



**University Regulations and Resources (Summer
Studies)**

**Programs, Courses and University Regulations
2012**

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

- 1 . McGill University reserves the right to make changes to the information contained in this online publication - including correcting errors, altering fees, schedules of admission, and credit requirements, and revising or cancelling particular courses or programs - without prior notice.
- 2 . In the interpretation of academic regulations, the Senate is the final authority.
- 3 . Students are responsible for informing themselves of the University's procedures, policies and regulations, 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.
- 6 . Not all courses are offered every year and changes can be made after publication. Always check the Minerva Class Schedule link at https://banweb.mcgill.ca/pban1/bwckschd.p_disp_dyn_sched for the most up-to-date information on whether a course is offered.
- 7 . The academic publication year begins at the start of the Fall semester and extends through to the end of the Winter semester of any given year. Students who begin study at any point within this period are governed by the regulations in the publication which came into effect at the start of the Fall semester.
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Note: Throughout this publication, "you" refers to students newly admitted, readmitted or returning to McGill.

Publication Information

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1 General Policies and Information

Revision, February 2012. Start of revision.

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.

Revision, February 2012. End of revision.

1.1 Authorization, Acknowledgement, and Consent

Revision, February 2012. Start of revision.

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.

Revision, February 2012. End of revision.

1.2 Student Rights and Responsibilities

Revision, February 2012. Start of revision.

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.

Revision, February 2012. End of revision.

1.3 Language Policy

Revision, February 2012. Start of revision.

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 *Summer Studies* and *School of Continuing Studies* publications. There are special language requirements for Faculty of Education students; see the *Faculty of Education* publication.



Note for Continuing Studies: For English language programs, see the *School of Continuing Studies Programs, Courses and University Regulations* publication under *Areas of Study > Languages > : The Language and Intercultural Communication Unit – English Language Programs*.



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



Note for Graduate and Postdoctoral Studies: You should refer to *Graduate and Postdoctoral Studies University Regulations and Resources > Regulations > Registration > Courses Taken as Extra to a Program*.

Revision, February 2012. End of revision.

1.4 Academic Integrity

Revision, February 2012. Start of revision.

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*.

Revision, February 2012. End of revision.

1.5 University Student Assessment Policy

Revision, February 2012. Start of revision.

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](#).

Revision, February 2012. End of revision.

1.6 Policy Concerning Access to Records

Revision, February 2012. Start of revision.

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).

Revision, February 2012. End of revision.

1.7 Email Communication

Revision, February 2012. Start of revision.

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 12: 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.

Revision, February 2012. End of revision.

1.8 Responsible Use of McGill Information Technology Resources

Revision, February 2012. Start of revision.

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.

Revision, February 2012. End of revision.

1.9 Non-smoking Policy

Revision, February 2012. Start of revision.

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

Revision, February 2012. End of revision.

1.10 Health Insurance – International Students

Revision, February 2012. Start of revision.

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.

Revision, February 2012. End of revision.

1.11 Health Insurance – Canadian Residents

Revision, February 2012. Start of revision.

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.



Note for Graduate and Postdoctoral Studies: Graduate students classed as Canadian full-time or Additional Session/Thesis Evaluation/Non-Thesis Extension as well as all postdoctoral candidates are automatically covered by their society's Health and Dental Plan (PGSS). Students without valid Canadian Medicare, please see [section 1.10: Health Insurance – International Students](#). In 2012-2013, this plan costs \$651 (single coverage). Students not charged during the Fall term for insurance fees can choose to enrol directly at the PGSS office during the January adjustment period. For details on what is covered by this plan as well as opt-out procedures, please refer to the information contained at <http://pgss.mcgill.ca>.

Revision, February 2012. End of revision.

1.12 Special Medical Needs

Revision, February 2012. Start of revision.

If you have special medical needs, have your physician submit appropriate information, on a confidential basis, directly to the Student Health Service; see [section 9.2: Student Services – Downtown Campus](#) or (www.mcgill.ca/studenthealth/clinic) for contact information on the Downtown campus, and see www.mcgill.ca/macdonald-studentservices/our-services/student-health-service for Macdonald campus.

Revision, February 2012. End of revision.

1.13 Minerva

Revision, February 2012. Start of revision.

Minerva is McGill's web-based information system serving applicants, students, staff, and faculty. To access Minerva, go to www.mcgill.ca/minerva and login. 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**.

Revision, February 2012. End of revision.

1.14 myMcGill

Revision, February 2012. Start of revision.

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>.

Revision, February 2012. End of revision.

2 Personal Information

Revision, February 2012. Start of revision.

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.

Revision, February 2012. End of revision.

2.1 Updating Personal Information

Revision, February 2012. Start of revision.

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.

Revision, February 2012. End of revision.

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

Revision, February 2012. Start of revision.

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 2.1.2: 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*.

Revision, February 2012. End of revision.


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


Revision, February 2012. Start of revision.


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	<ul style="list-style-type: none"> • Usually no documents are required for your Canadian and/or Quebec status, based on McGill's records or as confirmed by the Quebec <i>Ministère de l'Éducation, du Loisir et du Sport</i> (MELS)
You have applied to McGill from another Quebec university	<ul style="list-style-type: none"> • 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 <i>Ministère de l'Éducation, du Loisir et du Sport</i> (MELS)
You were born in Quebec	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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)


Quebec and Canadian Out-of-Province Students	
You are a Quebec resident as defined by one of the other situations outlined by the Quebec <i>Ministère de l'Éducation, du Loisir et du Sport</i> (MELS)	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • 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.

2.1.2.1 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.

Revision, February 2012. End of revision.

2.1.3 Legal Documents: Has McGill Received Your Documents?

2.1.3.1 Quebec/Canadian/International Fees

Revision, February 2012. Start of revision.

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.

2.1.3.2 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 2.1.2: 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.

Revision, February 2012. End of revision.

2.1.4 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.

2.1.5 Legal Documents: Where Do I Send my Documents?

Revision, February 2012. Start of revision.

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?bhcp=1>

2.1.5.1 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

Revision, February 2012. End of revision.

2.2 Identification (ID) Cards

Revision, February 2012. Start of revision.

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 2.1.2: 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.

2.2.1 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.

2.2.2 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.

Revision, February 2012. End of revision.

2.3 Name: Legal Name

Revision, February 2012. Start of revision.

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.

Revision, February 2012. End of revision.

2.4 Name: Preferred First Name

Revision, February 2012. Start of revision.

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/student-records/biographical.

Revision, February 2012. End of revision.

2.5 Name: Verification of Name

Revision, February 2012. Start of revision.

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 2.3: Name: Legal Name](#) and [section 2.4: 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 2.3: Name: Legal Name](#)) in person at the Client Services Office, School of Continuing Studies.

Revision, February 2012. End of revision.

3 Student Types and Registration Procedures

All students, including McGill students, Quebec Inter-University Transfer students, and Special and Visiting Students from universities outside Quebec, must register using Minerva, McGill's web-based registration system at www.mcgill.ca/minerva. Once you have determined your student type below, take note of the registration procedures in the corresponding column. Please note that students owing fees from previous terms will be denied access to register on Minerva.

STUDENT TYPES	REGISTRATION PROCEDURES
<p>A) A McGill student is:</p> <ul style="list-style-type: none"> One who is registered in the Winter term immediately preceding the Summer 2012 term in a McGill degree or diploma program; students who are graduating in June 2012, see instructions for D) Special Students. One who has not registered or who withdrew in the Winter term and has received a letter of readmission from the Faculty office. 	<p>Please remember to:</p> <ul style="list-style-type: none"> Pay any outstanding fees on your student account; Verify the course and program requirements in the Undergraduate Programs, Courses and University Regulations publication at www.mcgill.ca/study; Consult your faculty student affairs office for a list of Summer courses that are acceptable for credit towards your degree. Other courses may be taken, but may not count toward your degree; Obtain authorization from the appropriate department, if required; Go to www.mcgill.ca/students/courses/add/register and follow instructions on how to register. View your class schedule on Minerva to ensure you are correctly registered.
Graduate students	Must register with Graduate and Postdoctoral Studies (see www.mcgill.ca/gps)
School of Continuing Studies students	Must register with the School of Continuing Studies (see www.mcgill.ca/potential/cont)
Macdonald campus Summer session students	Must register with the Faculty of Agriculture and Environmental Sciences (see www.mcgill.ca/macdonald)
<p>B) A Quebec Inter-University Transfer student is:</p> <ul style="list-style-type: none"> One who is currently registered at a Quebec university and wishes to transfer credits granted by McGill during the Summer to that university. 	<p>Currently registered students at other Quebec universities should follow the steps below:</p> <ul style="list-style-type: none"> Initiate an online Inter-University Transfer (IUT) form to request the required authorizations. Complete the IUT form available online at www.crepug.qc.ca and click on the indicated link and enter your application information. After the online Inter-University Transfer form is approved by your home university and McGill, you must register in the approved course(s) on Minerva. Go to www.mcgill.ca/students/courses/add/register and follow instructions on how to register. View your class schedule on Minerva to ensure you are correctly registered. <p> Note: The online IUT form is only an approval process and does not signify that you will be registered in the course.</p>
<p>C) A Visiting Student from a University Outside Quebec is:</p> <ul style="list-style-type: none"> One who is currently registered in a degree or diploma program at another university. (You may take Summer courses at McGill for credit at your home university. After you have selected the courses that you would like to take for university credit, obtain written permission from the Registrar or other responsible authority at your home university. This letter of 	<p>Registration for Visiting students from universities outside Quebec and for all Special Students:</p> <ul style="list-style-type: none"> Before registering for courses on Minerva, you must have a McGill record. You must first fill out an Application for Summer Studies for Summer 2012, available for downloading at www.mcgill.ca/summer/applying. Once you have been admitted to the

STUDENT TYPES

permission should state the course(s) and number of credits that may be taken and must accompany the documentation sent to McGill.)

D) A Special Student is:

- One who has received either a conditional or final letter of acceptance to a McGill undergraduate degree or diploma program.
- Anyone who is not currently registered in a degree or diploma program either at McGill or elsewhere.
- One who is graduating from McGill University in the month of June 2012.



Note: If you have received a final acceptance to a McGill undergraduate degree or diploma program for Fall 2012 and have confirmed your acceptance, please see the registration procedures for student type A).

REGISTRATION PROCEDURES

Summer session, please visit www.mcgill.ca/students/courses/add/register for instructions on how to register for your courses.

- Note that you must provide your Permanent Code and supporting documents according to the regulations explained in [section 2.1.2: Legal Documents: What Documents Does McGill Need from You?](#) Please read this section carefully before submitting your application.
- If you bring your application in person, you will be issued a McGill ID number and Personal Identification Number (PIN) to access Minerva, McGill's web-based information system.
- If you apply by mail, you will receive a letter of confirmation indicating your student number, and indicating that you should use Minerva to add your course(s). Processing of mailed-in application forms will begin in March. Some courses fill up rapidly so you are advised to send your Application for Summer Studies early.



Note: You are responsible for all courses in which you are registered unless you formally drop these courses online using Minerva before the deadline date. Neither notification of the course instructor nor discontinuing class attendance is sufficient (see : [Key Dates, Summer 2012](#) for add/drop and withdrawal deadlines).

3.1 Course Information and Regulations**Revision, February 2012. Start of revision.**

Students are advised to also refer to *Registration* and [section 5: Student Records](#).



Note for Summer Studies students: Refer to [section 3: Student Types and Registration Procedures](#) and [section 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.

Revision, February 2012. End of revision.**3.1.1 Course Information and Regulations: Class Schedule****Revision, February 2012. Start of revision.**

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.

Revision, February 2012. End of revision.**3.1.2 Course Numbering****Revision, February 2012. Start of revision.**

Each McGill course is assigned a unique seven-character course “number.”

The first four characters (Subject Code) refer to the unit offering the course.

These codes were implemented in September 2002, replacing the three-number Teaching Unit Codes previously used. A complete list of Teaching Unit Codes and their Subject Code equivalents can be found at www.mcgill.ca/students/records/transcripts/key in the section *Grading and pre-2002 course numbering*.

The three numbers following the Subject Code refer to the course itself, with the first of these indicating the level of the course.

- Courses numbered at the 100, 200, 300, and 400 levels are intended for undergraduate students. In most programs, courses at the 300 and 400 levels are normally taken in the student's last two years.
- Courses at the 500 level are intended for qualified senior undergraduate students but are also open to graduate students.
- Courses at the 600 and 700 levels are intended for graduate students only.

Two additional characters (D1, D2, N1, N2, J1, J2, J3) at the end of the seven-character course number identifies multi-term courses.

Revision, February 2012. End of revision.

3.1.3 Course Terminology

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

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

Credits: The credit weight of each course is indicated in parentheses beside the course title. For D1 and D2 courses, the credit weight is indicated after the course number. For further information, refer to [section 5.2: Credit System](#).

3.1.3.1 Course Nomenclature in Program Descriptions

Required Courses: Mandatory courses that must be completed to fulfil the requirements of a program (e.g., major, minor, etc. at the undergraduate level or specific courses at the graduate), unless the student receives exemptions. Students have no choices among required courses.

Complementary Courses: Courses selected from a restricted list, a particular subject area, or a discipline. In some programs, students must include a number of these to meet program requirements. **Complementary courses are not electives.**

Elective Courses: Courses, in some cases, taken outside of a student's program of study that do not count toward the fulfilment of the specific program requirements. Some restrictions may apply, but students have the most choice in selecting elective courses. Some faculties also permit students to take elective courses using the Satisfactory/Unsatisfactory (S/U) Option. Undergraduate students should consult their faculty regulations concerning electives; graduate students require the approval of their Program Director and GPS.

3.2 Course Load for McGill Students, Visiting Students from Universities outside Quebec, Special Students

The maximum number of credits you may take in the Summer session as a McGill, Visiting, or Special Student is 12 credits. The schedule of lectures in Summer courses is very intensive; therefore, you may not register for more than one course in any one Summer term without special permission, regardless of credit weight. You may take a maximum of two courses in Arts, Education, Engineering, Management, or Science, in any one Summer term. The exception to this rule is the group of Italian courses taken in Florence, Italy. Please contact Professor E. Quaroni or Professor V. Fonsato of the Italian Studies Department for more information.

To register for more than one course (or more than two courses in Arts, Education, Engineering, Management, and Science), McGill students must obtain written permission from their faculty, Visiting Students from both their home university and the faculty in which they are registered, and Special Students from the faculty in which they are registered. Please note that two courses in one term is considered a very heavy work load.

3.3 Course Load for Quebec Inter-University Transfer (IUT) Students

The maximum number of courses a Visiting Student may take in one Summer term is 1 (one) regardless of credit weight. Permission to register for more than one course per term must be obtained from the McGill faculty in which the student is registering by using the CREPUQ electronic IUT site at www.crepug.qc.ca.

3.4 Course Selection

Course descriptions for all faculties can be found at www.mcgill.ca/study/courses. We also encourage you to check www.mcgill.ca/summer/courseselection; in addition to descriptions for all courses, the Class Schedule includes the days and times when courses are offered, names of instructors, class location, and remarks and comments. This information is subject to change and is updated as courses are added, rescheduled, or relocated. It is your responsibility to consult the Class Schedule on Minerva at the time of registration, and again before classes begin to ensure that changes have not resulted in conflicts in your schedule.

Students should pay close attention to the following on the Class Schedule and in this publication:

- course restrictions: for example, permission of the instructor required; enrolment limited, or limited to students in a particular program or year;
- course prerequisites, and/or corequisites: it is against University regulations to register for a course for which you have not completed all the prerequisites with a C or better;

- time at which each course section is given: do not register for course sections that have a time overlap; or
- departmental approval required: specified in the course description; and
- placement examination required: specified in the course description.

If you are currently a McGill student, please consult the *Undergraduate Programs, Courses and University Regulations* publication at www.mcgill.ca/study to check your course and program requirements and consult your faculty student affairs office for a list of Summer courses that are admissible for credit toward your degree. Other courses may be taken but may not count toward your degree requirements.

3.5 Department Approval

Some courses require that you first obtain department approval from the department offering the course (or, for Education courses, from the Student Affairs Office, Faculty of Education) before registering. A course requiring department approval will be listed as such in the Class Schedule. Department Approval gives you the **permission to register**, but does not reserve a place in the course.

Since enrolment in these courses is on a first-come, first-served basis, you should register on Minerva as soon as you have your Department Approval.

3.6 Course Changes

All students must use *Minerva* to make any changes to their course selection. You can use Minerva to add or drop courses at any time up to and including the fourth scheduled day of classes (which include lectures and laboratories). See the specific dates outlined in : *Key Dates, Summer 2012*.

Inter-University Transfer (IUT) students wishing to drop or withdraw from their course(s) should use Minerva; cancelling the course on CREPUQ is not sufficient. If you want to take a different course you must reapply on the CREPUQ site at www.crepug.qc.ca and, upon approval, register for the course using Minerva.

You are responsible for all courses in which you are registered unless you formally drop the courses online using Minerva before the deadline date. **Neither notification of the course instructor nor discontinuing class attendance is sufficient.** Please see *section 4: Fees* for information on refunds.

3.7 Course Drop and Withdrawal

You may drop (with refund) a course on Minerva up to and including the fourth (4th) scheduled class, and withdraw (without refund) from a course from the 5th to 8th scheduled class*. A withdrawal means that a grade of "W" will appear on your record and you will not be eligible for a fee refund. See the specific dates outlined in : *Key Dates, Summer 2012*.

Students who do not attend classes and examinations and/or who do not formally withdraw will receive a grade of "J" on their transcripts. If, after the eighth day of class, illness or special circumstances force you to stop attending class, permission may be granted for an official withdrawal (without refund). In such cases, you must apply in writing to the Associate Dean/Director of the faculty in which you are registered. If permission is granted, a grade of "W" or "WF" will be assigned.



Note for the Faculties of Arts and Science (including B.A. & Sc.): Requests are made at the *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.

If the course is cancelled due to insufficient enrolment, fees are refunded in full. There are no refunds under any circumstance if you withdraw from a course after the fourth scheduled day of classes (which include lectures and laboratories).

* **Note:** The add/drop and withdrawal deadlines may be different for intensive courses. Please consult the course description for details.

3.8 Your Responsibility

While departmental and faculty advisers and staff will provide advice and guidance, you have ultimate responsibility for:

- the completeness and correctness of your course selection and registration;
- compliance with the completion of the course requirements;
- observance of regulations and deadlines as outlined in the 2012 *Summer Studies* publication.

3.9 Quebec Inter-University Transfer Agreement: McGill Students

Revision, February 2012. Start of revision.

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/transferecredit/current/iut. You may find additional information posted at 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.

Revision, February 2012. End of revision.

3.10 Quebec Inter-University Transfer Agreement: Visiting IUT Students

Revision, February 2012. Start of revision.

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/transferecredit/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 *University Regulations and Resources* > *Continuing Studies* > *Registration for Continuing Studies Students* > [: In-Person Registration](#)).

Revision, February 2012. End of revision.

3.11 Courses Taken under the Satisfactory/Unsatisfactory (S/U) Option

Revision, February 2012. Start of revision.

The principle of the Satisfactory/Unsatisfactory (S/U) option is to encourage you to take courses outside the area of your specialization with the view of enabling you to acquire knowledge and skills in a variety of fields.

Where permitted by faculty and program regulations, you may take one elective course per term to be graded under the Satisfactory/Unsatisfactory (S/U) option, to a maximum of 10% of your credits taken at McGill to fulfil the degree requirements.

If you decide to have an elective course graded as Satisfactory/Unsatisfactory (S/U), you must do so before the Course Change deadline on Minerva (www.mcgill.ca/minerva) as part of the *Student Menu > Registration Menu > Quick Add or Drop Course Sections Menu*. **You cannot make any changes after the Course Change deadline even if you selected the option by mistake.** If the course is a multi-term course, you must select the S/U option by the Course Change deadline of the first part of the course.

The instructor will report grades in the normal fashion. Grades of A through C are converted to "Satisfactory" (S), and grades of D, F, and J are converted to "Unsatisfactory" (U). The courses taken under the S/U option will be excluded from the grade point average (GPA) calculations, but they will be included in the attempted credits total. Credits for courses with a final grade of S will also be included in the number of credits earned.



Note: To be considered for in-course awards, including Dean's Honour List designations, and/or the renewal of entrance scholarships, you must complete at least 27 graded credits in the regular academic session, not including courses completed under the S/U option.



Note: The S/U option is not available via Minerva to Visiting, Exchange, or Quebec Inter-University Transfer Agreement (IUT) students. These students must first contact their home university to ensure that a course taken under the S/U option is acceptable to their home university and that the credits are transferable. After receiving approval from their home university and before McGill's Course Change deadline, they must then consult their McGill faculty Student Affairs Office for approval. **Students in the faculties of Arts or Science:** you will need to go to *Service Point* (3415 McTavish Street) to make this request. 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: Special Students are not eligible to select the S/U option.

For further information, contact your departmental adviser or student affairs office, as appropriate.



Note for Agricultural & Environmental Sciences, Arts, B.A. & Sc. and Science: Freshman year (U0) students are not eligible to select the S/U option.



Note for Engineering:

- You will only be permitted to take a course under the Satisfactory/Unsatisfactory (S/U) option if you are in Satisfactory Standing.
- B.Eng. and B.S.E. students may use the S/U option for Complementary Studies courses (i.e., Group A *Impact of Technology on Society* and Group B *Humanities and Social Sciences, Management Studies and Law*). You cannot use the S/U option for courses in any other category of the Engineering programs. If you choose not to use the S/U option, a grade of D is acceptable as a pass for these Complementary Studies courses.
- B.Sc.(Arch.) students may use the S/U option for elective courses taken outside the School of Architecture. You cannot use the S/U option for courses in any other category of the Architecture program. If you choose not to use the S/U option, a grade of D is acceptable as a pass for these elective courses.
- You cannot use the S/U option for courses that are taken to satisfy a minor.



Note for Law: The S/U option is only applicable to non-Law electives.



Note for Management: The S/U option is not available on Minerva for Management students. Requests for the S/U option can only be made during the official add/drop period. Please contact the BCom Office (www.mcgill.ca/desautels/bcom/contact) for details on the conditions that apply.



Note for Music: Music students may use the S/U option for elective courses taken outside the Schulich School of Music (non-music courses). Please note that the S/U option is not permitted for courses that are taken to satisfy a minor.

Revision, February 2012. End of revision.

3.12 Auditing of Courses

Revision, June 2011. Start of revision.

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."

Revision, June 2011. End of revision.

4 Fees

Revision, February 2012. Start of revision.

The information in this publication was updated in early February 2012. **The University reserves the right to make changes without notice in the published scale of fees.**

Further information regarding fees can be found on the Student Accounts website: www.mcgill.ca/student-accounts.

For information on financial support, see *University Regulations and Resources > Undergraduate > : Scholarships and Student Aid*.

Revision, February 2012. End of revision.

4.1 Invoicing Information

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 (www.mcgill.ca/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.

4.2 Tuition Fees

Revision, February 2012. Start of revision.

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.

Revision, February 2012. End of revision.

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.

4.2.2 International Students

International students enrolled at McGill for no more than one semester (i.e., not in a degree program) are exempted from having to obtain a CAQ and Study Permit, per Immigration law. For these cases, McGill will instead require proof of identity (photocopy) of your valid Visitor Visa issued by Immigration Canada (refer to www.cic.gc.ca to determine if you are required to have a Visitor's Visa). If exempt from a Visitor's Visa, students may alternatively provide us with a copy of their valid passport with the entry stamp issued by the Immigration official at the port of entry into Canada (we may also require a copy of their birth certificate with a legal certified translation in English or French, if necessary). For further information, visit www.mcgill.ca/legaldocuments.

Exemptions 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*. International students who already hold a valid International Student Fee Exemption may use it for Summer courses.

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

4.2.3 Other Policies Related to Fees: 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.

4.2.3.1 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.

4.2.3.2 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.

4.2.3.3 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/student-accounts) and submit it to the Student Accounts Office, which will forward it to Enrolment Services for approval and processing. Your fee account will be charged \$150 (Reinstatement Penalty) for the processing of the re-enrolment.

4.2.4 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 3.9: 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 or course material costs.

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

4.2.5 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.

4.2.6 Other Policies Related to Fees: Senior Citizens

Financial aid is available for students in need who are aged 65 or over and who are enrolled in full-time degree programs. Contact the Scholarships and Student Aid Office for more information at 514-398-6013.

4.3 Other Information: Payment Procedures

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

4.4 Other Information: Tax Slips/Receipts

T4A (RL-1); T2202A and Relevé 8 slips are issued on Minerva (www.mcgill.ca/minerva) under the *Student Accounts Menu* by the end of February each year. Note that a social insurance number and a valid mailing address are required to be transmitted to *Revenu Québec* by the University as part of its tax reporting for both the T4A and the Relevé 8 slip; 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.

4.5 Other Information: Students With Sponsors

If your fees will be paid by an external organization or agency (e.g., Department of Veterans Affairs, Saudi Bureau, foreign government), you must have your sponsor confirm the conditions of their sponsorship (sometimes called a financial guarantee) in writing on their corporate letterhead and send this letter to the University. Once received by the University and if registration has occurred, your account will be adjusted. Sponsors must confirm annually the list of eligible students by August 1st of each year or one month prior to the start of the term. For more information, please refer to www.mcgill.ca/student-accounts/parents-and-sponsors/third-party-sponsorship.

If the sponsor 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.

4.6 Refunds

Refunds of tuition and administrative charges are available in the following cases:

- if you cancel your registration prior to the start of classes;
- if you drop a course during the Course Change period (first four scheduled classes, which include lectures and laboratories [please see course descriptions of intensive courses where deadlines may be non-standard]).

You are not automatically refunded your credit balance as many students choose to keep the balance on account for use for a future term. You may, however, request your credit balance to be refunded at any time, after the add/drop period for the Spring/Summer session has passed.

An online Minerva request for refund form is available on the Student Accounts menu. Please note that we strongly recommend that you supply direct deposit banking information via Minerva (Canadian banks only); otherwise, a refund charge will apply. Please see www.mcgill.ca/student-accounts/refund for details.

If the course is cancelled due to insufficient enrolment, fees are refunded in full. **There are no refunds under any circumstance if you withdraw from a course after the fourth scheduled class (which include lectures and laboratories).**

4.7 Fees Other Than Tuition

Revision, February 2012. Start of revision.

The University charges a number of administrative fees in the Summer. For information on the current rates, see www.mcgill.ca/student-accounts/tuition-fees/summer-studies-tuition-and-fees. Certain faculties or departments may charge additional fees such as the Arts Information Technology Charge, Course Package Copyright Charges, etc.

Students requiring a replacement ID card are required to pay \$25 for the card.

Revision, February 2012. End of revision.

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.

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.

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.

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.

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.

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.

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 the *Undergraduate Programs, Courses and University Regulations* publication under Faculty of Science > : *Science or Mathematics for Teachers*.

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 Supplementals.
- 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 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 *Incomplete Courses*.



Note: Requests are made at the *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.

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.

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.

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.

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.

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.

5.1.4 Academic Standing: Continuing Studies

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

5.1.5 Academic Standing for Degree Students Registered in the Summer Term

If you are in Unsatisfactory Standing, you may register in Summer courses but will be blocked from Fall term registration unless you have been readmitted by your faculty. Consult the student affairs office of your faculty for more information (www.mcgill.ca/students/advising/advisordirectory).

If you are graduating at the end of the Winter 2012 term, you can still register in Summer courses, but you will be classified as a Special Student. Please contact Enrolment Services on the Downtown campus or the Student Affairs Office on the Macdonald campus for a *Change of Program Status Form* and for further information.

You are reminded that you cannot graduate at the end of the Summer 2012 term and attend the Spring 2012 convocation. If you complete your degree requirements during Summer 2012, you will be granted your degree at the Fall 2012 convocation.

5.2 Credit System

Revision, February 2012. Start of revision.

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.



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

Revision, February 2012. End of revision.

5.3 Grading and Grade Point Averages (GPA)

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.

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. Students may also designate elective courses to be graded under the S/U option. See [section 3.11: Courses Taken under the Satisfactory/Unsatisfactory \(S/U\) Option](#).

Grades have the following designations:

B+, B, B-	Good
C+, C	Satisfactory
D	Conditional Pass
F	Fail

5.4 Grading and Grade Point Averages (GPA): Other Grades**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
KE or K*	—	further extension granted
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
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)
S	—	satisfactory; equivalent to C or better in an elective course; not calculated in TGPA or CGPA. (See section 3.11: Courses Taken under the Satisfactory/Unsatisfactory (S/U) Option.)
U	—	unsatisfactory; equivalent to D or F in an elective course; not calculated in TGPA or CGPA. (See section 3.11: Courses Taken under the Satisfactory/Unsatisfactory (S/U) Option.)
W	—	withdrew; a course dropped, with permission, after the Course Change deadline; not calculated in TGPA or CGPA
WF	—	withdrew failing; a course dropped, with special permission in an exceptional case, after faculty deadline for withdrawal from course, the student's performance in the course at that stage being on the level of an F; not calculated in TGPA or CGPA (Not used by Music.)
WL	—	faculty permission to withdraw from a deferred examination; not calculated in TGPA or CGPA
NA or &&	—	grade not yet available
W- - or - -	—	no grade; student withdrew from the University, not calculated in TGPA or CGPA

5.5 Grading and Grade Point Averages (GPA): Unexcused Absences

All students who miss a final exam are given a J grade. You then have the following options:

1. Ask to be assigned a grade based only on the grades earned for your work submitted up to, but not including, the final exam.
The grade earned is calculated by adding the grades obtained on the individual pieces of work and a grade of 0 for the portion of the final grade allocated to the final exam. This option is not available if the professor stipulated in the course outline that the final exam is a required part of the evaluation.
2. Request a deferred exam, if you have the appropriate reasons and documentation.
3. Apply for a supplemental exam if permitted by your faculty.



Note for Engineering: Option 1 is not available to students in the Faculty of Engineering.

You must request option 1) no later than four months after the end of the examination period of the original course.

You must request option 2) by the faculty deadlines as indicated at *University Regulations and Resources > Undergraduate > Examinations: General Information > Final Examinations > : Final Examinations: Deferred Examinations*.

You must request option 3) by the faculty deadlines as indicated at www.mcgill.ca/student-records/exam/schedules.

If you wish to appeal a J grade, you should write to your Associate Dean or Director.



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 Graduate and Postdoctoral Studies: Only options 2 and 3 above are applicable to graduate students. Students wishing to appeal a J grade should write to the Associate Dean (GPS) or Director (GPS).

5.6 Verification of Student Records: Unofficial Transcripts

Subject to [section 5.7: 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 the *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 Graduate and Postdoctoral Studies: You should direct any questions or problems with your record to your Graduate Program Director or directly to GPS.

5.7 Changes to Student Records after Normal Deadlines

5.7.1 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).

5.7.2 Registrar Deadlines

Fall term – January 31

Winter term – June 1

Summer term – October 1

5.7.3 Before Registrar Deadlines

For record changes after the normal deadlines published in this publication, but before the Registrar deadlines listed in *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 the *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.

5.7.4 After Registrar Deadlines

The University does not normally consider a change requested after the Registrar deadlines listed in *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 the *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.

5.7.5 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.

5.7.6 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 2.1.1: Legal Documents: Why Does McGill Collect Legal Documents from You?](#).

5.8 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 5.9: Transcript of Academic Record: Official Transcripts](#).

5.9 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/student-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/student-records/forms and submit the form to Service Point (www.mcgill.ca/student-records/contact).

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

5.10 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 5.9: Transcript of Academic Record: Official Transcripts](#).

5.11 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.

For information on our current course numbering, see *University Regulations and Resources > Undergraduate > Course Information and Regulations > section 3.1.2: 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).

6 Examinations: General Information

Revision, February 2012. Start of revision.



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 Law Students: You should also refer to the Law website for more information at www.mcgill.ca/law-studies/information/exams.



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

Revision, February 2012. End of revision.

6.1 Class Tests

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

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.

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.

6.4 Faculty of Engineering Policy on use of Calculators in Faculty Tests and Examinations

The use of calculators during tests and examinations is at the discretion of the course instructor. If a calculator is permitted in the examination, you are required to use one of the following calculators: CASIO fx-115, CASIO fx-991, CASIO fx-570MS, SHARP EL-520, or SHARP EL-546. No other calculators will be permitted, regardless of their level of sophistication. **Non-regulation calculators will be removed and no replacement calculator will be provided.** You are expected to own one of the above listed Faculty of Engineering Standard Calculators.

For more information, see www.mcgill.ca/engineering/student/sao/policies/examinations/calculators.

6.5 Final Examinations

Revision, February 2012. Start of revision.

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/importantdates.



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.



Note for Summer Studies: All information pertaining to final exam conflicts can be found at www.mcgill.ca/summer/finalexams.

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

Revision, February 2012. End of revision.

6.5.1 Final Examinations: University Regulations Concerning Final Examinations

6.5.1.1 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.

6.5.1.2 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.
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.
10. These regulations, and any variations to them, shall be made known to students by each faculty.

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



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.

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.

6.6 Deferred Examinations for Summer Term Courses

If, for serious reasons such as illness or family affliction, you have not written one or more examinations, you must contact in writing the Associate Dean, or Program Director, of the faculty in which you are registered within **four days of the date of the examination**. The reason(s) for your having missed the examination must be fully documented, in writing.

If the Associate Dean, or Program Director, approves the request, you may be granted the option of writing a deferred examination. In such cases, a grade of "L" will be entered on your record, to be replaced subsequently by the grade received in the deferred examination.

Students with permission to write a deferred examination (for courses administered by faculties outside of Engineering) should expect to write the deferral within two weeks of the date of the original exam. The date of the deferred exam will be determined by Summer Studies and you will be notified via your McGill email. No special arrangements will be approved.

Please note that for courses administered by the Faculty of Education, deferred examinations will not be permitted; however, in exceptional circumstances, you may be granted permission to withdraw from the course, without refund.

A student, who, in the absence of exceptional circumstances, does not write the final examination and has not formally withdrawn from the course, will be given a letter grade of "J," which will count as a failure in the TGPA and CGPA.

The final examination schedule for Summer Studies courses is available at www.mcgill.ca/summer/final exams.

6.7 Final Examinations: Reassessments and Rereads

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 your Student Affairs Office (the Associate Dean, Student Affairs, in the Faculty of Agricultural and Environmental Sciences and in the Schulich School of Music), or Service Point if you are a student in the Faculty of Arts or the Faculty of Science. You should check with that office regarding application deadlines for formal rereads.

6.7.1 Reassessments and Rereads: Faculties of Arts and Science (including B.A. & Sc.)

There are two recognized types of impartial reviews, i.e., reassessments or rereads:

- reassessment of coursework (term papers, mid-terms, assignments, quizzes, etc.);
- reread of a final exam.

In both cases, rather than recorrect the work and then grade it as they would have done themselves, reviewers assess the **appropriateness** of the original grade based, for example, on the application of the grading key to the student's work. If a grade is deemed unfair, it is changed, whether the new grade is higher or lower than the original, i.e., the reviewer's grade takes precedence over the original grade.

6.7.1.1 Reassessment of Coursework

These reassessments are administered and conducted solely by the units involved according to procedures specified by the units and made available to staff and students. Requests for such reassessments must be made within 10 working days after the graded material(s) has been made available for students to view. Reassessments should normally be completed within 20 working days of the request.

6.7.1.2 Rereads of Final Examinations

These rereads are administered by Service Point, but conducted by the units involved. You must make a request to Service Point by March 31 for courses in the Fall term, and by September 30 for courses in the Winter or Summer terms (these deadlines are strictly enforced and no requests will be accepted once they have passed). You are assessed a fee of \$35 for such rereads. It is strongly recommended, but not required, that you consult with the instructor of the course before requesting a reread of a final exam.

Reassessments and rereads in courses not in the Faculties of Arts and Science are subject to the deadlines, rules, and regulations of the relevant faculty.

6.7.2 Rereads: Faculty of Engineering

You can request a formal reread of a final examination once you have discussed it with your instructor. You must complete a *Request for a Reread of a Final Exam* form and submit it to the Student Affairs Office, Engineering Student Centre.

The following regulations apply:

- You may request rereads for only one course per term, unless you obtain permission from the Student Affairs Office, Engineering Student Centre.
- Grades may be either raised or lowered as the result of a reread.
- A \$35 fee for each reread will be assessed directly to your McGill account if the result remains the same or is lowered. If the grade is raised, there is no charge.

Reread application deadlines:

- Fall courses: March 31
- Winter courses: July 31
- Summer courses: November 30

Non-Engineering courses: Rereads in courses not in the Faculty of Engineering are subject to the deadlines, rules, and regulations of the relevant faculty.

6.8 Supplemental Examinations

There are no supplemental examinations for Summer courses.

7 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

Revision, February 2012. Start of revision.

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?bhcp=1>.

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

Revision, February 2012. End of revision.

8 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

9 Student Services

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

9.1 Office of the Executive Director, Services for Students

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

For information, contact:

Telephone: 514-398-3825

Website: www.mcgill.ca/studentsservices

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.

9.2 Student Services – Downtown Campus

Unless otherwise indicated, all Student Services on the Downtown campus are located in the William and Mary Brown Student Services Building, 3600 McTavish Street, Montreal, Quebec, H3A 0G3.

A list of services available is given below. For further information, see the Student Services website: www.mcgill.ca/studentsservices.

Student Services:

Brown Student Services Building, suite 4100
3600 McTavish Street
Montreal, Quebec, H3A 0G3
General Information: 514-398-8238
Website: www.mcgill.ca/studentsservices

Career Planning Service (CaPS): Provides career education, guidance, and individual advising to help you in your search for permanent, part-time, or summer jobs and internships.

Brown Student Services Building, Suite 2200
Telephone: 514-398-3304
Email: careers.caps@mcgill.ca
Website: www.mcgill.ca/caps

Chaplaincy Service: Concerned with the spiritual and mental well-being of all students.

Brown Student Services Building, Suite 4400
Telephone: 514-398-4104
Email: chaplaincy@mcgill.ca
Website: www.mcgill.ca/chaplaincy

Counselling Service: Assists with psychological, emotional, and interpersonal issues as well as vocational and academic concerns.

Brown Student Services Building, Suite 4200
Telephone: 514-398-3601
Email: counselling.service@mcgill.ca
Website: www.mcgill.ca/counselling

First Peoples' House: Fosters a sense of community for Aboriginal students studying at McGill.

3505 Peel Street
Telephone: 514-398-3217
Email: firstpeopleshouse@mcgill.ca
Website: www.mcgill.ca/fph

First-Year Office: Helps ease the transition of all students new to McGill. Coordinates "Discover McGill," a one-day, campus-wide University and faculty orientation.

Brown Student Services Building, Suite 2100
Telephone: 514-398-6913
Email: firstyear@mcgill.ca
Website: www.mcgill.ca/firstyear

Health Services and Dental Clinic: Provides access to experienced physicians, nurses and health educators who offer health services and information in a confidential atmosphere. Also operates a laboratory offering a wide array of testing, and a dental clinic.

Brown Student Services Building, Suite 3300
Telephone: 514-398-6017
Website: www.mcgill.ca/studenthealth

International Student Services: Offers support to international students on non-academic matters (immigration, health insurance, etc.), runs a Buddy Program and an orientation program.

Brown Student Services Building, Suite 3215
Telephone: 514-398-4349
Email: international.students@mcgill.ca
Website: www.mcgill.ca/internationalstudents

Mental Health Service: A psychiatric clinic that offers easily accessible treatment for mental health problems.

Brown Student Services Building, Suite 5500
Telephone: 514-398-6019
Website: www.mcgill.ca/mentalhealth

Scholarships and Student (Financial) Aid Office: Provides assistance in the form of loans, bursaries, and Work Study programs to students requiring financial aid.

Brown Student Services Building, Suite 3200
General Information: 514-398-6013/6014
Telephone: 514-398-4807 (Scholarships)
Email: student.aid@mcgill.ca
Website: www.mcgill.ca/studentaid

Office for Students with Disabilities: Coordinates services to meet the needs of students with disabilities.

Brown Student Services Building, Suite 3100
Telephone: 514-398-6009
TDD: 514-398-8198
Email: disabilities.students@mcgill.ca
Website: www.mcgill.ca/osd

Tutorial Service: Sponsors 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

9.3 Student Services – Macdonald Campus

Student Services at the Macdonald Campus offers a range of non-academic services. All Student Services, whether at the Macdonald or Downtown campus, fall under the direction of the Office of the Executive Director, Services for Students. For detailed information, please visit our website at www.mcgill.ca/macdonald-studentservices, and the main Student Services website: www.mcgill.ca/student-services.

Macdonald Campus Student Services Office
Centennial Centre, Room CC1-124
21,111 Lakeshore Road
Telephone: 514-398-7992
Fax: 514-398-7610
Email: stuserv.macdonald@mcgill.ca

Career Planning Service (CaPS): Assists you in your career development and search for permanent, part-time, and summer jobs by providing workshops, individual advising, a comprehensive job posting service, Career Fairs, and a Career Resource Centre.

Telephone: 514-398-7582
Website: www.mcgill.ca/caps
Email: caps.macdonald@mcgill.ca

Counselling Service: Offers confidential counselling for personal, social, emotional, vocational, and academic issues, among others. Appointments are required.

Telephone: 514-398-7992

Health Service: Offers health services in a confidential environment for a variety of health-related issues including general checkups, STI testing as well as routine and travel vaccinations. Appointments are available with our Nurse and Doctor.

Telephone: 514-398-7992

Off-Campus Housing: Maintains online listings of available off-campus student housing. McGill ID and Minerva PIN required to access the listings.

Telephone: 514-398-7992
Website: www.mcgill.ca/offcampus

Student (Financial) Aid Office: Information and assistance is available for all students concerning government aid programs (includes all Canadian provinces), McGill Loans and Bursaries, and the Work Study Program. A Loan Administrator visits the centre every Wednesday to help students with specific financial concerns.

Telephone: 514-398-7992

Chaplaincy Service: Offers two support programs: The **Winter Coat Project** provides students with slightly used winter jackets and accessories. The **McGill Student Parents' Network (MSPN)** provides support for students with children, to help them succeed in their studies.

The Centennial Centre also provides international students with their mandatory Blue Cross Health Insurance cards, and coordinates midterm examinations for students registered with the Office for Students with Disabilities.

9.4 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

9.5 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>

9.6 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

10 Summer Residence Accommodation

10.1 Residences

McGill University offers residence accommodations in three different locations during the summer. Royal Victoria College (RVC), is situated next to main campus in the heart of downtown Montreal. Just down the street on Sherbrooke, is Residence Carrefour Sherbrooke (CS), and located at corner of Avenue du Parc and Prince Arthur is New Residence Hall (NRH). In each case, McGill Residences is the perfect place to be in the summer in Montreal.

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

In the traditional McGill Residences at Royal Victoria College (RVC), you will enjoy the privacy of your own bedroom, with amenities such as sheets, towels, and soap provided, yet company is nearby in the large and renovated lounge, spacious and sunny study room, TV room, and meeting rooms. Card-operated laundry facilities and public telephones are accessible to everyone. In addition, summer students have access to a communal kitchen for cooking; a limited number of utensils/pots/pans are available on loan at the front desk!

Residence Carrefour Sherbrooke (CS) offers hotel style accommodations in McGill's newest residence located on Sherbrooke Street West; just steps from McGill's Downtown campus and the golden square mile. At CS, you have the choice of a single-occupancy room with one queen-size bed or a double-occupancy room with two queen-size beds. Every room is equipped with a private washroom, air conditioning, telephone, high-speed Internet, and cable TV. Card-operated laundry is located throughout the building. CS has no public cooking facilities for summer students to use.

The New Residence Hall (NRH) also offers hotel style accommodation in the heart of the McGill student ghetto. NRH is directly connected to the Galleries du Parc shopping center with a variety of shops, grocery stores, and a movie theatre just steps away. Rooms at NRH are equipped with a telephone, cable TV, high-speed Internet, air conditioning, and a private bathroom. You also have the choice of single-occupancy rooms with a queen-size bed or double-occupancy rooms with two double beds. Card-operated laundry facilities are available on site. There are kitchen facilities throughout the building for students to use for cooking; however, all cooking utensils/pots/pans must be provided by the student.

10.2 Reservations for Summer Residences

Reservations for all summer residences (including RVC, CS, and NRH):

Rooms are available as of May 15, 2012 at all locations. Rooms for McGill Summer Studies may be available from as early as Saturday, May 5, 2012; please contact the Residences Summer Reservations Office for any inquiries. Anyone arriving prior to May 15, 2012 must commit to a minimum of one month's stay and will be required to pay one month's accommodation in advance. There will be no refund of this amount should the student withdraw.

Cancellation Policy:

Please contact the Residences Summer Reservations Office no later than 12:00 p.m. EST (noon) two days prior to arrival date to avoid a one-night cancellation fee. **Notice to any other University office is not sufficient.**

Prior to sending your application, it is strongly recommended that you verify availabilities with the Residences Summer Reservations Office. **Please note that you will be required to provide a valid Visa, MasterCard, or American Express card number to guarantee your reservation.**

To make a reservation for RVC, CS, and NRH:

McGill University
Residences Summer Reservations Office
3625 Avenue du Parc
Montreal, Quebec H2X 3P8

Telephone: 514-398-5200
Fax: 514-398-4521
Email: reserve.residences@mcgill.ca
Website: www.mcgill.ca/students/housing/summer

Rates for summer students:

Note: Rates may be subject to changes without notice. Rates do not include applicable taxes (5% GST+ 9.5% PST).

	RVC (single occupancy)	CS (single/double occupancy)	NRH (single/double occupancy)
Daily Rate	\$40.00	\$109.00	\$99.00
Monthly Rate	\$720.00	\$1,962.00	\$1,782.00

Meal Arrangements

McGill Food and Dining Services provides food services all summer on the campus at multiple locations.

Off-Campus Housing

The McGill Off-Campus Housing Service lists various types of accommodation in the downtown area. Please contact:

Off-Campus Housing – University Hall
3473 University Street
Montreal, Quebec H3A 2A8

Telephone: 514-398-6010
Fax: 514-398-2305
Email: offcampus.housing@mcgill.ca
Website: www.mcgill.ca/offcampus

11 Athletics & Recreation

11.1 Downtown Campus

11.1.1 Department of Athletics & Recreation

Offers a wide range of facilities, activities, and equipment. Facilities include a gymnasium, fully-equipped fitness centre, varsity weight room, pool, arena, Fieldhouse, stadium, indoor and outdoor running tracks and tennis courts, squash & racquetball courts, spinning, dance and martial arts studios, and various playing fields.

McGill students can participate in instructional, recreational, intramural, and intercollegiate activities, as well as sports clubs. There are nominal fees for instructional courses and membership to the Fitness Centre.

McGill Sports Complex
475 Pine Avenue West
Telephone: 514-398-7000
Email: perry.karnofsky@mcgill.ca (recreational sports) or lisen.moore@mcgill.ca (intercollegiate sports)
Website: www.mcgill.ca/athletics
Mobile Website: m.athletics.mcgill.ca

Facebook: www.facebook.com/mcgillathleticsandrecreation

Twitter: www.twitter.com/McGillAthletics

11.2 Macdonald Campus

11.2.1 Athletics & Recreation

Offers a wide range of facilities, activities, and equipment, free of charge. Facilities include a gymnasium, weight room (with fitness trainers on hand four evenings per week), arena, tennis courts, playing fields, and large expanses of green space. Students can participate in instructional, recreational, intramural, and intercollegiate activities. There are nominal fees for instructional courses.

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

Stewart Athletic Complex

Telephone: 514-398-7789

Website: www.macdonaldcampusathletics.mcgill.ca

12 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://knowledgebase.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.

12.1 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.
-

12.2 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.

12.2.1 Browser compatibility

myMcGill currently supports the latest versions of the following browsers:

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

12.3 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.

12.4 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*.

12.5 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.

12.6 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.

12.7 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.

12.8 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.

12.9 Need Help?

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

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

12.9.1 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.

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.

Courses for School of Continuing Studies Students	
CCOM 205**	Communications in Management 1
CCOM 207***	Communications in Public Relations

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

*** CCOM 207 is required for and restricted to students in the Public Relations Certificate program offered by Career and Professional Development in the School of Continuing Studies.

13.1 Contact Information for the McGill Writing Centre

Revision, February 2012. Start of revision.

The McGill Writing Centre
McLennan-Redpath Library
Redpath Main, Room #02
3459 McTavish Street
Montreal, Quebec
H3A 0C8

Revision, February 2012. End of revision.

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

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

Prof. Sue Laver, Director of the MWC
Email: sue.laver@mcgill.ca
McLennan-Redpath Library
MWC, 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
MWC, 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
MWC, Room #02D
Telephone: 514-398-3320

Administrative inquiries should be directed to Mr. Bryan Jim (bryan.jim@mcgill.ca).

14 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.

15 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

16 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

17 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

18 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>

19 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.

20 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.

20.1 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.

20.2 Incorporated and Affiliated Colleges

20.2.1 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.

20.2.2 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.

20.3 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.

20.4 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 which 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).

20.5 Governance: Board of Governors**20.5.1 The Visitor**

His Excellency The Right Honourable David L. Johnston

The Governor General of Canada

20.5.2 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

20.5.2.1 Members**Revision, February 2012. Start of revision.**

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.(Western)

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

Lili de Grandpré; B.A.(Western), 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 Pekeles; 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.)

Revision, February 2012. End of revision.**20.5.2.2 Student Representatives**

Students' Society of McGill (1)

Post-Graduate Students' Society of McGill (1)

Observers

McGill Association of Continuing Education Students (1)

Macdonald Campus Students' Society (1)

20.6 Governance: Members of Senate

20.6.1 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

20.6.2 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)

20.7 Administration

Revision, February 2012. Start of revision.

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
Stephen Stropole; B.A.(Dal.), M.A.(York)	Secretary-General
Michael Di Grappa; B.A.(C'dia), M.P.P.A.(Col.), M.A.(Harv. Business School)	Vice-Principal (Administration & Finance)
Lynne B. Gervais; B.A.(C'dia)	Associate Vice-Principal (Human Resources)
Jim Nicell; B.A.Sc., M.A.Sc., Ph.D.(Windsor), P.Eng.	Associate Vice-Principal (University Services)

Administration

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.)

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)****Revision, February 2012. End of revision.****20.7.1 Deans, Directors of Schools and Libraries****20.7.1.1 Deans****Revision, February 2012. Start of revision.****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****Revision, February 2012. End of revision.****20.7.1.2 Directors of Schools****Revision, February 2012. Start of revision.****Directors of Schools**

Annmarie Adams; B.A.(McG.), M.Arch., Ph.D.(Calif., Berk.)

Marc Pell; B.A.(Ott.), M.Sc., Ph.D.(McG.) (*Interim*)

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.)

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

Directors of SchoolsAnnette Majnemer; B.Sc., M.Sc., Ph.D.(McG.) (*Interim*)**Physical & Occupational Therapy**

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****Revision, February 2012. End of revision.****20.8 Student Governance**

All students registered in an undergraduate program on the Downtown (McGill) campus are registered members of the accredited Students' Society of McGill University, affectionately known as SSMU. SSMU acts as your representation on key issues inside and outside of the campus. There are six elected executives of the SSMU who represent all 20,000-plus undergrads on the Downtown campus. There is a legislative council that meets with representatives from faculty associations and other student groups around campus on a bi-weekly basis. This council of thirty-five members meets to discuss SSMU business.

The SSMU runs over 200 clubs and services and provides a great deal of extra-curricular opportunities for students to balance a life of study with a life of play and an opportunity to meet other students. The organization also provides event programming like freshman orientation (Orientation Week/Frosh), Activities Night, a holiday fair, movie screenings, Homecoming Bash, concerts, and speakers. Each faculty and each department also has organizations dedicated to providing extra-curricular involvement for their students.

Situated on the Downtown campus, the SSMU operates a five-floor building including a student lounge, cafeteria, campus bar, club office space, and a campus multipurpose venue.

The SSMU offices are located at 3600 McTavish Street, suite 1200 and operate between the hours of 9:00 a.m. and 5:00 p.m. during the year.

For more information regarding student government at McGill you can contact:

President: pres@ssmu.mcgill.ca

Vice President Clubs and Services: cs@ssmu.mcgill.ca

Vice President Internal Affairs: internal@ssmu.mcgill.ca

Vice President External Affairs: external@ssmu.mcgill.ca

Vice President Finance and Operations: operations@ssmu.mcgill.ca

Vice President University Affairs: ua@ssmu.mcgill.ca

Or visit the website at www.ssmu.mcgill.ca.

Welcome to McGill and we look forward to representing your interests.

