDPC 211	(3)	Special Topics in Student Personnel Services
EDPI 211	(3)	Social and Emotional Development

4.3.3.9 Academic Regulations

It is the responsibility of the student to read, understand, and abide by the regulations and procedures in this publication.

Academic Standing

A minimum grade of C is required in all required courses. A grade of D will be allowed in one elective course that is not a prerequisite to other courses taken in the program. Students may repeat failed courses only once. A minimum Cumulative Grade Point Average (CGPA) of 2.00 is required to be placed in Satisfactory Standing.

Time Limits

Thirty-credit programs taken on a part-time basis must normally be completed within five years of admission to the program. Programs taken on a full-time basis must normally be completed within 28 months of admission to the program. Students exceeding time limits may request an extension, in writing, which may be granted under special circumstances with the approval of the Director. Students who do not register for any course in their program for one year will be required to re-apply, meeting any new program requirements.

The time limit for completion of the 60-credit Certificate in First Nations and Inuit Education is 12 years. The University reserves the right to request that a student retake a course or courses after a five-year period if it is felt that too long a break has occurred in the ongoing nature of the training.

Student Teaching Practicums

In programs where there is a compulsory practicum (field experience / student teaching) a satisfactory Pass (P) is required. If a student fails this component of the program, the student will be required to withdraw from the program, but may appeal to the Undergraduate Student Affairs Committee for readmission. Satisfactory progress in the student's coursework is a prerequisite for placement in the Practicum.

Advanced Standing and Transfer Credits

Advanced Standing and transfer credits may be granted to students who provide evidence of equivalent course(s) completed at McGill University or elsewhere. Students should note that courses taken more than five (5) years ago will not be recognized for Advanced Standing. Permission must be obtained from the program director concerned. Normally, a maximum of 9 credits is permitted. In order for credits to be accepted, a grade of C or better must have been obtained.

Advising

Academic advisers are available to answer inquiries by calling the appropriate department.

4.4 General Interest Courses

4.4.1 General Interest Courses

In conjunction with other McGill Faculties and Institutes, Faculty Partnerships & Summer Studies offers an abundance of up-to-date and enriching general interest courses, seminars, and lectures in diverse areas.

4.4.2 About Faculty Partnerships and Summer Studies

McGill faculties and schools do a phenomenal job in their respective domains, regularly winning prestigious awards and attaining the highest rankings on Canadian and international lists. The newly formed Faculty Partnerships and Summer Studies unit creates synergies between SCS and McGill's academic units in order to deliver McGill's renowned expertise to new university and external audiences.

In these dynamic projects, SCS provides the program or course coordination, registration, and logistical support while the school or faculty provides the subject matter and teaching expertise. The SCS-administered offerings include many continuing education and enrichment programs for a wide range of professions and professional orders in the Montreal area and beyond.

This unit also organizes the development, coordination, and administration of Summer Studies courses, offered from May to August. Based on sound educational and business planning, these courses deliver high-quality learning opportunities for local, out-of-province, and international students and professionals.

4.4.3 Location

Faculty Partnerships & Summer Studies
 Telephone: 514-398-5212
 Fax: 514-398-5224
 Website: www.mcgill.ca/conted/acad/facultypartnerships; www.mcgill.ca/summer
 Email: summer.studies@mcgill.ca; facultypartnerships.conted@mcgill.ca

4.4.4 Administrative Officers

Administrative Officers

Leah Moss; B.A.(W. Ont.), M.A.(C'dia), Ph.D.(McG.)

Director, Faculty Partnerships and Summer Studies

Jasna Hancevic; B.Com.(McG.), M.Sc.(UQAM)

Program Administrator, Faculty Partnerships and Summer Studies

Benjamin Isaac; B.F.A.(C'dia), M.F.A.(MIUAD)

Administrative Coordinator, Faculty Partnerships and Summer Studies

4.4.5 Professional Development Opportunities

Professional Development Opportunities offer enriching programs, courses, workshops, seminars, and lectures of interest to:

- Business analysts and professionals
- Community organizers
- Contract and project managers
- Distribution, construction, and manufacturing professionals
- Engineers and geologists
- Entertainment, Internet/software, and publishing professionals
- Lawyers, and legal, and public-sector professionals
- Marketing and brand practitioners
- Mining industry professionals
- Non-clinical research professionals
- Patent and trademark agents
- Pharmaceutical and biotech employees
- Process analysts
- Public speakers and speech writers
- Quality assurance professionals
- Retail and service industry professionals

4.4.6 General Information

4.4.6.1 Registration

New, non-McGill students wishing to register for credit courses during the Summer term should consult the Summer Studies website at www.mcgill.ca/summer for further instructions.

Returning McGill students who wish to register for credit courses during the Summer term should do so online using Minerva.

For more information regarding Special Courses and Programs, please consult the list of available special courses/programs at www.mcgill.ca/conted/acad/facultypartnerships and www.mcgill.ca/summer/special. As registration requirements and criteria for Special Courses and Programs are specific, students are asked to call the Faculty Partnerships and Summer Studies Office at 514-398-5212 for further information.

4.4.6.2 Fees

Full payment for non-credit courses, seminars, and workshops is due at the time of registration and can be made by cheque, Visa, or MasterCard. For information on fees for Special Courses and Programs, please contact the Faculty Partnerships and Summer Studies Office at 514-398-5212. For further information on fees for Summer term credit courses, please refer to the Summer Studies Tuition and Fees website at www.mcgill.ca/student-accounts/tuition-fees/summer-studies-tuition-and-fees.

4.4.6.3 Course Cancellations and Withdrawals

Faculty Partnerships and Summer Studies reserves the right to cancel courses prior to the first lecture due to low enrolment. For the cancellation policy for credit courses, please refer to *Programs, Courses and University Regulations > University Regulations and Resources > Continuing Studies > section 1.3.4: Course Withdrawals and Refunds*.

Students registered in any Special Courses and Programs who wish to cancel their registration must notify *Faculty Partnerships and Summer Studies*, in writing, at least seven days prior to the start of the course. After this deadline, you will be charged a \$100 administration fee to cancel your registration. If no notice is given prior to the start of the program and you fail to attend, you will be liable for the full course fee. Failure to attend classes does not constitute a cancellation or withdrawal from the course.

4.4.7 Credit Offerings: Credit Courses

Credit Courses

CHEM 181	(3)	World of Chemistry: Food
CHEM 183	(3)	World of Chemistry: Drugs
RELG 254	(3)	Introduction to Sikhism
SOIL 342	(3)	Organic Soil Fertilization

4.4.8 Course Offerings: Non-Credit Courses

Non-Credit Courses

CENG 222	Risk Assessment: Ore Reserves/Mine Planning
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4.5 Languages

4.5.1 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 for individuals interested in immersing themselves in various languages, including English, French, and Spanish, either on a part-time or full-time basis. In addition to regular language offerings, customized courses can be delivered in English, French, and other languages to local and international groups. These customized programs are tailor-made to meet the specific language and communication needs of corporations, organizations, government agencies, and institutions.

Whatever your language needs are, we have the proven track record to deliver exceptional results.

4.5.2 Location

Language and Intercultural Communication
Telephone: 514-398-1202
Fax: 514-398-1769
Website: www.mcgill.ca/conted/acad/eflp
Email: language.conted@mcgill.ca

4.5.3 Administrative Officers, Language and Intercultural Communication

Administrative Officers

Hervé de Fontenay; B.A.(Montr.), M.A.(McG.)	Director
Firas Alhafidh; B.A.(Jordan), M.A.(Chile), DEA(Spain)	Associate Director
Effie Dracopoulos; B.A.(C'dia), M.Ed.(TÉLUQ)	Program Coordinator, Part-Time English Language Program and Special Projects

Administrative Officers

Kevin Callahan; B.A.(Tor.), M.A.(C'dia), Cert. TESL(McG.)

Program Coordinator, Intensive English – Language and Culture Program

Nadine Wielgopolski; B.A.(Ott.), M.Ed.(Ott.)

Program Coordinator, French Language Programs

Manon Gadbois; B.A.(UQAM), M.A.(Montr.)

Assistant Program Coordinator, French Part-Time Program and Special Projects

Sumanthra Govender; B.A.(Alta.), CELTA RSA(Camb.), H.Dip.(UCD), M.A.(C'dia)

Assistant Program Coordinator, English Special Projects

Emmanuelle Guidez; B.A., M.A.(France)

Assistant Program Coordinator, French Intensive Program and Special Projects

TBA

Assistant Program Coordinator, English Part-Time Program

Louise Kyrtatas; B.A., M.A.(C'dia)

Assistant Program Coordinator, Intensive English – Language and Culture

Verena Waterstradt; B.Adm.(Germany)

Program Administrator

France Bruneau

Assistant Program Administrator

TBA

Administrative and Student Affairs Coordinator

Adriana Starnino

Administrative Coordinator

Russell Wyse; B.A., M.A.(McG)

Administrative Coordinator

Marie-Claude Beauchamp; B.A., M.A., B.Ed.(McG.)

Academic Coordinator, Language Programs

Megan Hudson

Administrative CoordinatorFor the latest updates on programs and course offerings, please visit our website: www.mcgill.ca/conted/acad/eflp.**4.5.4 The Language and Intercultural Communication Unit – English Language Programs**

The School of Continuing Studies' Language and Intercultural Communication unit offers high-quality English language instruction to meet the needs of a wide-ranging clientele such as professionals, international students, incoming McGill students, and new Montrealers. The Language and Intercultural Communication unit's part-time and full-time programs help learners achieve competence in both oral and written English, and lead to the McGill Certificate of Proficiency. Using stimulating and effective teaching methods as well as the latest technology, the Language and Intercultural Communication unit'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.

Note: The *Language and Intercultural Communication* unit was formerly known as *English and French Language Programs (EFLP)*.

4.5.4.1 Academic, Cultural, and Professional Development Opportunities

The School of Continuing Studies *Language and Intercultural Communications* unit offers enriching second-language instruction for:

- International students
- Business professionals
- Elementary and high school teachers
- College and university professors
- Individuals transferred to Montreal
- Recent immigrants
- Incoming McGill students
- Other School of Continuing Studies learners

4.5.4.2 Certificate of Proficiency – English for Professional Communication Overview

This 30-credit part-time program is aimed at the community at large, including the employees of McGill University.

4.5.4.2.1 Certificate of Proficiency — English for Professional Communication (30 credits)

This award-winning part-time certificate program has been designed to enable students to master English oral and written linguistic and communication skills necessary to function effectively in a professional anglophone environment.

The program is the equivalent of one year of full-time university studies, requires the completion of ten 3-credit courses, and starts at the low-intermediate level (courses CEEN 211 and CEEN 212). Students with a basic or an elementary knowledge of English will need to complete non-credit prerequisite courses before entering the program. The overall program structure is divided into two modules:

- 1) The Non-Credit Module comprises three prerequisite courses (one at the basic level and two at the elementary level) of 60 hours each.
- 2) The Credit Module consists of ten 3-credit courses of 39 hours each. It includes courses at the 200, 300, and 400 levels.

The program is offered three times a year: in Fall and Winter for a period of 12 weeks (Non-Credit Module) and 13 weeks (Credit Module), and in Spring for a period of nine weeks. Courses are offered during the evening and on Saturday mornings.

Every student registered in a credit or non-credit course has exclusive access to online pedagogical material and other resources through the WebCT platform. This allows students to participate in virtual projects and/or reinforce their language training on an individual basis and at their own pace. The communication tools integrated in WebCT further consolidate the individual pedagogical support offered by the lecturer.

The program leads, under certain conditions, to the Certificate of Proficiency - English for Professional Communication. See Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > Languages > The Language and Intercultural Communication Unit - English Language Programs > Certificate of Proficiency - English for Professional Communication Overview > Certificate of Proficiency – English for Professional Communication: Academic Regulations.

The level of this certificate corresponds to the Advanced Level recognized by the American Council on the Teaching of Foreign Languages (ACTFL).

Prerequisite Courses - Non-Credit Module

CEGL 102	(11)	Basic English
CEGL 104	(11)	Elementary English 1
CEGL 106	(11)	Elementary English 2

Required Courses (30 credits)

CEEN 211	(3)	Functional English Grammar/Writing 1
CEEN 212	(3)	English Communication Practice 1
CEEN 221	(3)	Functional English Grammar/Writing 2
CEEN 222	(3)	English Communication Practice 2
CEEN 331	(3)	Functional English Grammar/Writing 3
CEEN 332	(3)	English Communication Practice 3
CEEN 411	(3)	English Grammar and Writing Techniques
CEEN 412	(3)	English Oral Communication Techniques
CEEN 421	(3)	English Written Communication Contexts
CEEN 422	(3)	English Oral Communication Contexts

Complementary Courses

CEEN 301	(3)	English Grammar in Context
CEEN 401	(3)	English Vocabulary in Context
CEEN 402	(3)	English Communication and Cultural Patterns
CEEN 403	(3)	Strategic Communication in English

Notes:

* 1 Students who begin their studies with courses CEEN 221/CEEN 222 and who would like to be admitted to the Certificate of Proficiency – English for Professional Communication must take two complementary courses (CEEN 301 or CEEN 401 or CEEN 402 or CEEN 403), or equivalent courses as approved by the Language and Intercultural Communication unit, 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 Language and Intercultural Communication unit.

* 2 Students who begin their studies with courses CEEN 331/CEEN 332 and who would like to be admitted to the Certificate of Proficiency – English for Professional Communication must take four complementary courses (CEEN 301 and CEEN 401 and CEEN 402 and CEEN 403), or equivalent courses as approved by the Language and Intercultural Communication unit, 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 Language and Intercultural Communication unit.

* 3 Students who begin their studies with courses CEEN 411/CEEN 412 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, CEEN 412, CEEN 421, and CEEN 422) with a minimum grade of B- (65%).

4.5.4.2.2 Certificate of Proficiency – English for Professional Communication: Academic Regulations

Admission Requirements

To be admitted to the *Certificate of Proficiency – English for Professional Communication*:

- Students must sit the Entrance Placement Test (EPT) and place into a level no higher than Intermediate High (CEEN 331/CEEN 332); see [section 4.5.4.2.3: Certificate of Proficiency – English for Professional Communication: Entrance Placement Test \(EPT\)](#) 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 *Language and Intercultural Communication* unit. 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

For more information, please see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > Career and Professional Development > section 3.5: Admission Procedures: Continuing Studies Undergraduate Certificate and Graduate Certificate and Diploma Programs*.

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.

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 Limits

The program must be completed within four years from 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 Requirement

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 to be permitted to register for the next level.

An attendance of 2/3 of all lectures is mandatory.

A maximum of two unsatisfactory grades 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 *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > Admission Requirements > section 3.10: Special Student Status: Undergraduate Courses* for further information pertaining to Special Students.

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.

4.5.4.2.3 Certificate of Proficiency – English for Professional Communication: 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.

The Entrance Placement Test lasts approximately two hours.

Since the test is written by large groups of students, test-takers are advised to arrive 20 minutes before the scheduled time and bring two pieces of photo ID, a sharp HB pencil, and an eraser.

The fee for the test is \$25 (non-refundable and may be subject to change), payable at the time of registration for the test. Entrance Placement Test results will be available on the third business day following the test date as well as at the time of course registration. In order to register for a course, new students must schedule an appointment.

For information on the Entrance Placement Test dates, please refer to our website: www.mcgill.ca/conted/langprg.

4.5.4.2.4 The Language and Intercultural Communication Unit: Customized English Language Training

The Language and Intercultural Communication unit 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, 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: www.mcgill.ca/conted/acad/eflp.

4.5.4.3 Intensive English Program: Certificate of Proficiency in English – Language and Culture Overview

The *Certificate of Proficiency in English – Language and Culture* is designed to offer thorough and integrated instruction in English as a Second/Foreign language over eight levels (elementary to advanced).

4.5.4.3.1 Intensive English Program: Certificate of Proficiency in English — Language and Culture

The program includes specific objectives and learning strategies for each level in speaking, listening, writing, reading, and pronunciation. It also includes special cultural modules for certain levels. It is designed for the acquisition of the linguistic, communicative, pragmatic, and sociocultural competency needed in academic and professional contexts and in sociocultural settings.

Time is taken during class and in the language laboratory to focus on each student's linguistic needs and development. A pronunciation clinic is also available for those who wish to give special attention to this aspect of the English language. Students benefit from small class sizes and enjoy sharing a unique learning experience with classmates from every corner of the world. Classes are held from 9:30 a.m. to 3:30 p.m., Monday to Friday. There are six sessions each year offered during the Summer, Fall, and Winter semesters.

We offer eight levels of study from Elementary to Advanced. A student's level will be determined by the results of the Entrance Placement Test (held approximately one week before courses start). Upon completion of the two Advanced levels with a minimum grade of B- (65%), students are eligible for the McGill Certificate of Proficiency in English – Language and Culture. This Certificate fulfills the language requirements for admission to McGill University undergraduate and graduate degree programs.

Application to the program must include full payment of tuition fees for one session. Tuition fees for subsequent sessions may be paid at a later date, determined by the University. Tuition fees do not include textbooks, medical insurance, travel or accommodation costs, or any class outings. Please note that credit card transactions cannot be conducted by telephone or by mail. Applications can be mailed, sent by courier, or faxed to the Client Services Office.

Program Structure

Each of the courses below represents one "level" of the eight levels of the program.

Required Courses

(160 CEU)

CEGL 213	(20)	Intensive English - Elementary 1
CEGL 223	(20)	Intensive English - Elementary 2
CEGL 313	(20)	Intensive English - Intermediate 1
CEGL 323	(20)	Intensive English - Intermediate 2
CEGL 333	(20)	Intensive English - Intermediate 3
CEGL 355	(20)	Intensive English - Bridge to Proficiency
CEGL 413	(20)	Intensive English - Advanced A
CEGL 423	(20)	Intensive English - Advanced B

4.5.4.3.2 Intensive English Program: Certificate of Proficiency in English – Language and Culture – Academic Regulations

4.5.4.3.2.1 Admission requirements

- Students must be at least 18 years old.
- Students must have completed a secondary level of education, or the equivalent.

- Students must write a Placement Test to assess their level of proficiency. This test is valid for a maximum of one (1) year. After this period, students must retake the test.

4.5.4.3.2.2 Admission procedures

Students wishing to register in the *Certificate of Proficiency in English – Language and Culture* must complete an application form and return it with:

- payment of the application fee (CAD\$80 – non-refundable and subject to change without notice) and tuition fees in Canadian funds by Visa/MasterCard, certified cheque, or money order payable to McGill University;
- proof of age (copy of passport or birth certificate). Applicants must be at least 18 years of age;
- proof of completion of secondary level of education or its equivalent;
- payment of mandatory Blue Cross insurance for international students for all sessions.

Admission to the program is on a first-come, first-served basis. **This is a limited enrolment program.** Students must attend class before the third day or forfeit their registration. To cancel a session, the Client Services Office must receive a written request **before the end of the second day of class.** The student will be refunded the remaining tuition and medical insurance fees minus a cancellation charge of CAD\$200 (subject to change without notice). Refund cheques are mailed within four to six weeks.

For information on the term dates, please refer to www.mcgill.ca/importandates or www.mcgill.ca/conted/langprg/fulltimeenglish/sessdate.

4.5.4.3.2.3 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. Nevertheless, according to internal program regulations, a student must obtain a grade of B- (65%) or more to be permitted to register for the next level. Attendance of 80% of all lectures is required in order to proceed from one course level to the next.

A maximum of two unsatisfactory grades 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 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 meet the program prerequisites. Students who fail to meet these requirements will be denied permission to continue in the course in which they have registered. Students are expected to speak English in the classroom and on the school premises, with the exception of the first weeks in Elementary 1. Students entering Elementary 1 are expected to have some prior basic knowledge of English.

4.5.4.3.2.4 Requirements of Eligibility for the McGill Certificate of Proficiency in English – Language and Culture

- Students must complete both advanced courses of the program and receive a minimum grade of B- (65%) in each to qualify for the *Certificate of Proficiency in English – Language and Culture*.

4.5.4.3.3 Placement Tests for the Certificate of Proficiency in English – Language and Culture

The purpose of the placement test is to assess a student's level of language proficiency. The results of the test are valid for one year. Taking the test does not guarantee a place in a course. New students are required to take the test before they can register for their courses. Students who have not taken courses in the Language and Intercultural Communication unit within one year are required to retake a placement test.

4.5.4.3.4 International Students

If you are not a Canadian citizen or Permanent Resident and wish to study for longer than one semester, you must apply for one year admission in order to obtain a **Study Permit and a Quebec Certificate of Acceptance**.

Students wishing to study for one semester need only apply for a Temporary Resident Visa.

McGill does not issue any immigration documents. Students are advised to begin this process as soon as possible, and to be patient. For further details contact the School's Client Services Office, the Canadian Embassy, or the Consulate in your country of residence.

By Senate regulations, **ALL** international students and their dependants are required to participate in the University's Blue Cross medical insurance plan. The plan meets the Immigration Québec health insurance requirements.

Students who are citizens and residents of one of the following countries and are registered as full-time students are eligible for coverage under the provincial health care plan (Québec Medicare) and are therefore not required to purchase Blue Cross medical insurance: France, Denmark, Sweden, Norway, Finland, Luxembourg, and Portugal. In such cases, students must apply for the Québec Medicare plan and provide proof to the Client Services Office.

Those who study for more than one semester must purchase medical insurance for one academic year. These fees must be included with the tuition payment in one cheque to McGill University. Access to McGill Health Services is available upon payment of an additional Student Services fee.

4.5.4.3.5 Housing

The *Language and Intercultural Communication unit* can refer students to an organization that will place them in the home of an English-speaking family. This arrangement provides an ideal opportunity to speak English in a domestic setting. As well, Off-Campus Housing offers information on lodgings close to campus. University residences are available to students during the Summer session only. For more information, visit our website at www.mcgill.ca/conted/applyregister/siesif/engint/#FAQ or contact the *Language and Intercultural Communication unit*.

4.5.5 Language and Intercultural Communication – French Language Programs

The School of Continuing Studies' *Language and Intercultural Communication unit* 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 *Language and Intercultural Communication*'s part-time and full-time programs help 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 *Language*

and Intercultural Communication unit'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.

Note: The *Language and Intercultural Communication* unit was formerly known as *English and French Language Programs (EFLP)*.

4.5.5.1 Academic, Cultural, and Professional Development Opportunities

The School of Continuing Studies *Language and Intercultural Communication* unit offers enriching second-language instruction for:

- International students
- Business professionals
- Elementary and high school teachers
- College and university professors
- Individuals transferred to Montreal
- Recent immigrants
- Incoming McGill students
- Other School of Continuing Studies learners

4.5.5.2 Certificate of Proficiency – French for Professional Communication Overview

This 30-credit part-time program is aimed at the community at large, including the employees of McGill University.

4.5.5.2.1 Certificate of Proficiency — French for Professional Communication (30 credits)

This award-winning part-time certificate program has been designed to enable students to master, in both oral and written French, the linguistic and communicative skills necessary to function effectively in a professional francophone environment.

The program is the equivalent of one year of full-time university studies, requires the completion of ten 3-credit courses, and starts at the low-intermediate level (courses CEFN 211 and CEFN 212). Students with a basic or an elementary knowledge of French will need to complete non-credit prerequisite courses before entering the program. The overall program structure is divided into two modules:

- 1) The Non-Credit Module comprises three prerequisite courses (one at the basic level and two at the elementary level) of 60 hours each.
- 2) The Credit Module consists of ten 3-credit courses of 39 hours each. It includes courses at the 200, 300, and 400 levels.

The program is offered three times a year: in Fall and Winter for a period of 12 weeks (Non-Credit Module) and 13 weeks (Credit Module). In Spring, both Modules last nine weeks. Courses are offered during the evening and on Saturday mornings.

Every student registered in a credit or non-credit course has exclusive access to online pedagogical material and other resources through the WebCT platform. This allows students to participate in virtual projects and/or reinforce their language training on an individual basis and at their own pace. The communication tools integrated in WebCT further consolidate the individual pedagogical support offered by the lecturer.

The program leads, under certain conditions, to the Certificate of Proficiency - French for Professional Communication (see "Academic Regulations"). The level of this certificate corresponds to the Advanced Level recognized by the American Council on the Teaching of Foreign Languages (ACTFL). For information on term dates, please refer to the Department's website.

Prerequisite courses - Non Credit Module

CFRN 102	(11)	Basic French
CFRN 104	(11)	Elementary French 1
CFRN 106	(11)	Elementary French 2

Required courses - Credit Module (30 credits)

CEFN 211	(3)	Functional French Grammar/Writing 1
CEFN 212	(3)	French Communication Practice 1
CEFN 221	(3)	Functional French Grammar/Writing 2
CEFN 222	(3)	French Communication Practice 2
CEFN 331	(3)	Functional French Grammar/Writing 3
CEFN 332	(3)	French Communication Practice 3
CEFN 411	(3)	French Grammar/Writing Techniques
CEFN 412	(3)	French Oral Communication Techniques

CEFN 421	(3)	French Written Communication Contexts
CEFN 422	(3)	French Oral Communication Contexts

Complementary courses

CEFN 401	(3)	French Vocabulary in Context
CEFN 402	(3)	Persuasive French in Communication

Notes:

* 1 Students who begin their studies with courses CEFN 221/CEFN 222 and who would like to be admitted to the Certificate of Proficiency - French for Professional Communication must take two complementary courses (CEFN 401 and CEFN 402), or equivalent courses as approved by the Language and Intercultural Communication unit, 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 Language and Intercultural Communication unit.

* 2 Students who begin their studies with courses CEFN 331/CEFN 332 and who would like to be admitted to the Certificate of Proficiency - French for Professional Communication must take up to two Comprehensive Challenge Exams which correspond to the previous level (CEFN 221/CEFN 222), and two complementary courses (CEFN 401 and CEFN 402), or equivalent courses as approved by the Language and Intercultural Communication unit, in order 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 Language and Intercultural Communication unit.

* 3 Students who begin their studies with courses CEFN 411/CEFN 412 are not eligible for admission to the Certificate of Proficiency - 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, CEFN 412, CEFN 421, and CEFN 422) with a minimum grade of B- (65%).

4.5.5.2.2 Certificate of Proficiency – French for Professional Communication: 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 [section 4.5.5.2.3: Certificate of Proficiency – French for Professional Communication: Entrance Placement Test \(EPT\)](#) for details.
- Students must be at least 18 years of age and hold a CEGEP diploma (D.E.C.) 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 (D.E.C.) diploma or equivalent may be accepted into a qualifying program to be determined by the *Language and Intercultural Communication unit*. 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 (D.E.C.) will not be admitted to a certificate program, nor will they be permitted to take courses.

Admission Procedures

For more information, please see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > Admission Requirements > section 3.5: Admission Procedures: Continuing Studies Undergraduate Certificate and Graduate Certificate and Diploma Programs*.

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 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 from 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 to be permitted to register for the next level.

An attendance of 2/3 of all lectures is mandatory.

A maximum of two unsatisfactory grades 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 *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > section 3.10: Special Student Status: Undergraduate Courses* for further information pertaining to Special Students.

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.

4.5.5.2.3 Certificate of Proficiency – French for Professional Communication: 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 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.

The Entrance Placement Test lasts approximately two hours.

The test is written by large groups of students; therefore, test-takers are advised to arrive 20 minutes before the scheduled time and to bring two pieces of photo ID, a sharp HB pencil, and an eraser.

The fee for the test is \$25 (non-refundable and may be subject to change), payable at the time of registration for the test. The EPT results will be available on the third business day following the test date as well as at the time of course registration. In order to register for a course, new students must schedule an appointment.

For information on the Entrance Placement Test dates, please refer to our website: www.mcgill.ca/conted/langprg.

4.5.5.2.4 Certificate of Proficiency – French for Professional Communication: Customized French Language Training

The Language and Intercultural Communication unit offers customized French 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, institutions;
- elementary, high school, and college teachers, as well as university professors, who are required to teach in French;
- other professionals who are required to work, or who are currently working in a French-speaking environment;
- high school graduates and/or university students.

For more information, please refer to our website: www.mcgill.ca/conted/acad/eflp.

4.5.5.3 Intensive French Program: Certificate of Proficiency in French – Language and Culture Overview

The certificate is designed to offer thorough and integrated instruction of French as a second/foreign language over five levels (beginner to advanced).

4.5.5.3.1 Intensive French Program: Certificate of Proficiency in French — Language and Culture

The program objectives include learning strategies for speaking, listening, writing, reading and pronunciation. It also includes special cultural modules for certain levels. Through this program, students will acquire the linguistic, communicative, pragmatic, and cultural competence needed to interact comfortably in work and social settings. Time is taken during class in the language laboratory to focus on each student's linguistic needs and development. Students benefit from small class sizes and enjoy sharing a unique learning experience with classmates from every corner of the world.

We offer five levels of study from Beginner to Advanced. Classes are held from 9:00 a.m. to 3:00 p.m., Monday to Friday. There are six sessions each year: offered during the Summer, Fall and Winter semesters. A student's level will be determined by the results of the Entrance Placement Test (held approximately one week before courses start). Upon completion of the last two levels of the program, with a minimum grade of B- (65%), students are eligible for the McGill Certificate of Proficiency in French - Language and Culture. The program also offers two complementary courses. These are designed to answer the student's specific needs. These courses will only be offered if the results of the placement test show that it is required and if the needs arise.

Application to the program must include full payment of tuition fees for one session. Tuition fees for subsequent sessions may be paid at a later date, determined by the University. Tuition fees do not include text books, medical insurance, travel or accommodation costs, or any class outings. Please note that credit card transactions cannot be conducted by telephone or by mail. Applications can be mailed, sent by courier, or faxed to the Client Service Office.

The courses are held during the day. Students benefit from small class sizes and enjoy sharing their learning experience with classmates who have come from all over the world. Some cultural activities are held after class during the week.

Program Structure

Each of the courses below represents one "level" of the five levels of the program.

Required Courses

(100 CEU)

CFRN 203*	(20)	Intensive French - Beginner
CFRN 323	(20)	Intensive French - Elementary
CFRN 333	(20)	Intensive French - Intermediate 1
CFRN 343**	(20)	Intensive French - Intermediate 2
CFRN 423	(20)	Intensive French - Advanced

Notes:

* CFRN 223 (20 CEU) Intensive French - Elementary Low

* CFRN 223 (20 CEU) must be taken if a mark between 55 and 64% is obtained for CFRN 203 OR may be taken in place of CFRN 203 with permission of the program Director.

** CFRN 355 (20 CEU) Intensive French - Intermediate High

** CFRN 355 (20 CEU) must be taken if a mark between 55 and 64% is obtained for CFRN 343 OR may be taken in place of CFRN 343 with permission of the program Director.

4.5.5.3.2 Academic Regulations

4.5.5.3.2.1 Admission requirements

- Students must be at least 18 years old.
- Students must have completed a secondary level of education, or the equivalent.
- Students must write a Placement Test to assess their level of proficiency. This test is valid for a maximum of one (1) year. After this period, students must retake the test.

4.5.5.3.2.2 Admission procedures

Students wishing to register in the *Certificate of Proficiency in French – Language and Culture* must complete an application form and return it with:

- payment of the application fee (CAD\$80 – non-refundable and may be subject to change without notice) and tuition fees in Canadian funds by Visa/MasterCard, certified cheque, or money order payable to McGill University;
- proof of age (copy of passport or birth certificate). Applicants must be at least 18 years of age;
- proof of completion of secondary level of education or its equivalent;
- payment of mandatory Blue Cross insurance for international students for all sessions.

Admission to the program is on a first-come, first-served basis. **This is a limited enrolment program.** *Students must attend class before the third day or forfeit their registration.* To cancel a session, the Client Services Office must receive a written request **before the end of the second day of class.** The student will be refunded the remaining tuition and medical insurance fees minus a cancellation charge of CAD\$200 (subject to change without notice). Refund cheques are mailed within four to six weeks.

For information on the term dates, please refer to www.mcgill.ca/importandates or www.mcgill.ca/conted/langprg/fulltimefrench/sessdate.

4.5.5.3.2.3 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. Nevertheless, according to internal program regulations, a student must obtain a grade of B- (65%) or more to be permitted to register for the next level. Attendance of 80% of all lectures is required in order to proceed from one course level to the next.

A maximum of two unsatisfactory grades 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 meet the program prerequisites. Students who fail to meet these requirements will be denied permission to continue in the course in which they have registered. The French Language Programs have some internal rules which students must respect. Students are expected to speak French in the classroom and on the school premises, with the exception of the first weeks in Beginners' level.

Active participation is required in class.

4.5.5.3.2.4 Requirements of Eligibility for the McGill Certificate of Proficiency in French – Language and Culture

- Students must complete both CFRN 343 and CFRN 423 courses of the program and receive a minimum grade of B- (65%) in each to qualify for the Certificate of Proficiency – Language and Culture.

4.5.5.3.3 Placement Tests for the Certificate of Proficiency in French – Language and Culture

All new students must take a placement test in order to determine their level and assess their needs. Students must have been admitted to the program in order to take the placement test, which is held approximately one week before classes start. The results of the test are valid for one year. Taking the test does

not guarantee a place in a course. Students who have not taken courses in the *Language and Intercultural Communication unit* within one year are required to retake a placement test.

4.5.5.3.4 International Students

If you are not a Canadian citizen or Permanent Resident and wish to study for longer than one semester, you must apply for one-year admission in order to obtain a **Study Permit and a Quebec Certificate of Acceptance**.

Students wishing to study for one semester need only apply for a Temporary Resident Visa.

McGill does not issue any immigration documents. Students are advised to begin this process as soon as possible and to be patient. For further details, contact the School's Client Services Office, the Canadian Embassy, or the Consulate in your country of residence.

By Senate regulations, **ALL** international students and their dependants are required to participate in the University's Blue Cross medical insurance plan. The plan meets the Immigration Québec health insurance requirements.

Students who are citizens and residents of one of the following countries and are registered as full-time students are eligible for coverage under the provincial health care plan (Québec Medicare) and are therefore not required to purchase Blue Cross medical insurance: France, Denmark, Sweden, Norway, Finland, Luxembourg, and Portugal. In such cases, students must apply for the Québec Medicare plan and provide proof to the School's Client Services Office.

Those who study for more than one semester must purchase medical insurance for one academic year. These fees must be included with the tuition payment in one cheque to McGill University. Access to McGill Health Services is available upon payment of an additional Student Services fee.

4.5.5.3.5 Housing

The *Language and Intercultural Communication unit* can refer students to an organization that can place them in the home of a French-speaking family. This arrangement provides an ideal opportunity to speak French in the home setting and sample our Québécois hospitality. As well, Off-Campus Housing offers information on lodgings close to campus. University residences are available to students during the Summer session only. For more information, visit our website at www.mcgill.ca/conted/applyregister/siesif/freint/#FAQ or contact the *Language and Intercultural Communication unit*.

4.5.6 Spanish Language Programs and Courses (Offered by Translation and Written Communication)

For more information about McGill's School of Continuing Studies offering of Spanish Language Programs and Courses, offered by the Translation and Written Communication unit, refer to *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > Translation and Written Communication > About Translation and Written Communication Programs and Courses > section 4.8.4.3: Spanish Language Programs and Courses*.

4.6 McGill Community for Lifelong Learning (MCLL)

4.6.1 The McGill Community for Lifelong Learning (MCLL)

Our society is in the midst of a major demographic shift, as a record number of people approach retirement age. And now more than ever we understand that intellectual stimulation and social activities are essential to maintaining a healthy lifestyle as we age. Want to find out more about subjects that have always fascinated you? Or study for the sheer joy of learning? Enrich your life by meeting others who share your interests? MCLL is perfect for you.

MCLL is a community of dedicated moderators and learners from diverse backgrounds and life experience who are committed to personal growth through peer learning and active participation in small study groups. Members are encouraged to participate, and to research and use the McGill libraries. There are no educational prerequisites, no age limitations, no exams or grades—and the cost is low.

Our five- and ten-week study group sessions, offered in the Fall, Winter, and Spring, combined with Friday and Saturday lecture series, and *Wonderful Wednesdays* in the summer, ensure a wide range of learning and social opportunities for everyone. For over 20 years, MCLL has been stimulating and rejuvenating Montreal's retirement community. Join us for a rewarding experience on a new path of personal growth.

4.6.2 Location

McGill Community for Lifelong Learning (MCLL)
688 Sherbrooke Street West, Suite 229
Montreal, QC H3A 3R1

Telephone: 514-398-8234
Coordinator: 514-398-6152
Fax: 514-398-2757
Website: www.mcgill.ca/conted/milr
Email: milr.conted@mcgill.ca

Study groups are held in MCLL's own premises during the daytime, on the second floor at: 688 Sherbrooke (corner of University), a location with easy access to the McGill metro station, or the 24 bus. Study groups are sometimes offered at the Macdonald campus.

4.6.3 Administrative Officer

Administrative Officer

Alex Megelas; B.A.(Bishop's)

Program Coordinator

4.6.4 McGill Community for Lifelong Learning

Retired? Planning to retire? The *McGill Community for Lifelong Learning* (MCLL) can provide you with the intellectual stimulation and dynamic social activities important for personal growth. Volunteer-run, MCLL is fueled by peer learning where moderators lead small groups that explore fascinating topics in Arts and Music, Science and Society, Books and Authors, History and Religion, World Events, and more. Come join our active learning environment, whose passionate members include businesspeople, homemakers, doctors, teachers, artists, and engineers, aged 50–95. Access to McGill libraries and other resources, plus entertaining social events and field trips, round out the enriching MCLL experience.

4.6.4.1 Study Group Subjects

Each semester 25–60 study groups are offered, which cover a wide range of subjects, such as:

Study Group Subjects

Creative Writing	Literature
Art and Architecture	Science and Society
History	Cultural Studies
Current Events	Area Studies
Music	Film Studies
Psychology	Computer Skills
Philosophy	and other topics

Many topics are interdisciplinary. The Curriculum Committee welcomes proposals for new study groups and is also ready to help moderators prepare proposals.

4.6.4.2 MCLL Schedule

The study groups meet for a term of ten weeks (two hours per week, per subject) in Fall, Winter, and Spring.

Classes for 2012–2013 are tentatively scheduled as follows:

September 17 to November 23
 January 14 to March 22
 April 8 to June 14

4.6.4.3 Self-Administration

MCLL is self-administered by a Council elected by its members. The Council works in collaboration with the School of Continuing Studies. There are various committees, managed by the Council, to which many members contribute their talents. The committees are: Curriculum, Development, Planning, Special Events, Newsletter, Information Technology, and Communications. In addition, many members contribute to the day-to-day administration of the Institute.

MCLL is governed according to its bylaws, approved by the University Senate and Board of Governors. Full details are described in the *McGill Community for Lifelong Learning Member Handbook*.

4.6.4.4 Social Events

In each study group, you will meet other adult learners who have similar interests and a keen sense of curiosity. In addition, there are various social and educational special events that are organized by and for the membership during the Fall, Winter, and Spring terms. These additional events introduce you to many more members who, like you, have a sense of curiosity and determination to exercise it.

Social events that have been organized in the past include lectures by McGill faculty, Saturday musical events, outings to the Macdonald campus and Botanical Gardens, and luncheons to celebrate the holiday season.

4.6.4.5 Membership Fees

Because of the sense of community at MCLL and the activities outside of the study groups, members pay a membership fee rather than a fee for each individual study group. This fee entitles you to participate in study groups for the duration of the semester. The membership also includes McGill library privileges and entitles you to attend other social activities.

The 2011–2012 membership fee was \$100 per semester. An Associate membership is available for \$20. Associates receive the calendar and newsletter and may attend lectures and social events.

Please note: Fees are subject to annual review. The 2012–2013 fees were not set at the time of publication of *Programs, Courses and University Regulations*.

4.6.4.6 Registration

A detailed Calendar of study groups is available prior to the beginning of each term on the web. Registration is online, by mail, or in person.

Go to our website: www.mcgill.ca/conted/milr to view the Calendar. To receive the Calendar and registration instructions by mail, please telephone: 514-398-8234, fax: 514-398-2757, or email: milrconted@mcgill.ca.

4.7 Personal and Cultural Enrichment

4.7.1 Personal and Cultural Enrichment (PACE)

Are you seeking to expand a skill set for your current or developing career, or wish to know more about a topic for personal enrichment? You can find it at the School of Continuing Studies' PACE series. Drawing from an extensive pool of renowned academic, artistic, and professional talent, the PACE series is designed with you in mind.

PACE provides adult learners with a forum to explore a topic of interest for personal enrichment, to assist in a life transition, or to gain practical skills. In engaging formats such as short courses, lectures, and workshops, PACE puts the spotlight on art, culture, literature, professional development, science, social issues, communities, life transitions, and more.

Open to the entire university community and the general public, PACE events take place at different venues on and off the McGill campus. Join us to find your PACE for personal growth, cultural engagement, and lifelong learning.

www.mcgill.ca/conted/pace

4.7.2 CREOR Lecture Series

In partnership with the Faculty of Religious Studies and the Centre for Research on Religion (CREOR), a series of lectures will be offered in the Fall in the Birks Building, McGill University. The lectures are one hour in length in the evenings followed by a half-hour open discussion. For more detailed information on the location, lectures, dates, and registration, please see www.mcgill.ca/conted/special/religionseminar.

4.8 Translation and Written Communication

4.8.1 Translation and Written Communication

Are you fluent in English, French, and/or Spanish? Do you have an affinity for languages and written expression? The Translation and Written Communication unit offers certificate and diploma programs that can provide you with the skills and experience necessary to succeed as a translator. With a focus on translation principles, language analysis, and hands-on translation of texts from a variety of fields, our programs prepare you for the challenges and rewards of a career in translation.

To accommodate the needs of working professionals and individuals keen to enter a new career, the Certificate in Translation and Graduate Diploma in Translation courses are offered in the evening. In classes limited to 25, students build core translation knowledge and skills, translating to or from English, French, or Spanish. At the graduate level, students produce a portfolio of their translation projects for evaluation that can also be used to assist their entry into the language industry as qualified translators.

For people seeking to improve their Spanish skills, we offer a four-level Spanish language program leading to a Certificate of Proficiency in Spanish. Intermediate-level speakers who do business in Latin America can advance their careers by earning the Graduate Certificate in Professional Communication, Spanish—a brand-new program.

Individuals who would like to refine their academic writing skills or learn to write for a professional audience can do so at The McGill Writing Centre (MWC), which offers credit and non-credit courses for both degree program and continuing education students. The MWC also offers workshops, seminars, and tutorials. For more information, refer to *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > section 4.9.1: The McGill Writing Centre*.



Note: The Translation and Written Communication unit was formerly known as *Translation Studies*.

4.8.2 Location

Translation and Written Communication
 688 Sherbrooke Street West, Room 1181
 Montreal, Quebec H3A 3R1
 Canada

Telephone: 514-398-1484
 Fax: 514-398-1769

Website: www.mcgill.ca/conted/acad/translation
 Email: translation.conted@mcgill.ca

4.8.3 Administrative Officers

Administrative Officers

James Archibald; B.A.(McG.), B.Ph.(Montr.), M. ès L., Dr. 3e cy.(Lille), Ph.D.(Montr.)	Director, Translation and Written Communication
Sue Laver; B.A.(S. Fraser), M.A.(East Anglia), Ph.D.(McG.)	Director, The McGill Writing Centre
Heberto Fernandez; B.Sc.(Univ. of Los Andes), Ph.D.(Montr.)	Coordinator, Spanish Program

4.8.4 About Translation and Written Communication Programs and Courses

Translation and Written Communication offers a wide variety of programs and courses to meet the needs of translators and language professionals keen to enhance career opportunities while studying part-time. At the undergraduate level, students can attain a Certificate in Translation with English, French, or Spanish options, and at the graduate level, students can attain a Graduate Diploma in Translation with English, French, or Spanish options. *Translation and Written Communication* also offers a four-level Spanish language program leading to a Certificate of Proficiency in Spanish as well the Graduate Certificate in Professional Communication – Spanish. Individuals interested in pursuing official certification of proficiency in French as a second or foreign language can obtain a DELF or DALF diploma.

4.8.4.1 Professional Development and Job Opportunities

Translation and Written Communication offers enriching translation and language instruction for:

- General and technical translators
- Language industry professionals
- Legal, medical, and scientific translators
- Bilingual journalists and writers
- Public relations specialists
- Travel-industry professionals
- Spanish-language students
- Individuals seeking French language certification (DELF/DALF)

4.8.4.2 Programs and Courses

NON-CREDIT PROGRAMS AND COURSES

Spanish Certificate of Proficiency

POST-CERTIFICATE COURSES

Advanced Spanish Conversation

Spanish for Business

Spanish Translation

CREDIT PROGRAMS*section 4.8.4.4.1: Certificate in Translation*

(English to French, French to English, Spanish to French, Spanish to English, French/English to Spanish)

section 4.8.4.4.2: Graduate Diploma in Translation

(English to French, French to English, Spanish to French, Spanish to English)

*section 4.8.4.3.4: Graduate Certificate in Professional Communication — Spanish (18 credits)***4.8.4.3 Spanish Language Programs and Courses**

The School offers a variety of Spanish Language programs and courses for people seeking to improve their Spanish language skills. Whether you are interested in learning the language, or pursuing Spanish language studies at an advanced level, these programs and courses can suit both your personal and professional needs.

4.8.4.3.1 Classification Tests for Non-Credit, Part-Time Spanish Courses

For more information, see www.mcgill.ca/conted/acad/translation.

New students wishing to take our non-credit Spanish courses, other than Level One, are required to take a Spanish Classification Test before they can register. The Spanish Classification Test lasts approximately one hour and is held at 688 Sherbrooke Street West. We ask that you arrive 10–15 minutes before the scheduled time. Please bring a sharp HB pencil and eraser. The fee for the test is \$25 (non-refundable), payable at the time of registration. Classification Test results will be available at the time of registration. Students should schedule their registration appointments no less than two days after the date of their Classification Tests.

4.8.4.3.1.1 Classification Test Dates – Spanish

For more information, see www.mcgill.ca/conted/acad/translation.

4.8.4.3.2 Academic Regulations – Non-credit Language Programs and Courses

All non-credit language courses and programs are open to any person who is at least 18 years of age and fulfills the prerequisite requirements. A minimum grade of C is required in order to proceed from one language course level to the next. A maximum of three unsatisfactory grades is permitted in a certificate of proficiency program. Students who have more than three unsatisfactory grades on their record will be required to withdraw from the program.

It is the student's responsibility to respect all prerequisites. Students who fail to meet these requirements may be denied permission to continue in the course in which they have registered.

4.8.4.3.3 Certificate of Proficiency in Spanish

The School offers the Certificate of Proficiency in Spanish program: Level 1 to Level 4 courses are offered on a part-time basis, evenings and weekends (45 hours). Students who wish to receive this certificate must fulfil the following requirements:

- a. Complete the last two levels of the program with the McGill School of Continuing Studies.
- b. Obtain a minimum grade of **B+** in the Level Four course.
- c. Attend at least 2/3 of all lectures.

Students who have studied Spanish at some other institution may be exempted from one or two levels depending on the progress they have made.

4.8.4.3.4 Graduate Certificate in Professional Communication — Spanish (18 credits)

The 18-credit Graduate Certificate in Professional Communication — Spanish provides students with the tools for more effective intercultural or international professional communication in a variety of occupational domains. It is intended to perfect students' linguistic competence in Spanish in communication specific areas and create a deeper understanding of linguistic and cultural diversity. The program provides an effective way of attaining an advanced superior level of proficiency (C1+C2) in Spanish for specific purposes, thus endowing students with the necessary savoir-faire for professional communication.

Note: All students must successfully pass the Entrance Examination. Otherwise they may be advised to take a qualifying course or program.

Required Courses (12 credits)

CSPN 541	(3)	Language and Culture for Professional Communication
CSPN 542	(3)	Written Communication Contexts
CSPN 543	(3)	Oral Communication Contexts
CSPN 544	(3)	Professional Discourse

Complementary Courses (6 credits)

CCTR 522	(3)	Advanced Précis - Writing (Spanish)
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CCTR 523	(3)	Text Revision in Spanish/Révision de textes en Espagnol
CCTR 524	(3)	Differential History of Spanish
CSPN 540	(3)	Organizational Culture in the Hispanic World

4.8.4.3.5 Graduate Certificate in Professional Communication – Spanish: General Academic Requirements

General Academic Requirements

This 18-credit program consists of two major constituent parts:

- *Module 1:* four required courses (12 credits)
- *Module 2:* a selection of complementary courses each covering a specific area of interest. Students must take two (2) complementary courses (6 credits)

Applicants must hold an undergraduate degree from a recognized university and demonstrate proof of proficiency in Spanish at an advanced level prior to entry into the program students must take the Entrance Exam. Students who fail the exam may be advised to take a Qualifying Program consisting of courses offered in the *Certificate of Proficiency in Spanish*.

Description

The 18-credit *Graduate Certificate in Professional Communication – Spanish* provides students with the tools for more effective intercultural or international professional communication in a variety of occupational domains. It is intended to perfect students' linguistic competence in communication-specific areas and create a deeper understanding of linguistic and cultural diversity.

All students must successfully pass the Entrance Examination. Otherwise they may be advised to take a qualifying course or program.

The two modules of the *Spanish for Professional Communication – Spanish* program provide an effective way of attaining an advanced-superior level of proficiency (C1 + C2) in Spanish for specific purposes, thus endowing students with the necessary *savoir-faire* for professional communication.

4.8.4.3.5.1 Admission Requirements

To be admitted to the Graduate Certificate in Professional Communication – Spanish:

1. Applicants must have an undergraduate degree from an approved university with a cumulative grade point average (CGPA) of 3.0 or more and with a concentration in Spanish language/literature or the equivalent. If the degree is in another field, applicants may be required to follow a Qualifying Program in the Spanish language consisting of courses to be determined by the Department.
2. Applicants must pass the Entrance Exam **or** provide proof of advanced knowledge of the Spanish language (i.e., a B.A. with a concentration in Spanish, the DELE Diploma de Español – B2, the EC Common Reference Level of B2, or the *Certificate of Proficiency in Spanish*).

Students who do not register within one year of the date of admission will be required to re-apply.

* If your CGPA is lower than the above requirement, please submit the following for consideration with your application and official transcript.

a) Letter of Intent: A letter, one to two pages in length, double-spaced, written in English or French, which addresses the following:

- basis for interest in the program;
- your knowledge that would be pertinent to the program;
- your interest in the field of study and the reasons for applying to our program;
- plans for integrating the training into your current or future career;
- a description of your professional experience and its relevance, if applicable, to the program;
- awards received or other contributions;
- any additional information relevant to your application.

b) Curriculum Vitae

c) Two Letters of Reference: At least one should be from a current or former employer.

Supporting documents should be delivered to:

Client Services Office
 Admissions & Convocation
 School of Continuing Studies
 688 Sherbrooke Street West, Room 1125
 Montreal, QC H3A 3R1
 Canada

If you have studied outside of Canada, you are strongly advised to request an evaluation of your degree called *Évaluation comparative des études effectuées hors du Québec*, from the *ministère de l'Immigration et des Communautés culturelles*. For further details you may contact their office at: 514-864-9191 or visit them on the web at: www.immigration-quebec.gouv.qc.ca/en/education/comparative-evaluation/index.html.

If you have completed an undergraduate degree from a recognized university outside of Canada and are applying to this program for which a minimum CGPA is required, please visit the following website for International Degrees' CGPA calculation:

www.mcgill.ca/gradapplicants/apply/prepare/requirements/international-degree-equivalency.

4.8.4.3.5.2 Admission Procedures

Please see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > Admission Requirements > section 3.5: Admission Procedures: Continuing Studies Undergraduate Certificate and Graduate Certificate and Diploma Programs*.

4.8.4.3.5.3 Residency Requirements and Advanced Standing

Students are required to complete at least five courses in the program at McGill University. Advanced Standing of one course may be awarded for successfully completed equivalent study done at another university within the last five years.

Students who have been granted Advanced Standing and/or exemptions are not permitted to register for the courses for which they have been granted said Advanced Standing and/or exemptions. An official description of the courses taken elsewhere and the marks obtained must be submitted along with a written application for Advanced Standing before completing the first year of the program.

4.8.4.3.5.4 Time Limits

The program must normally be completed within two years of the date of admission. Students exceeding the time limit may request an extension, in writing, which may be granted under special circumstances, with the approval of the Director.

4.8.4.3.5.5 Academic Standing Requirements

1. Students are required to obtain a minimum grade of B- in each course in the program. This is in accordance with the Grading System common to Graduate level programs in the University. To obtain the Graduate Certificate students are required to have a CGPA of 3.0 or higher.
2. Students may repeat the same course once.
3. Students who have more than one unsatisfactory grade in the program will be required to withdraw from the program.
4. Students must attend 2/3 of all lectures.

4.8.4.3.5.6 Special Students

Special Students may register by **department approval only** and must meet the minimum requirements to register for courses. A Special Student takes regular credit courses, but is not recognized as working toward the Graduate Certificate. Special Student status is limited to four (4) courses in a program. Students are encouraged to apply to the program before completing four (4) courses.

4.8.4.4 Translation Programs

This certificate offers two unique translation programs:

1. Certificate in Translation (English to French, French to English; Spanish to French, Spanish to English, French/English to Spanish): a 30-credit, undergraduate-level program. Courses are offered evenings (39 hours).
2. Graduate Diploma in Translation (English to French, French to English, Spanish to French, Spanish to English): a 30-credit, graduate-level program. Courses are offered evenings (39 hours).

4.8.4.4.1 Certificate in Translation

This certificate program is designed to provide students with the fundamentals of translation.

4.8.4.4.1.1 Certificate in Translation — English to French Option (30 credits)

This program is designed to provide students with the fundamentals of written translation. The Certificate in Translation (English to French Option) requires the completion of 30 credits (ten courses). Non-credit preparatory courses must be completed by students who do not succeed in the Entrance Examination.

In the first stages of the program, equal time is devoted to translation in the languages of choice. The Comparative Stylistics course is designed to alert students to the uses of language and to the problems of translation; the translation courses provide practical experience in the actual translation of texts in a variety of fields. In the final stage, students are divided according to the language of specialization they have chosen.

Entrance Examination**Preparatory Course(s)**

CCTR 222	(10)	English Usage for Translators
CCTR 223	(10)	Le bon usage pour traducteurs

Required Courses (18 credits)

CCTR 225	(3)	French Translation 1
CCTR 226	(3)	English Translation 1
CCTR 232*	(3)	Documentation and Terminology/Documentation et terminologie
CCTR 310*	(3)	Comparative Stylistics 2
CCTR 325	(3)	French Translation 2

CCTR 326	(3)	English Translation 2
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English to French Option (9 credits)

CCTR 233	(3)	Techniques: Rédaction pour traducteurs
CCTR 433	(3)	French Translation 3
CCTR 435	(3)	French Translation 4

Complementary Course (3 credits)

CCTR 230*	(3)	Précis-Writing / Contraction: texte
CCTR 330*	(3)	Text Revision/Révision: Texte 01
CCTR 331*	(3)	Translation Theory/Practice
CCTR 333	(3)	Spanish Translation (into French)
CCTR 334	(3)	Spanish Translation (into English)
CCTR 337	(3)	Translation: German Into French
CCTR 338	(3)	Translation: German Into English
CCTR 360	(3)	Spanish Translation 2
CCTR 401**	(3)	Independent Studies: Translation
CCTR 441	(3)	Traduction Littéraire-Français
CCTR 442	(3)	Traduction Littéraire-Anglais
CCTR 500**	(3)	Translation Practicum
EDEC 202	(3)	Effective Communication

* Bilingual course

** Undergraduate degree and/or departmental approval required.

4.8.4.4.1.2 Certificate in Translation — French to English Option (30 credits)

This program is designed to provide students with the fundamentals of written translation. The Certificate in Translation (French to English Option) requires the completion of 30 credits (ten courses). Non-credit preparatory courses must be completed by students who do not succeed in the Entrance Examination.

In the first stages of the program, equal time is devoted to translation in the languages of choice. The Comparative Stylistics course is designed to alert students to the uses of language and to the problems of translation; the translation courses provide practical experience in the actual translation of texts in a variety of fields. In the final stage, students are divided according to the language of specialization they have chosen.

Entrance Examination**Preparatory Course(s)**

CCTR 222	(10)	English Usage for Translators
CCTR 223	(10)	Le bon usage pour traducteurs

Required Courses (18 credits)

CCTR 225	(3)	French Translation 1
CCTR 226	(3)	English Translation 1
CCTR 232*	(3)	Documentation and Terminology/Documentation et terminologie
CCTR 310*	(3)	Comparative Stylistics 2
CCTR 325	(3)	French Translation 2
CCTR 326	(3)	English Translation 2

French to English Option (9 credits)

CCTR 234	(3)	Writing Techniques for Translators
CCTR 434	(3)	English Translation 3
CCTR 436	(3)	English Translation 4

Complementary Course (3 credits)

CCTR 230*	(3)	Précis-Writing / Contraction: texte
CCTR 330*	(3)	Text Revision/Révision: Texte 01
CCTR 331*	(3)	Translation Theory/Practice
CCTR 333	(3)	Spanish Translation (into French)
CCTR 334	(3)	Spanish Translation (into English)
CCTR 337	(3)	Translation: German Into French
CCTR 338	(3)	Translation: German Into English
CCTR 360	(3)	Spanish Translation 2
CCTR 401**	(3)	Independent Studies: Translation
CCTR 441	(3)	Traduction Littéraire-Français
CCTR 442	(3)	Traduction Littéraire-Anglais
CCTR 500**	(3)	Translation Practicum
EDEC 202	(3)	Effective Communication

* Bilingual course

** Undergraduate degree and/or departmental approval required.

4.8.4.4.1.3 Certificate in Translation — Spanish to French Option (30 credits)

The Certificate in Translation (Spanish to French Option) requires the completion of 30 credits (ten courses). Non-credit preparatory courses must be completed by students who do not succeed in the Entrance Examination.

In the first stages of the program, equal time is devoted to translation in the languages of choice. In the final stage, students are divided according to the language of specialization they have chosen. The Comparative Stylistics course is designed to alert students to the uses of language and to the problems of translation; the translation courses provide practical experience in the actual translation of texts in a variety of fields.

Entrance Examination**Required Courses (21 credits)**

CCTR 227	(3)	Spanish Translation 1
CCTR 232	(3)	Documentation and Terminology/Documentation et terminologie
CCTR 317	(3)	Comparative Stylistics: Spanish/English/French
CCTR 331	(3)	Translation Theory/Practice
CCTR 340	(3)	Introduction to Spanish Text Revision
CCTR 360	(3)	Spanish Translation 2
CCTR 437	(3)	Spanish Translation 3

Complementary Courses (9 credits)

6 credits:

CCTR 233	(3)	Techniques: Rédaction pour traducteurs
CCTR 333	(3)	Spanish Translation (into French)

3 credits from the following:

CCTR 230	(3)	Précis-Writing / Contraction: texte
CCTR 337	(3)	Translation: German Into French
CCTR 338	(3)	Translation: German Into English
CCTR 401**	(3)	Independent Studies: Translation
CCTR 441	(3)	Traduction Littéraire-Français
CCTR 442	(3)	Traduction Littéraire-Anglais
CCTR 500**	(3)	Translation Practicum
EDEC 202	(3)	Effective Communication

** Undergraduate degree and/or departmental approval required.

4.8.4.4.1.4 Certificate in Translation — Spanish to English Option (30 credits)

The Certificate in Translation (Spanish to English Option) requires the completion of 30 credits (ten courses). Non-credit preparatory courses must be completed by students who do not succeed in the Entrance Examination.

In the first stages of the program equal time is devoted to translation in the languages of choice. In the final stage, students are divided according to the language of specialization they have chosen. The Comparative Stylistics course is designed to alert students to the uses of language and to the problems of translation; the translation courses provide practical experience in the actual translation of texts in a variety of fields.

Entrance Examination

Required Courses (21 credits)

CCTR 227	(3)	Spanish Translation 1
CCTR 232	(3)	Documentation and Terminology/Documentation et terminologie
CCTR 317	(3)	Comparative Stylistics: Spanish/English/French
CCTR 331	(3)	Translation Theory/Practice
CCTR 340	(3)	Introduction to Spanish Text Revision
CCTR 360	(3)	Spanish Translation 2
CCTR 437	(3)	Spanish Translation 3

Complementary Courses (9 credits)

6 credits:

CCTR 234	(3)	Writing Techniques for Translators
CCTR 334	(3)	Spanish Translation (into English)

3 credits from the following:

CCTR 230	(3)	Précis-Writing / Contraction: texte
CCTR 337	(3)	Translation: German Into French
CCTR 338	(3)	Translation: German Into English
CCTR 401**	(3)	Independent Studies: Translation
CCTR 441	(3)	Traduction Littéraire-Français
CCTR 442	(3)	Traduction Littéraire-Anglais
CCTR 500**	(3)	Translation Practicum
EDEC 202	(3)	Effective Communication

** Undergraduate degree and/or departmental approval required.

4.8.4.4.1.5 Certificate in Translation — French/English into Spanish Option (30 credits)

The Certificate in Translation (French/English into Spanish Option) requires the completion of 30 credits (ten courses). Non-credit preparatory courses must be completed by students who do not succeed in the Entrance Examination.

In the first stages of the program, equal time is devoted to translation in the languages of choice. In the final stage, students are divided according to the language of specialization they have chosen. The Comparative Stylistics course is designed to alert students to the uses of language and to the problems of translation; the translation courses provide practical experience in the actual translation of texts in a variety of fields.

Entrance Examination**Required Courses (21 credits)**

CCTR 227	(3)	Spanish Translation 1
CCTR 232	(3)	Documentation and Terminology/Documentation et terminologie
CCTR 317	(3)	Comparative Stylistics: Spanish/English/French
CCTR 331	(3)	Translation Theory/Practice
CCTR 340	(3)	Introduction to Spanish Text Revision
CCTR 360	(3)	Spanish Translation 2
CCTR 437	(3)	Spanish Translation 3

Complementary Courses (9 credits)

6 credits:

CCTR 237	(3)	Writing Techniques (Spanish)
CCTR 438	(3)	Spanish Translation 4

3 credits from the following:

CCTR 230	(3)	Précis-Writing / Contraction: texte
CCTR 337	(3)	Translation: German Into French
CCTR 338	(3)	Translation: German Into English
CCTR 401*	(3)	Independent Studies: Translation
CCTR 441	(3)	Traduction Littéraire-Français
CCTR 442	(3)	Traduction Littéraire-Anglais
CCTR 500*	(3)	Translation Practicum
EDEC 202	(3)	Effective Communication

* Undergraduate degree and/or departmental approval required.

4.8.4.4.1.6 Translation Programs: General Academic Requirements**4.8.4.4.1.6.1 Admission Requirements**

To be admitted to the Certificate Program in Translation:

1. A considerable degree of fluency and correctness is required in English, French, and/or Spanish with emphasis on the written language.
2. Students must pass an Entrance Examination.
3. Students must hold a CEGEP diploma (D.C.S. or equivalent).
4. Students 21 years of age and over who do not have the normal academic background for admission may be admitted as Mature students.
5. Students between 18 and 21 years of age who do not have a CEGEP diploma or equivalent may be accepted into a qualifying program to be determined by Translation and Written Communication. Formal admission to the certificate program will normally follow upon satisfactory completion of the qualifying program.

4.8.4.4.1.6.2 Admission Procedures

For more information, see *Programs, Courses and University Regulations > Faculties & Schools >School of Continuing Studies > Getting Started > Admission Requirements > section 3.5: Admission Procedures: Continuing Studies Undergraduate Certificate and Graduate Certificate and Diploma Programs*.

4.844.1.621 Residency Requirements and Advanced Standing

Students are required to complete at least 70% of the total program requirements at McGill University. Advanced Standing of up to 9 credits may be awarded for successfully completed equivalent study done at the university level, within the last five years. Students are permitted to be away from the program for no more than one year without reapplying.

4.844.1.622 Time Limits

The program must normally be completed within four years of admission. Students exceeding the time limit may request an extension, in writing, which may be granted under special circumstances, with the approval of the Director.

4.844.1.623 Academic Standing Requirements

1. Students are required to obtain a minimum grade of B- in each course in the program.
2. Students who have more than one unsatisfactory grade in the program will be required to withdraw from the program.
3. In order to be eligible for the certificate, students must obtain a minimum cumulative grade point average (CGPA) of 3.0 over 4.0 in the program (to be calculated over all courses including unsatisfactory grades and failures).
4. Students must attend 2/3 of all lectures.

4.844.1.624 Second Certificate

Students having completed the Certificate in Translation, and wishing to complete a second certificate in another language of specialization, will be granted a maximum of 9 credits (three courses) Advanced Standing for duplicate courses already completed.

4.844.1.625 Special Students

1. Special Students may take courses in the program provided they have passed the Entrance Examination. Please consult *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > Admission Requirements > section 3.10: Special Student Status: Undergraduate Courses* for further information pertaining to Special Students.
2. Special Students, although not formally admitted to the program, are expected to demonstrate seriousness of academic purpose. Special Students are permitted to repeat the same course only once.
3. Special Students taking courses in the Certificate in Translation program will be governed by the *Academic Standing Requirements* mentioned in *section 4.8.4.4.1.6: Translation Programs: General Academic Requirements*.

4.8.4.4.2 Graduate Diploma in Translation

This Graduate Diploma in Translation provides academic training in translation at the professional level.

4.8.4.4.2.1 Graduate Diploma in Translation — English to French Option (30 credits)

The Graduate Diploma in Translation, when combined with the Certificate in Translation or equivalent, will give access to the professional designation delivered by the Ordre des traducteurs, terminologues, et interprètes agréés du Québec.

Entrance Examination**Required Courses (18 credits)**

CCTR 501	(3)	Traductologie
CCTR 510	(3)	Computer Assisted Translation / Informatique en traduction
CCTR 520	(3)	Applied Research: Lexicography/Recherche en lexicographie
CCTR 526	(3)	Linguistics for Translation / La linguistique et la traduction
CCTR 527	(3)	History of Translation/Histoire de la traduction
CCTR 529	(3)	Text Revision/Révision: Texte 02

Complementary Courses (12 credits)

12 credits selected as follows:

9 credits from the following courses:

CCTR 511	(3)	Traduction Spécialisée 1
CCTR 513	(3)	Traduction Spécialisée 2
CCTR 515	(3)	Les Classiques Anglais
CCTR 517	(3)	Histoire Différentielle: Français

3 credits from the following courses:

CCTR 500	(3)	Translation Practicum
CCTR 519	(3)	Guided Cultural Reading / Lectures culturelles dirigées
CCTR 528	(3)	Current Cultural Topics
CCTR 601	(3)	Independent Studies

or 3 credits from Third Language courses:

CCTR 333	(3)	Spanish Translation (into French)
CCTR 337	(3)	Translation: German Into French

Required Comprehensive Evaluation:

The final component of the program is the presentation of the student's portfolio of accomplishments.

CCTR 551	(0)	Comprehensive Evaluation/Évaluation globale
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4.8.4.4.2 Graduate Diploma in Translation — French to English Option (30 credits)

The Graduate Diploma in Translation, when combined with the Certificate in Translation or equivalent, will give access to the professional designation delivered by the Ordre des traducteurs, terminologues, et interprètes agréés du Québec.

Entrance Examination

Required Courses (18 credits)

CCTR 502	(3)	Translation Studies
CCTR 510	(3)	Computer Assisted Translation / Informatique en traduction
CCTR 520	(3)	Applied Research: Lexicography/Recherche en lexicographie
CCTR 526	(3)	Linguistics for Translation / La linguistique et la traduction
CCTR 527	(3)	History of Translation/Histoire de la traduction
CCTR 529	(3)	Text Revision/Révision: Texte 02

Complementary Courses (12 credits)

12 credits selected as follows:

9 credits from the following courses:

CCTR 512	(3)	Specialized Translation 1
CCTR 514	(3)	Specialized Translation 2
CCTR 516	(3)	The French Canon in Translation
CCTR 518	(3)	Differential History of English

3 credits from the following courses:

CCTR 500	(3)	Translation Practicum
CCTR 519	(3)	Guided Cultural Reading / Lectures culturelles dirigées
CCTR 528	(3)	Current Cultural Topics
CCTR 601	(3)	Independent Studies

or 3 credits from Third Language courses:

CCTR 334	(3)	Spanish Translation (into English)
CCTR 338	(3)	Translation: German Into English

Required Comprehensive Evaluation:

The final component of the program is the presentation of the student's portfolio of accomplishments.

CCTR 551	(0)	Comprehensive Evaluation/Évaluation globale
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4.8.4.4.2.3 Graduate Diploma in Translation — Spanish to French Option (30 credits)

The Graduate Diploma in Translation, when combined with the Certificate in Translation or equivalent, will give access to the professional designation delivered by the Ordre des traducteurs, terminologues, et interprètes agréés du Québec.

Entrance Examination

Required Courses (18 credits)

CCTR 501	(3)	Traductologie
CCTR 510	(3)	Computer Assisted Translation / Informatique en traduction
CCTR 520	(3)	Applied Research: Lexicography/Recherche en lexicographie
CCTR 523	(3)	Text Revision in Spanish/Révision de textes en Espagnol
CCTR 526	(3)	Linguistics for Translation / La linguistique et la traduction
CCTR 527	(3)	History of Translation/Histoire de la traduction

Complementary Courses (12 credits)

12 credits selected as follows:

9 credits from the following courses:

CCTR 521	(3)	Advanced Comparative Stylistics
CCTR 522	(3)	Advanced Précis - Writing (Spanish)
CCTR 524	(3)	Differential History of Spanish
CCTR 525	(3)	Spanish Canon in Translation

3 credits from the following courses:

CCTR 500	(3)	Translation Practicum
CCTR 511	(3)	Traduction Spécialisée 1
CCTR 513	(3)	Traduction Spécialisée 2
CCTR 515	(3)	Les Classiques Anglais
CCTR 517	(3)	Histoire Différentielle: Français
CCTR 519	(3)	Guided Cultural Reading / Lectures culturelles dirigées
CCTR 528	(3)	Current Cultural Topics
CCTR 601	(3)	Independent Studies

Required Comprehensive Evaluation:

The final component of the program is the presentation of the student's portfolio of accomplishments.

CCTR 551	(0)	Comprehensive Evaluation/Évaluation globale
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4.8.4.4.2.4 Graduate Diploma in Translation — Spanish to English Option (30 credits)

The Graduate Diploma in Translation, when combined with the Certificate in Translation or equivalent, will give access to the professional designation delivered by the Ordre des traducteurs, terminologues, et interprètes agréés du Québec.

Entrance Examination**Required Courses (18 credits)**

CCTR 502	(3)	Translation Studies
CCTR 510	(3)	Computer Assisted Translation / Informatique en traduction
CCTR 520	(3)	Applied Research: Lexicography/Recherche en lexicographie
CCTR 523	(3)	Text Revision in Spanish/Révision de textes en Espagnol
CCTR 526	(3)	Linguistics for Translation / La linguistique et la traduction
CCTR 527	(3)	History of Translation/Histoire de la traduction

Complementary Courses (12 credits)

12 credits selected as follows:

9 credits from the following courses:

CCTR 521	(3)	Advanced Comparative Stylistics
CCTR 522	(3)	Advanced Précis - Writing (Spanish)
CCTR 524	(3)	Differential History of Spanish
CCTR 525	(3)	Spanish Canon in Translation

3 credits from the following courses:

CCTR 500	(3)	Translation Practicum
CCTR 512	(3)	Specialized Translation 1
CCTR 514	(3)	Specialized Translation 2
CCTR 516	(3)	The French Canon in Translation
CCTR 518	(3)	Differential History of English
CCTR 519	(3)	Guided Cultural Reading / Lectures culturelles dirigées
CCTR 528	(3)	Current Cultural Topics
CCTR 601	(3)	Independent Studies

Required Comprehensive Evaluation:

The final component of the program is the presentation of the student's portfolio of accomplishments.

CCTR 551	(0)	Comprehensive Evaluation/Évaluation globale
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4.8.4.4.2.5 Graduate Diploma in Translation: General Academic Requirements**General Academic Requirements**

The Diploma Program is divided into three (3) major constituent parts. The first part consists of the required courses; the second of the complementary courses; and the third of the comprehensive evaluation through the presentation of a student portfolio.

Students must successfully complete six (6) required courses. In addition to the required courses, Diploma candidates must choose four (4) complementary courses in the option of their specialization. Students in the Spanish option must take CCTR 523 *Text Revision in Spanish* from the required courses as well as a minimum of three (3) complementary courses from the Spanish language section. Students with proficient knowledge of a third language may take one

(1) course (3 credits) from the list of third language courses in translation offered in the certificate program. However, students in the Spanish option of the diploma program do not qualify to take the Spanish courses in the Certificate in Translation program for credit.

Upon completion of the academic program, students will present a comprehensive portfolio of their accomplishments for evaluation. Under the guidance of an adviser, students will prepare for this purpose a "best work" portfolio of the courses taken throughout their program. Based on the information gathered over the duration of the program, students will explain their progress and place the relevance of each of their courses into perspective. The "best work" portfolio provides students with the opportunity to show work done in their third language.

4.8.4.4.2.5.1 Admission Requirements

To be admitted to the Graduate Diploma in Translation:

1. Applicants must be proficient in the two languages of their concentration: English/French, Spanish/French, or Spanish/English, as applicable. Reading knowledge of the third language is necessary for students in the Spanish option.
2. Applicants must have an undergraduate degree from an approved university with a cumulative grade point average (CGPA) of 3.0* or more and with a concentration in Translation Studies consisting of no less than 30 credits. If the degree is in another field, applicants will be required to follow the Qualifying Program in translation, be it in part or in its entirety. The Qualifying Program consists of those courses included in the Certificate in Translation.

*** If your CGPA is lower than the above requirement, please submit the following for consideration with your application and official transcript.**

a) Letter of Intent: A letter, one to two pages in length, single-spaced, written in English or French, which addresses the following:

- basis for interest in the program;
- your knowledge that would be pertinent to the program;
- your interest in the field of study and the reasons for applying to our program;
- plans for integrating the training into your current or future career;
- a description of your professional experience and its relevance, if applicable, to the program;
- awards received or other contributions;
- any additional information relevant to your application.

b) Curriculum Vitae

c) Two Letters of Reference: At least one should be from a current or former employer.

Supporting documents should be delivered to:

Client Services Office
Admissions & Convocation
School of Continuing Studies
688 Sherbrooke Street West
Room 1125
Montreal, QC H3A 3R1 Canada

3. If you have studied outside of Canada, you are strongly advised to request an evaluation of your degree called *Évaluation comparative des études effectuées hors du Québec*, from the *ministère de l'Immigration et des Communautés culturelles*. For further details, you may contact their office at: 514-864-9191 or visit them on the web at: www.immigration-quebec.gouv.qc.ca/en/education/comparative-evaluation/index.html.

If you have completed an undergraduate degree from a recognized university outside of Canada and are applying to this program for which a minimum CGPA is required, please visit the following website for International Degrees' CGPA calculation:
www.mcgill.ca/gradapplicants/apply/prepare/requirements/international-degree-equivalency.

4. Applicants must pass the Diploma Entrance Examination (see www.mcgill.ca/conted/acad/translation).

4.8.4.4.2.5.2 Admission Procedures

Please see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > Admission Requirements > section 3.5: Admission Procedures: Continuing Studies Undergraduate Certificate and Graduate Certificate and Diploma Programs*.

4.8.4.4.2.5.3 Residency Requirements and Advanced Standing

Students are required to complete at least 70% of the total program requirements at McGill University. Advanced Standing of up to 9 credits may be awarded for successfully completed equivalent courses done within the last five years.

Students who have been granted Advanced Standing and/or exemptions are not permitted to register for the courses for which they have been granted said Advanced Standing and/or exemptions.

An official description of the courses taken elsewhere and the marks obtained must be submitted along with a written application for Advanced Standing.

4.8.4.4.2.5.4 Time Limits

The program must normally be completed within four years of the date of admission. Students exceeding the time limit may request an extension, in writing, which may be granted under special circumstances, with the approval of the Director.

4.8.4.4.2.5.5 Academic Standing Requirements

1. Students are required to obtain a minimum grade of B- in each course in the program. This is in accordance with the grading system common to graduate-level programs in the University. For further details, see *Programs, Courses and University Regulations > University Regulations and Resources*.

2. Students may repeat the same course only once.
3. Students who have more than one unsatisfactory grade in the program will be required to withdraw from the program.
4. Students must attend 2/3 of all lectures.
5. After successful completion of all courses, students must complete a Comprehensive Evaluation.

4.8.4.2.5.6 Special Students

Members of the *Ordre des traducteurs, terminologues et interprètes agréés du Québec* or suitably qualified students wishing to take only certain courses and not wishing to be admitted to the Graduate Diploma in Translation may register as a Special Student with *Translation and Written Communication's* approval. Please consult *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > Admission Requirements > section 3.11: Special Student Status: Graduate-Level Courses* for further information pertaining to Special Students.

4.8.4.4.3 Ordre des traducteurs, terminologues et interprètes agréés du Québec

The *Ordre des traducteurs, terminologues et interprètes agréés du Québec* is an order with a reserved title representing nearly 1,900 members, all of whom are certified language professionals.

As part of its mandate to protect the public, the Order has adopted the following mission: to ensure and promote the competence and professionalism of its members in the fields of translation, terminology, and interpretation.

Students holding both the Certificate in Translation and the Graduate Diploma in Translation may apply for an equivalence in order to have access to the professional designation. Students wishing to apply for admission as student members or to apply for certification may do so by contacting the certification coordinator at 514-845-4411, ext. 223, or at 1-800-265-4815, ext. 223.

OTTIAQ
2021 Union Avenue, Suite 1108
Montreal, Quebec, H3A 2S9
Fax: 514-845-9903
Email: info@ottiaq.org

4.9 The McGill Writing Centre

4.9.1 The McGill Writing Centre

Would you like to refine your academic writing skills or learn to write for a specific professional audience? The McGill Writing Centre (MWC) can help you attain your goals. As a student in one of the MWC's courses or workshops, you will learn important writing techniques and tips that will help you to succeed both at university and in many different professions.

Located in the McLennan-Redpath Library, the MWC provides a central resource for written communication, offering credit and non-credit courses for both native and non-native English speakers. The MWC's academic and professional writing courses and workshops will appeal to both degree program and continuing education students.

The MWC's offerings emphasize writing strategies and techniques as well as self-editing processes that will help you to identify and eliminate common mistakes. The Centre's instructors will show you how to organize your ideas, express yourself clearly, make convincing arguments, and reach the right audience.

Courses for Degree Program Students

Course Number	Title	Credits	MWC Placement Test
CEAP 250	Research Essay & Rhetoric	3	Yes*
CESL 150	English as a Second Language	6	Yes
CESL 200	ESL: Academic English 1	3	Yes
CESL 299	ESL: Academic English Seminar	3	No
CESL 300	ESL: Academic English 2	3	Yes
CESL 400	ESL: Essay & Critical Thinking	3	Yes
CESL 500	ESL: Research Essay & Rhetoric	3	Yes
CESL 640	Fund of Acad Writing for Grad St	3	No
CESL 650	Pronunciation & Communication	3	No
CESL 660	Pronunciation: Indep. Study	0	No
CESL 690	Writing for Graduate Students	3	No
CCOM 206	Communication in Engineering	3	No

*For CEAP 250, students write a brief composition *IN CLASS* on the first day of classes.

Courses for Continuing Studies Students

Course Number	Title
CCOM 205	Communication in Management
CCOM 207	Communication in Public Relations

4.9.1.1 Location

The McGill Writing Centre
 McLennan-Redpath Library
 Redpath Main, Room #2
 3459 McTavish Street
 Montreal, Quebec, Canada H3A 0C9

Telephone: 514-398-7109
 Fax: 514-398-7416
 Email: mwc@mcgill.ca
 Website: www.mcgill.ca/mwc

4.9.1.2 Academic Staff

Director
Sue Laver; B.A.(S. Fraser), M.A.(East Anglia), Ph.D.(McG.)

Faculty Lecturers
Robert Myles; B.A., M.A.(Car.), Ph.D.(McG.), Carolyn Samuel; B.A., Dip.Ed.(McG.), M.Ed.(OISE, Tor.)

