



**School of Continuing Studies**  
**Programs, Courses and University Regulations**  
**2015-2016**



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

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# 1 University Regulations and Resources (School of Continuing Studies)

## 1.1 General Policies and Information

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

### 1.1.1 Authorization, Acknowledgement, and Consent

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

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

### 1.1.2 Student Rights and Responsibilities

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

To find out more about this topic, see: [www.mcgill.ca/students/srr](http://www.mcgill.ca/students/srr).

### 1.1.3 Language Policy

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

If you need to improve your English skills, you should take an intensive course in English as a second language before or at the start of your studies. Information concerning second language course offerings can be found through the School of Continuing Studies at [www.mcgill.ca/continuingstudies/programs-and-courses/languages](http://www.mcgill.ca/continuingstudies/programs-and-courses/languages) and the French Language Centre at [www.mcgill.ca/flc](http://www.mcgill.ca/flc), and in *Summer Studies* and *School of Continuing Studies*. There are special language requirements for Faculty of Education students; see *Faculty of Education*.



**Note for Continuing Studies:** For English language programs, see [School of Continuing Studies > Areas of Study > Languages > section 4.5.2: English Language Programs](http://School of Continuing Studies > Areas of Study > Languages > section 4.5.2: English Language Programs).



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



**Note for Health Sciences:** The language of instruction is English. Students are expected to have a working knowledge of the English language (comprehension, spoken, and written). Students are expected to be functional in the French language by the time clinical rotations commence (January of the second year of the program/April of the first year for master's programs in Physical & Occupational Therapy). Students will interact with francophone patients in the teaching hospitals and may also be assigned to francophone training sites for their clinical rotations/courses. Additional language courses and workshop information is available at [www.mcgill.ca/ugme/student-services/language-courses](http://www.mcgill.ca/ugme/student-services/language-courses).

### 1.1.4 Academic Integrity

Before submitting work in your courses, you must understand the meaning and consequences of plagiarism and cheating, which are serious academic offences. Inform yourself about what might be considered plagiarism in an essay or term paper by consulting the course instructor to obtain appropriate referencing guidelines. You should also consult *Fair Play*, the student guide to academic integrity available at [www.mcgill.ca/students/srr/honest](http://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](http://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*.



**Note:** Effective Fall 2013, all newly-admitted undergraduate students must complete a **mandatory online academic integrity tutorial** accessed through myCourses. For more information, see [www.mcgill.ca/students/srr/honest/students/test](http://www.mcgill.ca/students/srr/honest/students/test).



**Note for Graduate and Postdoctoral Studies:** Since Spring 2011, graduate students must complete a **mandatory online academic integrity tutorial** accessed through myCourses. All newly-admitted graduate students must complete the tutorial within their first semester or a “hold” will be placed on their record. For more information, see [www.mcgill.ca/students/srr/honest/students/test](http://www.mcgill.ca/students/srr/honest/students/test).

### 1.1.5 University Student Assessment Policy

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

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

You can consult the policy on the [Secretariat website](#).

### 1.1.6 Policy Concerning Access to Records

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

Personal information is protected in the Province of Quebec by the *Act Respecting Access to Documents held by Public Bodies and the Protection of Personal Information* (the “Access Act”). The Access Act provides that McGill University can only release personal information contained in your file with your authorization or if specifically authorized by law.

For the purpose of consent and acknowledgement at the time of application, Personal Information includes, but is not limited to: name, address, telephone number, email address, date of birth, citizenship, McGill ID, program, student status, and academic record information.

Registered students may oppose the release of certain Personal Information by completing an [Opposition Form](#) at the Enrolment Services Office or at the Student Affairs Office (Macdonald Campus).

After having reviewed the information relating to access to Personal Information at the time of application, you would be asked to agree that the University may collect, use, disclose or otherwise manage your Personal Information as described below, as necessary and as the case may be.

At the time of application, you would also be asked to **consent to the release of Personal Information** contained in your admissions or student records file to the following persons or bodies, as necessary to each body, in the exercise of their mission:

- student associations recognized by McGill University for the categories of student to which you belong (limited to your contact and program information);
- schools or colleges that you have attended;
- a professional body or corporation, where relevant;
- the *Ministère de l'Immigration, de la Diversité et de l'Inclusion* and/or the *Régie de l'assurance-maladie du Québec*; Citizenship and Immigration Canada; the *Ministère de l'Enseignement supérieur, de la Recherche, de la Science et de la Technologie* and/or the *Ministère de l'Éducation, du Loisir et du Sport*;
- the Association of Universities and Colleges of Canada, the Association of Registrars of the Universities and Colleges of Canada and the BCI (*Bureau de coopération interuniversitaire*, previously known as CREPUQ) or the member institutions of these organizations, for the purpose of admissions operations and the production of statistics;
- libraries of other Quebec universities with which McGill has established reciprocal borrowing agreements;
- the appropriate authorities involved with external or internal funding of your fees (financial records may also be disclosed to such authorities);
- students and alumni of the University who have volunteered to speak with students for the purpose of facilitating their integration to the University;
- other universities and colleges, at the discretion of the University, if any information connected to your application is determined to be false and misleading, concealed or withheld, contains evidence of academic dishonesty or inappropriate conduct;
- regulatory authorities, law enforcement or other persons, as authorized or required by law; and
- McGill Network and Communications Services for the purposes of listing your McGill email address in an online email directory.

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

In addition to the above, **if you are a candidate for admission to the Faculty of Law, you would be asked to consent to** the release of Personal Information to the Committee for Law Admissions Statistics Services and Innovations (CLASSI); the Programme of Legal Studies for Native People, Native Law Centre, University of Saskatchewan.

In addition to the above, **if you are a candidate for admission to the Faculty of Medicine or to the Faculty of Dentistry in undergraduate, graduate, or postgraduate studies, you would be asked to consent to** the release of Personal Information to other schools of medicine; to the Employment Centre of Human Resources Development of Canada and Québec; to a McGill professor, researcher or graduate student, strictly for research or teaching purposes; and to a University teaching/affiliated hospital or health center to which you apply/or join for residency or rotations.

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

At the time of application, you would be asked to **authorize the University** to:

- collect and maintain your Personal Information for the purpose of administering your University admissions and student record files;
- obtain copies of your transcripts from the *Ministère de l'Enseignement supérieur, de la Recherche, de la Science et de la Technologie*; the *Ministère de l'Éducation, du Loisir et du Sport*; the Ontario University Application Centre and/or the British Columbia Ministry of Education;
- make inquiries to and obtain Personal Information from the *Ministère de l'Immigration, de la Diversité et de l'Inclusion*, Citizenship and Immigration Canada and/or the *Régie de l'assurance-maladie du Québec* to verify the validity of your immigration or health insurance status;
- validate with the *Ministère de l'Enseignement supérieur, de la Recherche, de la Science et de la Technologie* information regarding your citizenship and previous institution attended, if necessary and as required in order to manage the admissions process and to determine your tuition fees;
- verify any information or statement provided as part of your application; and
- contact you through the McGill Alumni Association and University offices that maintain contact with McGill students, alumni and friends, for the purpose of providing University updates and opportunities for direct support to the University, including fundraising, and making available special offers such groups may benefit from.

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

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

### 1.1.7 Email Communication

All students are assigned a McGill Email Address (usually in the form of *firstname.lastname@mail.mcgill.ca*) and are given a McGill email mailbox. You can view your McGill Email Address and set your McGill Password on Minerva ([www.mcgill.ca/minerva](http://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 policies on *Responsible Use of McGill Information Technology Resources and Email Communications with Students*, found under *Information Technology* on the University Secretariat website at [www.mcgill.ca/secretariat/policies/informationtechnology](http://www.mcgill.ca/secretariat/policies/informationtechnology). For more information on email for students, refer to [www.mcgill.ca/it](http://www.mcgill.ca/it) and see [section 1.12: 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.

### 1.1.8 Undergraduate Leave of Absence Policy

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

- maternity or parenting
- personal or family health
- professional development
- required military service

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

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

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

#### Notes:

- Personal objectives, such as travel or time off, and financial matters are not grounds for a leave of absence.
- Normally, a student shall be in Satisfactory Standing when requesting a leave of absence; exceptions may apply and will be determined by the faculty and, if applicable, the professional program.
- Since students on a leave of absence pay no fees, the Student Services are not available; however, an opt-in option is available at the usual rate.

- Students who are eligible for scholarship renewal will not have scholarship monies transferred to their account while they are on leave of absence but will maintain eligibility for renewal upon registration in subsequent terms.
- Terms and conditions vary among loan and bursary providers; student consultation with an adviser in Scholarships and Student Aid is recommended.
- Professional programs may impose constraints to application of the undergraduate leave of absence policy due to accreditation requirements or placement limitations.
- International students are advised to contact International Student Services (ISS) regarding individual circumstances.



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



**Note:** Once a leave of absence is granted, you must consult the [Student Aid Office](#) in order to assess the impact of the leave on student aid (e.g., government loans and bursaries, etc.).

If you need to take a leave of absence because of pregnancy or because you need to care for a dependant, please consult [section 1.1.9: Guidelines for the Academic Accommodation of Pregnant Students and Students Caring for Dependents](#).

### 1.1.9 Guidelines for the Academic Accommodation of Pregnant Students and Students Caring for Dependents

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

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

Wishing to provide an environment in which you may be able to continue in your program of study and fulfil your university commitments when faced with exceptional circumstances related to particular family commitments, these guidelines aim to set out how, and in what exceptional circumstances, you may request academic accommodation.

You can consult the guidelines at [www.mcgill.ca/students/records/pregnant-students-and-dependants](http://www.mcgill.ca/students/records/pregnant-students-and-dependants).

### 1.1.10 Responsible Use of McGill Information Technology Resources

When using all McGill IT services, whether hosted on premises, by an external supplier, or in the cloud, 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](http://www.mcgill.ca/secretariat/policies/informationtechnology).



**Note for Medicine:** For guidelines regarding the use of social media by M.D.,C.M. students, see [www.mcgill.ca/ugme/academic-policies/guidelines-medical-students-public](http://www.mcgill.ca/ugme/academic-policies/guidelines-medical-students-public) and [www.mcgill.ca/medwell/yourwellness/social](http://www.mcgill.ca/medwell/yourwellness/social).

### 1.1.11 Non-Smoking Policy

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

### 1.1.12 Health Insurance – International Students

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

By Senate regulation, all international students (full-time, part-time, half-time, Additional Session, Thesis Evaluation, Non-Thesis Extension, Special Exchange, and Visiting) and their accompanying dependants must participate in the University's compulsory International Student Health Insurance Plan (IHI). The University 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 confirm your IHI contract on **Minerva under the International Student Health Insurance Coverage Form** and pick up an International Health Insurance card upon your arrival at McGill University from:

- **Downtown campus**

Service Point  
3415 Mc Tavish  
Montreal QC H3A 0C8  
Website: [www.mcgill.ca/students/servicepoint](http://www.mcgill.ca/students/servicepoint)

- **Macdonald campus**

Student Services  
Centennial Centre, Suite CC1-124  
21,111 Lakeshore Road

Ste. Anne de Bellevue QC H9X 3V9  
 Website: [www.mcgill.ca/macdonald-studentservices](http://www.mcgill.ca/macdonald-studentservices)

For details on the health insurance plan and information concerning rates, consult the [ISS website](#).

Students who meet certain criteria may be eligible for an *exemption*. **Exemption requests must be made on Minerva under the International Student Health Insurance Coverage Form.** Supporting documents for your exemption request should be scanned and emailed to [ISS](#), indicating in the body of the email your name, McGill ID number, and exemption request.

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

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

**International Health Insurance**

Telephone: 514-398-4349

Email: [international.health@mcgill.ca](mailto:international.health@mcgill.ca)

Website: [www.mcgill.ca/internationalstudents/health](http://www.mcgill.ca/internationalstudents/health)



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

### 1.1.13 Health Insurance – Canadian Citizens and Permanent Residents

**Canadians residing in Canada**

All undergraduate and graduate (classed as Canadian full-time or Additional Session, Thesis Evaluation, Non-Thesis Extension, as well as postdoctoral candidates) students will be automatically enrolled in the applicable Students' Society's (SSMU, MCSS, or PGSS) supplemental Health and Dental Plans. For details on fees, change of coverage dates, and what is covered by the plans, refer to [www.ihaveaplan.ca](http://www.ihaveaplan.ca), or contact:

*Alliance pour la santé étudiante au Québec (ASEQ)*

Telephone: 514-789-8775 or 1-866-795-4435 (Monday to Friday, 9 a.m. to 5 p.m.)

Website: [www.aseq.com](http://www.aseq.com)

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

**Canadians who have been residing outside of Canada**

If you are a Canadian student who has been living abroad, you may not be eligible for provincial health insurance coverage. To verify your *eligibility* for the Quebec provincial health plan, contact:

*Régie de l'assurance maladie du Québec (RAMQ)*

425 Boulevard de Maisonneuve O., Suite 300

Montreal QC H3A 3G5

Telephone: 514-864-3411

Website: [www.ramq.gouv.qc.ca/en/pages/home.aspx](http://www.ramq.gouv.qc.ca/en/pages/home.aspx)

If you are not eligible, in order to ensure adequate health insurance coverage you may enrol in the *group plan* offered through International Student Services for international students. **Please note that this option is available only during the first month of each new semester at McGill.**



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

### 1.1.14 Minerva

Minerva is McGill's web-based information system serving applicants, students, staff, and faculty. To access Minerva, go to [www.mcgill.ca/minerva](http://www.mcgill.ca/minerva) and log in. Once logged in, you can:

- Apply to McGill and view your application status
- View class schedules, including course descriptions and spaces available in course sections
- Register and make course changes
- Change your major or minor program (not all faculties)
- View your unofficial transcript and degree evaluation reports
- View your McGill login information to access the Internet and email
- View your Permanent Code, citizenship, and Quebec residency status and fee information

- Update personal information such as address, telephone number, and emergency contacts
- Update your preferred first name
- Submit an online course evaluation
- Submit an application to participate in an exchange program (not all faculties)
- Apply to graduate
- View graduation status and convocation details
- Order official transcripts
- Retrieve tax receipts

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

#### 1.1.15 myMcGill

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

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

Systems that you can access through the portal are:

- Athletics
- Email
- FAMIS
- McGill home page ([www.mcgill.ca](http://www.mcgill.ca))
- InfoEd
- Library
- Minerva
- myCourses
- myFuture
- myLab
- Visual Schedule Builder

To access myMcGill, click **Quick Links**, available at the top of any McGill web page, and then click myMcGill, or go to <https://mymcgill.mcgill.ca>. Sign in with your McGill Username and McGill Password.

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## 1.2 Personal Information

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

#### 1.2.1 Updating Personal Information

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

You must update your address(es) and/or telephone number(s) and emergency contact information on Minerva ([www.mcgill.ca/minerva](http://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 QC 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 a 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.



**Note for Nursing:** Students must register a Quebec address and telephone number on Minerva to meet OIIQ registration requirements.

## 1.2.2 Submitting Legal Documents

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

### 1.2.2.1 Why Does McGill Collect Legal Documents from You?

Your tuition status at McGill will vary depending on your legal status in Canada. In order for us to determine your appropriate rate of tuition (Quebec, Canadian out-of-province, or international), we require documentation confirming your current status. We also require these documents to confirm your valid citizenship/immigration status. To find out which documents you must provide—and when they are required—refer to: [section 1.2.2.2: 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 created by the Quebec Ministry of Education, and is obligatory for all students registered in a Quebec institution. If you have previously attended school in Quebec, you should already possess a Permanent Code; it can be found on your school report card or your CEGEP and/or university transcripts. If you do not already have a Permanent Code, we will request to have it created for you. Once it has been created, it will reflect on your unofficial transcript.

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



**Note for Medicine:** Students admitted to the Faculty of Medicine will be required to provide additional documentation for the purposes of admission and registration. Details are provided in the application instructions. For more information, see [www.mcgill.ca/medadmissions/applying/elements](http://www.mcgill.ca/medadmissions/applying/elements).

### 1.2.2.2 What Documents Does McGill Need from You?

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

Quebec and Canadian Out-of-Province Students	
You have applied to McGill directly from CEGEP or you already have a student record at McGill	<ul style="list-style-type: none"> <li>Usually no documents are required to prove your Canadian and/or Quebec status. In most cases, your status is confirmed to us by the Government of Quebec or is already in your McGill record. Check your <i>Minerva</i> account to verify that your status is updated correctly (Select <i>Student Menu &gt; Student Accounts Menu &gt; View your Tuition and Legal Status</i>)</li> </ul>
You have applied to McGill from another Quebec university	<ul style="list-style-type: none"> <li>Proof of Canadian status is required: Canadian birth certificate; or Canadian citizenship card or certificate (both sides); or Certificate of Indian status card; or Makivik Society card; or valid Canadian Confirmation of Permanent Residence document (<i>Note 2</i>); or valid Canadian Permanent Resident card (both sides of the card)</li> <li>Additionally, for Quebec residency status, usually no documents are required, unless McGill cannot confirm this from the Government of Quebec. Check your <i>Minerva</i> account to verify that your status is correct</li> </ul>
You were born in Quebec	<ul style="list-style-type: none"> <li>Quebec <b>birth certificate</b> (<i>Note 4</i>)</li> <li>Permanent Code Data Form (<i>Notes 1 and 5</i>)</li> </ul>
You were born in (or are a Landed Immigrant from) a Canadian province other than Quebec	<ul style="list-style-type: none"> <li>Canadian birth certificate; or Canadian citizenship card or certificate (both sides); or Certificate of Indian status card; or Makivik Society card; or valid Canadian Confirmation of Permanent Residence document (<i>Note 2</i>); or valid Canadian Permanent Resident card (both sides of the card)</li> <li>Permanent Code Data Form (<i>Notes 1 and 5</i>)</li> </ul>
You are a Quebec resident as defined by one of the other situations outlined by the Government of Quebec	<ul style="list-style-type: none"> <li>Canadian birth certificate; or Canadian citizenship card or certificate (both sides); or Certificate of Indian status card; or Makivik Society card; or valid Canadian Confirmation of Permanent Residence document (<i>Note 2</i>); or valid Canadian Permanent Resident card (both sides of the card)</li> <li>Permanent Code Data Form (<i>Notes 1 and 5</i>)</li> <li>Attestation of Residency in Quebec Form (<i>Note 5</i>)</li> </ul>

**Quebec and Canadian Out-of-Province Students**

- *Other supporting documents*, depending on which situation you checked on the above Attestation of Residency Form

**International Students**

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

- Visitors Permit issued at your port of entry into Canada by Citizenship and Immigration Canada
- Photo page of your passport and the page date-stamped by Citizenship and Immigration Canada at your port of entry
- Permanent Code Data Form (Notes 1 and 5)

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

- Certificate of Acceptance of Quebec (CAQ)
- Study Permit issued by Immigration Canada (Note 3)
- Permanent Code Data Form (Notes 1 and 5)

 **Note 1:** 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 2:** Your valid Canadian Permanent Resident status can be proved by a copy of your Canadian Confirmation of Permanent Residence (IMM 5292 or IMM 5688) document or with your Canadian Permanent Resident card (both sides). Alternatively, you may provide your Immigration Record of Landing (IMM 1000) document. Note that McGill reserves the right to ask you for copies of both your PR card and your IMM document.

 **Note 3:** If you are a refugee, your Convention Refugee status document is required instead of a Study Permit.

 **Note 4:** 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 are eligible for Quebec residency.

 **Note 5:** You can find links to download and print the Permanent Code Data and Attestation of Quebec Residency forms at [www.mcgill.ca/legaldocuments/forms](http://www.mcgill.ca/legaldocuments/forms).

#### 1.2.2.2.1 Fee Exemptions

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

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

These exemptions lower your fees to the Quebec rate of tuition. More detailed information for the categories listed above are available at [www.mcgill.ca/student-accounts/tuition-fees/general-information/tuition-fee-exemptions](http://www.mcgill.ca/student-accounts/tuition-fees/general-information/tuition-fee-exemptions) as well as at [www.mcgill.ca/legaldocuments/exemption](http://www.mcgill.ca/legaldocuments/exemption).

Note that this information may be subject to change.

### 1.2.2.3 Has McGill Received Your Documents?

#### 1.2.2.3.1 Quebec/Canadian/International Fees and Immigration Status

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

- Check your tuition status on the Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)) Student Accounts menu: *Student Menu > Student Accounts Menu > View Tuition Fee and Legal Status*.



**Note:** Ensure that you select the correct term when viewing your status.

- Check the phrase: *Fees currently calculated according to rules for...* This will tell you if your tuition status is currently being billed at the international rate, the Canadian rate, or at the Quebec rate. For information on fees, see [www.mcgill.ca/student-accounts](http://www.mcgill.ca/student-accounts).

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

#### 1.2.2.3.2 Permanent Code

The Government of Quebec usually takes one to four weeks to verify or issue your Permanent Code.

- Check your Permanent Code on Minerva: *Personal Menu > Name Change* or alternately via *Student Menu > Student Accounts Menu > View Tuition Fee and Legal Status*. If your 12-character Permanent Code appears there, your documents are in order. If not, you have not yet provided McGill with your documents listed in [section 1.2.2.2: What Documents Does McGill Need from You?](#) or the Government of Quebec has not yet confirmed that your documents are sufficient to create a Permanent Code.

### 1.2.2.4 What Are the Consequences of Not Providing Your Documents?

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

If documents are still missing from your file subsequent to the start of the semester, 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 from their courses.**

### 1.2.2.5 Where and How Do I Send My Documents?

You must send in all your documents after you have accepted your offer of admission but before the start of classes. **Do not send originals.** Email clear and legible copies of your documents. Write your McGill student ID 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/how](http://www.mcgill.ca/legaldocuments/how) 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](mailto: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).

#### If there is a problem with your documents, contact:

Telephone: 514-398-7878

Email: <http://webforms.mcgill.ca/servicepoint/request.asp>

#### 1.2.2.5.1 For the School of Continuing Studies

##### By Email:

[legaldocuments.conted@mcgill.ca](mailto:legaldocuments.conted@mcgill.ca)

**In Person (appointment required) or By Mail/Courier:**

McGill University  
School of Continuing Studies  
688 Sherbrooke Street West, Suite 1199  
Montreal QC H3A 3R1

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

**Telephone:** 514-398-6200

**Email:** [info.conted@mcgill.ca](mailto:info.conted@mcgill.ca); [legaldocuments.conted@mcgill.ca](mailto:legaldocuments.conted@mcgill.ca)

### **1.2.3 Identification (ID) Cards**

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

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

To receive your ID card you must be a registered student, while also providing your Permanent Code information and proof of legal status in Canada (for a list of acceptable documents, see [section 1.2.2.2: 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 for at least 24 hours after you have registered for your first course before requesting an ID card.
- If you do not register for consecutive terms, you should retain your ID card to avoid having to replace it when you re-register.
- If your card has expired, there is no charge for a replacement 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 replacement fee; please see the [Student Accounts](#) website for exact fee amount.
- If you need security access to labs or other facilities please contact the Area Access Manager (AAM) of the building in which the room is located. To find out who the AAM is, consult the [Area Access Manager Contact List](#) on the [Security Services](#) website.

#### **1.2.3.1 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/records/id](http://www.mcgill.ca/students/records/id).

- New students can obtain their ID card 24 hours after registering for their first course. Registration dates for new students can be found [here](#).
- Returning students must be registered for at least one course, and may present themselves at an ID card centre during their operational hours at any time in order to obtain a replacement card. Please refer to the following site for information on the downtown campus ID centre: [www.mcgill.ca/students/records/id#getting](http://www.mcgill.ca/students/records/id#getting).

#### **1.2.3.2 ID Card Schedule for the Macdonald Campus**

New students can obtain their ID card 24 hours after registering for their first course. Registration dates for new students can be found [here](#).

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.

 **Note for Continuing Studies:** You must allow at least one day after you have registered before applying for your ID card. You will not be issued an ID card if you have fees owing. You may obtain your ID card at the [Client Services Office](#) of the School of Continuing Studies. If you withdraw from all of your courses, you must attach your ID card to the withdrawal form or return it to the Client Services Office of the School of Continuing Studies.

#### 1.2.4 Legal Name

This is the name that will appear on your e-bills, tax receipts, degree, diploma, or certificate on graduation, and on your official transcript. It is also used by the Government of Quebec 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 or IMM 5688 and Permanent Residence card, both sides)
3. Canadian Immigration Study or Work Permit document
4. Certificate of Acceptance of Quebec (CAQ)
5. International passport (for Canadians, a Canadian citizenship card is required. Note that a Canadian passport is not acceptable.)
6. Letter from international student's consulate or embassy in Canada
7. Marriage certificate issued outside of Quebec (translated into English or French by a sworn officer if in another language). Note that Quebec marriage certificates are only acceptable if issued prior to 1984.
8. Certificate of Name Change issued by the Quebec *Directeur de l'état civil*

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

#### 1.2.5 Preferred First Name

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

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

The preferred first name may be used on all unofficial university documents and tools, such as:

- McGill ID cards
- Class lists
- Student advising transcripts

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

- Official university transcripts
- Reports to government
- Letters of attestation
- Diplomas and certificates
- Tuition fee e-bills

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

You can provide a preferred first name on your application for admission or, once admitted, on [Minerva](#), under the *Personal Menu*. From the *Personal Menu*, select *Name Change* and then add your preferred first name in the preferred first name field.

You can also request that your preferred first name be part of your McGill email address by submitting a change to Network and Communications Services (NCS) via the [REGGIE](#) tool. For further details, see [www.mcgill.ca/students/records/address](#).

Please see the [Preferred First Name FAQ](#) for more information.

#### 1.2.6 Verification of Name

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

Note that you cannot change your legal name via Minerva. Requests for such changes must be made by presenting official documents (see [section 1.2.4: Legal Name](#) and [section 1.2.5: Preferred First Name](#)) in person at [Service Point](#), 3415 McTavish Street, Montreal QC H3A 0C8.



**Note for Continuing Studies:** Requests for such changes must be made by presenting official documents (see [section 1.2.4: Legal Name](#)) in person at the [Client Services Office](#), School of Continuing Studies.

## 1.3 Registration for Continuing Studies Students

Most students in Continuing Studies must register using [Minerva](#), during the registration periods published in [School of Continuing Studies > Getting Started > section 2.2: Key Dates, 2015–2016](#) and at [www.mcgill.ca/importantdates](http://www.mcgill.ca/importantdates).

### Note:

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

You must register for at least one course prior to the end of the regular registration period to avoid paying a late registration fee; exact fee amounts are available on the [Student Accounts](#) website. You may add courses until the end of the add/drop period without penalty. If you are in doubt about what course(s) to register for, you can meet with an adviser.

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

The School publishes an **Important Dates Supplement** three times a year that contains specific details on registration dates and information needed for the upcoming term. In case of discrepancy between what is published in the supplement and this publication, the supplement takes priority.

### 1.3.1 Who Can Use Minerva?

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

#### Exceptions

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

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

If any of these conditions apply, you should see an adviser and register in person (see [section 1.3.3.1: In-Person Registration](#)).

### 1.3.2 How to Register Using Minerva

Go to [Minerva](#) and follow the step-by-step instructions. You can register and/or make course changes using Minerva ONLY during the periods indicated in the Minerva Registration Schedule. For more information, see [section 1.3.4.2: Minerva Registration Schedule 2015–2016](#).

#### Before Going to Minerva:

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

#### Problems Using [Minerva](#)?

If you have any program or course-related questions regarding registration, contact the Student Affairs Office at 514-398-6200. If you have problems using Minerva, contact the Minerva Help Line at 514-398-7878.

#### Can't Remember Your PIN?

If you cannot remember your PIN, you can reset it using the “Forgot PIN?” button on the [Minerva](#) login page. If you are unable to reset your PIN, call the Minerva Help Line at 514-398-7878.

### 1.3.3 Other Ways to Register

#### 1.3.3.1 In-Person Registration

If you are a new Independent (Special) Student, or if you are unable to register using Minerva for any reason, you must register in person. This service is by appointment only. Please call Client Services for an appointment at: 514-398-2900.

 **Note:** A registration appointment is not the same as an appointment to see an adviser. If you wish to meet with one of our advisers, please call for a separate appointment (see [section 1.8.2: Contact Information for Continuing Studies Advising](#)).

Please consult our [website](#) for specific dates for the Fall, Winter and Spring/Summer term in-person registration.

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

#### What to Bring to In-Person Registration:

##### Returning Students

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

##### Newly Admitted Students

1. Your letter of admission
2. Proof of satisfactory completion of prerequisite courses
3. Your student ID card (if you were a Special Student in a previous term)
4. Legal documents to prove that you are a Quebec student, a Canadian out-of-province student, or an international student (if you have not done so). For more information, see [section 1.2.2.1: Why Does McGill Collect Legal Documents from You?](#)

##### New Independent (Special) Students

(See [School of Continuing Studies](#) > [Getting Started](#) > [Admission Requirements](#) > [section 3.10: Special Student Status: Undergraduate Courses](#) and [section 3.11: Special Student Status: Graduate-Level Courses](#).)

1. Legal documents to prove that you are a Quebec student, a Canadian out-of-province student, or an international student.  
For more information, see [section 1.2.2.1: Why Does McGill Collect Legal Documents from You?](#)
2. Your Permanent Code from the Government of Quebec (see [section 1.2.2.1: Why Does McGill Collect Legal Documents from You?](#))
3. Proof of satisfactory completion of prerequisite courses
4. Proof of proficiency in English, if applicable (see [School of Continuing Studies](#) > [Areas of Study](#) > [Career and Professional Development](#) > [Career and Professional Development](#) > [Undergraduate Certificate Programs, Part-Time BCom](#) > [About Admission Regulations for Certificate Programs](#) > [section 4.1.2.6.2: Proof of Proficiency in English](#))

##### Independent (Special) Students Registering in Graduate-Level Courses

1. An unofficial transcript in English or French confirming degree completion and, if applicable, an "avis d'études" from the *Gouvernement du Québec, Ministère de l'Immigration, de la Diversité et de l'Inclusion*
2. A letter from your university of origin confirming the expected date of completion of your degree (if your degree has not yet been granted). You must request to have an official transcript sent to us before the end of term once your degree is completed.
3. Proof of proficiency in English, if applicable (see [School of Continuing Studies](#) > [Areas of Study](#) > [Career and Professional Development](#) > [Graduate Programs, Diplomas, and Graduate Certificates](#) > [Academic Regulations](#) > [section 4.1.3.2.2: Proof of Proficiency in English](#))

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

For [Translation and Written Communication](#), see [School of Continuing Studies](#) > [Areas of Study](#) > [Translation and Written Communication](#) > [About Translation and Written Communication Programs and Courses](#) > [Translation Programs](#) > [section 4.8.4.4.1.1: Translation Programs: General Academic Requirements](#).

##### International Students

In addition to the above, international students should bring:

1. A completed Study Plan
2. A Study Permit and Certificate of Acceptance of Quebec (CAQ), or other proof of immigration status (see [section 1.2.2.1: Why Does McGill Collect Legal Documents from You?](#))
3. Valid passport
4. Your Health Insurance Number (If not purchased, you must do so at the Brown Student Services Building, 3600 McTavish, before registration.)

#### 1.3.3.2 Registration for Short Courses, Seminars, and Workshops

For registration in the following areas, please see the appropriate academic area:

##### Registration for Short Courses, Seminars, and Workshops

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

[section 4.1.4: Professional Development and Non-Credit Offerings \(CE Units and Other\)](#)

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

### 1.3.3.3 Registration by Proxy

If you are unable to register during the scheduled registration periods, you can register by proxy. A proxy form is available at the School of Continuing Studies or at [www.mcgill.ca/continuingstudies/current-students/registration](http://www.mcgill.ca/continuingstudies/current-students/registration). This form must be completed and signed by both you and the proxy holder. The School will not accept proxy forms sent by fax. The proxy holder must bring the signed form along with all supporting documents, and be prepared to pay the fees in full (see [section 1.3.3.1: In-Person Registration](#)).

### 1.3.3.4 Registering by Mail, Fax, or by Web

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

## 1.3.4 Course Withdrawals and Refunds

Once registered for a course, you are responsible for the fees. If you decide not to follow the course, you must officially withdraw.

Simply not attending classes or informing the instructor does not constitute an official withdrawal.

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

#### 1.3.4.1.1 How to Add/Drop a Course

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

- Online using Minerva (*Registration Menu*)
- In person by completing a “Course Change Form” available at [www.mcgill.ca/continuingstudies/current-students/registration/add-change-or-drop-course](http://www.mcgill.ca/continuingstudies/current-students/registration/add-change-or-drop-course) and bringing it to the Client Services Office

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

#### 1.3.4.1.2 How to Withdraw From a Course – Grade of “W”

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

- Online using Minerva (*Registration Menu*)
- In person by completing a “Request for Course Withdrawal Form” available at [www.mcgill.ca/continuingstudies/current-students/registration/course-withdrawal](http://www.mcgill.ca/continuingstudies/current-students/registration/course-withdrawal) and bringing it to the Client Services Office.

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

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

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

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

#### 1.3.4.2 Minerva Registration Schedule 2015–2016

##### Registration

###### Fall Winter

Returning students	June 9 to September 4	October 8 to January 7
Newly admitted students	June 16 to September 4	October 15 to January 7
Returning (Independent) Special Students	June 16 to September 4	October 15 to January 7

##### Late Registration and Add/Drop Period

###### Fall Winter

All students except for those in non-credit <i>Professional Development</i> and <i>Faculty Partnerships and Summer Studies</i> courses	September 5–15	January 7–19
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### 1.3.5 Effective Date for Refunds

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

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

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



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

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

#### Refund Request

To make a request for a refund, log into Minerva and follow the *Student Accounts* menu.

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

### 1.3.6 Classes with Limited Enrolment

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

### 1.3.7 Registration in Courses Administered by Other Faculties

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

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

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

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



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

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

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

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



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

### 1.3.9 Late Registration

You can register late provided there are spaces available in the course after the regular registration period. The late registration period is indicated in the **Important Dates Supplement** at [www.mcgill.ca/continuingstudies/current-students/registration](http://www.mcgill.ca/continuingstudies/current-students/registration) or in [School of Continuing Studies](#) > *Getting Started* > *section 2.2: Key Dates, 2015–2016*. You will be charged a late registration fee whether you registered on Minerva or in person; exact fee amounts are available on the [Student Accounts](#) website.

### 1.3.10 Course Information and Regulations

Students are advised to also refer to [University Regulations and Resources](#) > *Graduate* > *Regulations* > *Registration and 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](http://www.mcgill.ca/students/courses) for the most up-to-date information on courses to be offered.

Not all courses listed are offered every year.



**Note for Health Sciences:** For information, you should refer to your Faculty/School section in this publication.

#### 1.3.10.1 Class Schedule

*Class Schedule* for the upcoming Fall and Winter terms normally becomes available in March prior to the opening of advising. 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 course reference number (CRN) 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 in the schedule have not caused conflicts in your schedule.

Once you have selected some courses from the Class Schedule, try *Visual Schedule Builder* (VSB) to view your possible class schedules in an easy-to-read weekly schedule format. Please note that you cannot use Visual Schedule Builder to register but you can copy your choice of course reference numbers (CRNs) from VSB to have handy for registration in Minerva.

Please note that the last day of classes in a term varies according to a course's schedule pattern (e.g. Mon-Wed-Fri, Tues-Thurs, Monday only, etc.). You may verify these details at [www.mcgill.ca/importandates/key-dates](http://www.mcgill.ca/importandates/key-dates).



**Note for Health Sciences:** For information, you should refer to your Faculty/School section in this publication.



**Note for Medicine:** This section is not applicable to M.D.,C.M. students; see [www.mcgill.ca/ugme](http://www.mcgill.ca/ugme).

#### 1.3.11 Quebec Inter-University Transfer Agreement

##### 1.3.11.1 Quebec Inter-University Transfer Agreement: McGill Students

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

If you are a regular McGill undergraduate or graduate degree, diploma, or certificate student, you may register, with your faculty's permission, at any Quebec university for three, or in some cases six, **credits** per term in addition to your registration at McGill. You may also obtain permission to complete a full term (i.e., 12 to 15 credits) at another Quebec university. These courses, subject to faculty regulations, will be recognized by McGill for the degree that you are registered for, up to the limit imposed by the residency requirements of the program. Normally, you must complete a minimum residency requirement of 60 credits at McGill in order to qualify for a McGill degree (you should check with your faculty). This privilege will be granted if there are valid academic reasons.

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

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

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

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



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

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



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



**Note for Nursing:** You must obtain the Ingram School of Nursing's permission to register at another Quebec university for three, or in some cases six, credits per term in addition to your registration at McGill. These courses, subject to the Ingram School of Nursing's 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 (i.e., courses taken at McGill) requirement of 60 credits at McGill in order to qualify for a McGill degree (you should check with the Ingram School of Nursing). This privilege will be granted if there are valid academic reasons. If you want to take advantage of this agreement, please see [www.mcgill.ca/students/iut](http://www.mcgill.ca/students/iut) for information and application procedures. The final grades earned at the host university must meet the minimum requirements as set by the Ingram School of Nursing, *i.e.*, a letter grade of 'C'.



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

### 1.3.11.2 Quebec Inter-University Transfer Agreement: Visiting IUT Students



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

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/iut](http://www.mcgill.ca/students/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](http://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.



**Note for Engineering:** Courses administered by the Faculty of Engineering that are offered in the Summer term are open only to McGill students.



**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 > Other Ways to Register > section 1.3.3.1: In-Person Registration](#)).

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

### 1.3.12 Auditing of Courses

McGill does not permit auditing of courses.



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

## 1.4 Fees for Continuing Studies Students

The University reserves the right to make changes without notice in the published scale of fees. Please consult the Student Accounts website at [www.mcgill.ca/student-accounts/tuition-fees](http://www.mcgill.ca/student-accounts/tuition-fees). The University will publish this schedule as soon as the fees for the 2015–2016 academic year are announced.

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

### 1.4.1 Access to Fee Information

You can view your *Account Summary by Term* on Minerva. The Fall 2015 term fees will be accessible as of August 1.

#### 1.4.2 Tuition Fees

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

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

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](http://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 at [www.mcgill.ca/student-accounts/tuition-fees/general-information/tuition-fee-exemptions](http://www.mcgill.ca/student-accounts/tuition-fees/general-information/tuition-fee-exemptions).



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

##### 1.4.2.2 International Students

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

For more information concerning Fee Exemptions, contact Service Point at [www.mcgill.ca/students/records/contact](http://www.mcgill.ca/students/records/contact).

##### 1.4.2.3 Tuition Fees for Continuing Studies Students: Fees for Non-Credit Courses

Fees for non-credit courses and for short courses or seminars not recorded on the official McGill transcript are noted in [section 1.3.10: Course Information and Regulations](#) or on the Continuing Studies website at [www.mcgill.ca/continuingstudies/current-students/fees](http://www.mcgill.ca/continuingstudies/current-students/fees). The MACES fee is included where applicable (see [section 1.15.7.2: Student Governance: McGill Association of Continuing Education Students \(MACES\)](#)).

##### 1.4.2.4 Tuition Fees for Continuing Studies Students: Senior Citizens

Senior citizens aged 65 years and over, registered in credit or non-credit courses, will be credited an amount equal to 50% of the Quebec tuition fee rate. This policy applies to students who have turned 65 as of September 30 for the Fall term and January 31 for the Winter term. Fee reductions do not apply to fees for: Intensive English and Intensive French, special programs in *Faculty Partnerships and Summer Studies*, and *Career and Professional Development* or membership in the *McGill Community for Lifelong Learning*. Senior students who pay the International or non-Quebec rate will be credited 50% of the Quebec tuition fee for their program.

##### 1.4.2.5 Tuition Assistance for McGill Staff

McGill staff may be entitled to a tuition waiver equivalent to 100% of the portion of eligible tuition fees. For complete details, refer to the policies and procedures found at [www.mcgill.ca/hr/bp/benefits/forms](http://www.mcgill.ca/hr/bp/benefits/forms). Should you not successfully complete the courses as detailed in the policy, the fee exemption will be cancelled and you will be required to pay these fees according to regular payment deadlines.

##### 1.4.2.6 Staff Dependent Waivers

Students who are dependents of staff members or pensioners may qualify for a fee reduction. You may complete and submit the application form at [www.mcgill.ca/adminhandbook/personnel-policies-and-procedures/staff-dependent-tuition-waiver](http://www.mcgill.ca/adminhandbook/personnel-policies-and-procedures/staff-dependent-tuition-waiver).

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

For more information, refer to the MUNACA Collective Agreement, or the Staff Dependent Policy at [www.mcgill.ca/adminhandbook/personnel-policies-and-procedures/staff-dependent-tuition-waiver](http://www.mcgill.ca/adminhandbook/personnel-policies-and-procedures/staff-dependent-tuition-waiver).

#### 1.4.3 Compulsory Fees for Continuing Studies Students

##### McGill Association of Continuing Education Students (MACES)

A fee of \$12.99 per course is collected from each student by the University on behalf of the McGill Association of Continuing Education Students (MACES).

##### Exceptions

1. Students in short courses, seminars, and workshops that are not recorded on the official McGill transcript are not members of MACES and are not assessed the MACES fee.
2. The MACES fee does not apply to students who are already members of the McGill Student's Society, except in certain cases where the student is in more than one program. For further information about MACES, see [section 1.15.7.2: Student Governance: McGill Association of Continuing Education Students \(MACES\)](#).

#### 1.4.3.1 Administrative Charges

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

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

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

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

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

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

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

#### 1.4.4 Other Fees for Continuing Studies Students

##### Other Fees (rates as of 2014–2015)

International Student Health and Accident Plan (compulsory):

Single	\$849
Dependant	\$2,604
Family (one student with two or more dependants)	\$4,953

Application for Admission (credit programs)	\$80
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Late Registration (non-refundable)	\$25
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Language Placement Test	\$35
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Course Transfer	\$20
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Course dropped prior to refund deadline	\$20
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Re-reading an Examination Paper (refundable if the letter grade is increased)	\$35.77
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Supplemental Examinations	\$35.77
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Duplicate ID card	\$25
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Late Payment Fee (charged at the end of October for the Fall term, or at the end of February for the Winter term):

Balances between \$100.01 and \$300	\$25
Balances between \$300.01 and \$1,000	\$50
Balances greater than \$1,000	\$75

**Other Fees (rates as of 2014–2015)**

Interest on outstanding balances (rate determined in February, to be applicable on June 1, is 1.24% monthly or 14.88% annually)

Returned cheque or Pre-Authorized Debit payment\*\*

\$40

Cheque Refund charge:

on balances less than \$100	\$10
on balances \$100 and over	\$20

Reinstatement Penalty (see [section 1.4.6.1: Overdue Accounts](#))

\$150

Rescheduled Examinations

\$30.66

Exemption by Examination

\$102.20

Comprehensive Challenge Examination (English and French Language Programs)

\$102.20

McGill School of Continuing Studies Test of English Language Proficiency (TELP)

\$110

Intensive Language Programs:

Application Fee	\$80
Course cancellation prior to refund deadline	\$200



**\*\* Note:** Please note that the \$40 fee for returned cheques and pre-authorized debit payments is in addition to the value of the amount debited for the returned item in question. For transactions in Canadian dollars, the amount debited is the same as the amount paid. For transactions in other currencies, including pre-authorized debit payments in US dollars, accounts will be debited at the exchange rate charged by the bank to the University. This sometimes represents a significant difference from the amount originally paid, depending on the rate of exchange on the date of the return.

## 1.4.5 Billings and Due Dates for Continuing Studies Students

### Invoicing of Fees

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

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

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

### Late Payment Fees

If you have an outstanding balance greater than \$100 on your account at the end of October (end of February for the Winter term), you are charged a late payment fee according to the fee schedule found in [section 1.4.4: Other Fees for Continuing Studies Students](#).

## 1.4.6 Other Policies Related to Fees

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

### 1.4.6.1 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. See [www.mcgill.ca/student-accounts/your-account/deadlines-and-penalties/overdue](http://www.mcgill.ca/student-accounts/your-account/deadlines-and-penalties/overdue) for more information.

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

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

#### Information for Registered Students

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

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

Telephone: 514-398-6013  
Email: [student.aid@mcgill.ca](mailto:student.aid@mcgill.ca)  
Website: [www.mcgill.ca/studentaid](http://www.mcgill.ca/studentaid)

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

#### Information for Students who are no Longer Registered

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

#### Cancelling Registration for Non-Payment

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 and submit it to the Student Accounts Office, which will forward it to Enrolment Services for approval and processing. Your fee account will be charged a Reinstatement Penalty for the processing of the re-enrolment; exact fee amounts and further details are available on the [Student Accounts](#) website.

#### 1.4.6.2 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/your-account/requesting-refund](http://www.mcgill.ca/student-accounts/your-account/requesting-refund).

#### 1.4.6.3 Deferred Admission, Degree Transfers, Break in Enrolment

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

**Degree Transfers:** International students who transfer to degrees in Computer Science, Engineering, Law, Management, or Science will be charged the tuition rate in effect for newly admitted students to those degrees in their term of transfer.

**Break in Enrolment:** International students in Computer Science, Engineering, Law, Management, or Science, who apply for readmission after an absence of four consecutive terms or more, will be charged the tuition rate in effect for newly admitted students in their term of readmission.

#### 1.4.6.4 Fees for Students in Two Programs

Students in two programs normally are billed additional fees for their second program. Depending on the level of the two programs (e.g., one at the undergraduate versus one at the graduate level), you may incur both society and faculty fees and/or additional tuition fees. Consult the Student Accounts website at [www.mcgill.ca/student-accounts/tuition-fees/general-information/exchange-senior-citizens-part-time-and-double-program#double-program](http://www.mcgill.ca/student-accounts/tuition-fees/general-information/exchange-senior-citizens-part-time-and-double-program#double-program) for further details.

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

#### **1.4.6.5 Other Policies Related to Fees: Quebec Inter-University Transfer Agreements**

If you are taking courses as part of the **Quebec Inter-University Transfer** (IUT) agreement, you are required to pay the fees at your home university; see [section 1.3.11: Quebec Inter-University Transfer Agreement](#). The agreement covers only the transfer of academic credits.

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

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

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

#### **1.4.7 Deferred Fee Payment for Continuing Studies Students**

##### **Students with Sponsors**

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

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

#### **1.4.8 Loans and Bursaries for Continuing Studies Students**

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

#### **1.4.9 Corporate Tax Benefits for Continuing Studies Students**

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

#### **1.4.10 Tax Slips for Continuing Studies Students**

T4A (RL-1), T2202A and Relevé 8 slips are issued on Minerva under the *Student Accounts Menu* by the end of February each year. Note that a Quebec permanent code, a social insurance number as well as a valid mailing address are required to be transmitted to Revenu Québec by the University as part of its tax reporting for both the T4A and the Relevé 8 slips; therefore, it is highly recommended that if you expect to be completing a Quebec income tax return, you provide this information to the University upon registration. More information on these slips is available on [www.mcgill.ca/student-accounts/your-account/tax-information](http://www.mcgill.ca/student-accounts/your-account/tax-information).

#### **1.4.11 Payment Procedures**

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

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### **1.5 Student Records**

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

#### **1.5.1 Academic Standing**

You enter the University in Satisfactory Standing, and your Academic Standing is determined at the end of each 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.

- [section 1.5.1.1: Academic Standing: Desautels Faculty of Management](#)

- [section 1.5.1.2: Academic Standing: Faculty of Agricultural and Environmental Sciences](#)
- [section 1.5.1.3: Academic Standing: Faculties of Arts and Science \(including B.A. & Sc.\)](#)
- [section 1.5.1.4: Academic Standing: Faculty of Education](#)
- [section 1.5.1.5: Academic Standing: Faculty of Engineering](#)
- [section 1.5.1.6: Academic Standing: Faculty of Law](#)
- [section 1.5.1.7: Academic Standing: School of Continuing Studies](#)
- [section 1.5.1.8: Academic Standing: Schulich School of Music](#)

### 1.5.1.1 Academic Standing: Desautels Faculty of Management

BCom students, see [Desautels Faculty of Management](#) > Undergraduate > BCom Degree Requirements > : Academic Standing.

### 1.5.1.2 Academic Standing: Faculty of Agricultural and Environmental Sciences

Agricultural and Environmental Sciences students, see [Faculty of Agricultural and Environmental Sciences](#) > Undergraduate > About the Faculty of Agricultural and Environmental Sciences, including School of Dietetics and Human Nutrition (Undergraduate) > Faculty Information and Regulations > : Academic Standing.

Farm Management and Technology students, see [Faculty of Agricultural and Environmental Sciences](#) > Undergraduate > Farm Management and Technology Program > Academic Rules and Regulations - FMT > : #unique\_117.

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

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

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

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

If you are in Interim Satisfactory or Satisfactory Standing:

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

#### 1.5.1.3.2 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 must carry a reduced load (maximum 14 credits per term);
- you are strongly advised to consult a departmental adviser, before withdrawal deadlines about your course selection for the Winter term;
- you should see your Faculty adviser to discuss degree planning.

If you are in Probationary Standing:

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

You will be placed in Probationary Standing:

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

#### 1.5.1.3.3 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 must carry a reduced load (maximum 14 credits per term) — a lower limit may be specified in your conditions of readmission;
- you should see your departmental adviser to discuss your course selection;
- you should see your Faculty adviser to discuss degree planning.

#### **1.5.1.3.4 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 must carry a reduced load (maximum 14 credits per term);
- 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 must be received in their respective Faculties no later than the deadlines stated on their readmission websites. For **Arts**, see [www.mcgill.ca/oasis/policies-and-procedures/course-policies/course-policies/degree-policies](http://www.mcgill.ca/oasis/policies-and-procedures/course-policies/course-policies/degree-policies). For **Science** (including B.A. & Sc.) see [www.mcgill.ca/science/student/general/readmission](http://www.mcgill.ca/science/student/general/readmission). 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 [Faculty of Science > Undergraduate > Academic Programs > : Science or Mathematics for Teachers](#).

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

- Standing awaits deferred exam.
- Must clear Ks, Ls, 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 your Standing changes to Unsatisfactory Standing.

If your Standing changes to Unsatisfactory:

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

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

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

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

At the end of the Winter term, if you have a mark of K or L, you will be placed in the appropriate Standing in June, if the outstanding mark in the course will not affect your Standing. Otherwise, Standing decisions will be made only once incomplete marks have been cleared. For more information about incomplete grades, please refer to [University Regulations and Resources](#) > [Undergraduate](#) > [Student Records](#) > [Incomplete Courses](#).



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

#### 1.5.1.4 Academic Standing: Faculty of Education

Education students, see [Faculty of Education](#) > [Undergraduate](#) > [Faculty Regulations for Undergraduate Programs](#) > [Academic Standing](#).

#### 1.5.1.5 Academic Standing: Faculty of Engineering

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



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

##### 1.5.1.5.1 Satisfactory Standing: Faculty of Engineering

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

You may continue with your studies under the following conditions:

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

##### 1.5.1.5.2 Probationary Standing: Faculty of Engineering

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

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

**OR**

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

You may continue with your studies under the following conditions:

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

##### 1.5.1.5.3 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/current-students/undergraduate/advising-programs/academic-standing](http://www.mcgill.ca/engineering/current-students/undergraduate/advising-programs/academic-standing).

**1.5.1.6 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 at least 1.50, you will be required to withdraw from the Faculty. If your sessional GPA is between 1.50 and 1.99, you will be permitted to continue with your program, but you must obtain a subsequent sessional GPA of 2.50 or a Cumulative GPA (CGPA) of 2.00. You must have a CGPA of 2.00 to be considered for graduation. Students who are required to withdraw from the Faculty may be authorized to continue in their program by the Faculty Admissions Committee if there are exceptional reasons for the required withdrawal.

**1.5.1.7 Academic Standing: School of Continuing Studies**

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

**1.5.1.8 Academic Standing: Schulich School of Music**

Music students, see [Schulich School of Music > Undergraduate > Academic Information > Academic Standing](http://Schulich School of Music > Undergraduate > Academic Information > Academic Standing).

**1.5.2 Credit System**

The faculties listed in this publication use the credit system, where each course is assigned a credit rating reflecting the number of weekly contact hours. In general, a three-credit course indicates three hours of lectures per week for one term, but this does not apply to all faculties. Laboratory contact hours usually count for fewer credits. Credits also reflect the amount of effort required of the student and generally assume two hours of personal study for each contact hour.

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

-  **Note:** Credit for multi-term courses (courses with the suffixes: D1, D2; N1, N2; J1, J2, J3) is granted only after successful completion of all components in the specified time frame. For example, a student would have to take D1 and D2 components in consecutive terms and successfully complete them both in order to obtain credit.
-  **Note for Agricultural and Environmental Sciences, and Science:** As a guideline, a one-credit course would represent approximately 45 hours total work per course. This is, in general, a combination of lecture hours and other contact hours such as laboratory periods, tutorials, and problem periods as well as personal study hours.
-  **Note for Engineering:** One credit normally represents three hours total work per week. This is, in general, a combination of lecture hours and other contact hours such as laboratory periods, tutorials and problem periods as well as personal study hours. As a guide, the average number of hours per week of course activities is indicated in hours in the course listing after the course credit. For example, (3-1-5) indicates a course consisting of three lecture hours per week, one hour of tutorial or lab, and five hours of personal study per week.
-  **Note for Summer Studies:** For Summer courses, a three-credit course usually indicates ten hours of lectures per week starting in either the May, June, or July session and spanning a maximum period of five weeks.

**1.5.3 Continuing Education Units (CE units)**

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

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

**1.5.4 Grading and Grade Point Averages (GPA) for Continuing Studies**

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

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

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

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

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

### Undergraduate Grading

#### Undergraduate Level

Grades	Grade Points	Numerical Scale of Grades
A	4.0	85–100%
A-	3.7	80–84%
B+	3.3	75–79%
B	3.0	70–74%
B-	2.7	65–69%
C+	2.3	60–64%
C	2.0	55–59%
D	1.0	50–54%
F (Fail)	0	0–49%
P		Pass

\*A grade of D is a conditional (non-continuation) pass:

- If you obtain a grade of D in a course that is a prerequisite, you cannot register for any course that requires this prerequisite.
- If you obtain a grade of D in a required course, the course will not count toward your program.

### Graduate Grading

#### Graduate Level

Grades	Grade Points	Numerical Scale of Grades
A	4.0	85–100%
A-	3.7	80–84%
B+	3.3	75–79%
B	3.0	70–74%
B-	2.7	65–69%
F (Fail)	0	0–64%
P		Pass

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

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

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

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

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

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

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



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

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

#### 1.5.4.1 Other Grades for Continuing Studies

Other Grades	
<b>J</b>	– 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.
<b>K</b>	– incomplete; deadline extended for submission of work in a course (see “Incomplete Courses”).
<b>KE or K*</b>	– further extension granted (see “Incomplete Courses”).
<b>KF</b>	– failed to meet the extended deadline for submission of work in a course; calculated as a failure in TGPA and CGPA.
<b>KK</b>	– completion requirement waived. Not calculated in TGPA or CGPA.
<b>L</b>	– deferred examination.
<b>LE or L*</b>	– permitted to defer examination for more than the normal period.
<b>NE</b>	– no evaluation; indicates work for which no evaluation has been carried out and which may not count as credit toward any program.
<b>NR</b>	– no grade reported by the instructor (recorded by the Registrar).
<b>P</b>	– pass; not calculated in TGPA or CGPA.
<b>Q</b>	– course continued in next term (applicable only to courses taken pre-Fall 2002).
<b>W</b>	– withdrew; a course dropped, with permission, after the Course Change deadline; not calculated in TGPA or CGPA.
<b>WF</b>	– 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.)
<b>WL</b>	– faculty permission to withdraw from a deferred examination; not calculated in TGPA or CGPA.
<b>NA or &amp;&amp;</b>	– grade not yet available.
<b>W- or -</b>	– no grade; student withdrew from the University, not calculated in TGPA or CGPA.

#### 1.5.5 Unexcused Absences for Continuing Studies Students

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

#### 1.5.6 Incomplete Courses for Continuing Studies

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



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



**Note:** If the instructor submits a new grade within the deadline, both the new grade and the grade of K will appear on your verification forms and unofficial and advising transcript. However, the new grade will replace the K on your official transcript.



**Note:** If you do not complete the required work before the deadline, a grade of KF will be updated on your record. A KF denotes a failed course and is calculated in the TGPA and CGPA as an F.



**Note:** In exceptional circumstances, and with the approval of the Associate Dean or Director, the deadline may be extended further, in which case the grade of KE (further extension granted) appears. If you do not meet the extended deadline, a grade of KF will replace the KE.



**Note for Continuing Studies:** All students who miss a final exam are given a grade of J. For more information regarding the J grade, see [section 1.5.5: Unexcused Absences for Continuing Studies Students](#).

## 1.5.7 Non-Evaluated Work for Continuing Studies Students

If you are attending a course that has an evaluation process (such as an examination or other criteria), you may choose not to be evaluated. To do this, you must complete the required form at: [www.mcgill.ca/continuingstudies/current-students/student-records/grades/non-evaluated-work-ne-grades](http://www.mcgill.ca/continuingstudies/current-students/student-records/grades/non-evaluated-work-ne-grades), prior to the start of the third lecture. Submitting this request will result in a grade of NE on your academic record. Under no circumstances will a course with a grade of NE (No Evaluation) count toward a certificate, diploma, or degree program. Note that only courses administered by Continuing Studies can have a grade of NE.

If you are taking a general interest course (non-program) that does not have an evaluation process, you may request to be evaluated by completing a form prior to the start of the third lecture. You can find the form at:

[www.mcgill.ca/continuingstudies/current-students/student-records/grades/non-evaluated-work-ne-grades](http://www.mcgill.ca/continuingstudies/current-students/student-records/grades/non-evaluated-work-ne-grades). Note that this option does not apply to short courses, workshops, and seminars not included on the McGill transcript.

## 1.5.8 Verification of Student Records: Unofficial Transcripts

Subject to [section 1.5.9: Changes to Student Records after Normal Deadlines](#), you are responsible for verifying your academic record on Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)) using the unofficial transcript to ensure that you are registered in the proper courses, and that the correct program information and expected term of graduation appear on your record.

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



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

## 1.5.9 Changes to Student Records after Normal Deadlines

### 1.5.9.1 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). They also include changes to tuition status based on the submission of legal documents.

### 1.5.9.2 Registrar Deadlines

Fall term – January 31

Winter term – June 1

Summer term – October 1

### 1.5.9.3 Before Registrar Deadlines

For record changes after the normal deadlines published in this publication, but before the Registrar deadlines listed in [section 1.5.9.2: Registrar Deadlines](#), you must make a request in writing to your Associate Dean or Director, clearly explaining why you could not request the change before these dates. The Associate Dean or Director will review your request and make a decision. If your request is approved, the change is processed according to existing faculty and Enrolment Services student record procedures.



**Note for the Faculties of Arts and Science (including B.A. & Sc.):** Requests are made at [Service Point](http://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](http://www.mcgill.ca/students/advising).

#### 1.5.9.4 After Registrar Deadlines

The University does not normally consider a change requested after the Registrar deadlines listed in [section 1.5.9.2: Registrar Deadlines](#) have passed. In situations where there are “extraordinary personal” or “extraordinary academic” circumstances that could not have been foreseen prior to these deadlines, you may formally request a student record change from your Associate Dean or Director. If your Associate Dean or Director approves the request, the change will be processed according to faculty and Enrolment Services student record procedures. You may be assessed a fee for a change requested after Registrar deadlines. For all changes other than grade changes, the faculty will file full documentation that supports the extraordinary circumstances with Enrolment Services.



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

#### 1.5.9.5 Fee Assessment Consequences

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

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

#### 1.5.9.6 Student's Citizenship and/or Immigration or Fee Exemption Status

Note that your faculty/school or Graduate and Postdoctoral Studies does not handle changes related to your citizenship and/or immigration or fee exemption status; see [section 1.2.2.1: Why Does McGill Collect Legal Documents from You?](#) You may be assessed a fee for a change requested after the submission deadline.

### 1.5.10 Transcript of Academic Record

The following sections contain information on transcripts and other details regarding academic records. Use the right-hand menu to jump to a specific section.

#### 1.5.10.1 Transcript of Academic Record: General Information

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.

The University issues official transcripts free of charge for currently registered students and will mail them by regular mail to the address(es) indicated on the request made in [Minerva](#). Alternatively, an official transcript may be picked up in person at [Service Point](#) in a sealed envelope.

Requests for official transcripts 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.

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

For more information on requesting official transcripts, refer to the Official Transcripts section below.



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



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

#### 1.5.10.2 Unofficial Transcripts

If you require a copy of your student record, access Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)) to view and print an unofficial transcript. This applies to records from 1976 to the present. For pre-1976 records, you must order an official transcript. See [section 1.5.10.3: Official Transcripts](#).

#### 1.5.10.3 Official Transcripts

For more information on transcripts, applicable costs, delivery method, and processing time, see [www.mcgill.ca/students/records/transcripts](http://www.mcgill.ca/students/records/transcripts).

**Currently Registered Students:** Use Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)) to order an official transcript at *Student Menu > Student Records Menu > Request Printed/Official Transcript*.

**Alumni or former students who were registered or graduated as of 1972 or later:** You **must** submit your request in Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)) at *Student Menu > Student Records Menu > Request Printed/Official Transcript* and will require login credentials. Please visit the IT Knowledgebase ([www.mcgill.ca/it](http://www.mcgill.ca/it)) to view how to obtain your McGill ID & Minerva PIN.

**Alumni or former students who were registered or graduated prior to 1972 (archived records):** You must submit an online *Request for Archived Official Transcript* located at: [www.mcgill.ca/students/records/transcripts](http://www.mcgill.ca/students/records/transcripts) and will be required to provide a copy of a government-issued Photo ID.



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

#### 1.5.10.4 Course Numbering on the Transcript

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

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

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

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

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

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



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

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

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

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

#### 1.5.11 Letters of Attestation for Continuing Studies Students

You may obtain Letters of Attestation on *Minerva* under the Student Records Menu. You can also make a request at the Client Services Office. This letter will confirm that you are registered for the current term with the School of Continuing Studies, and will also include the following information:

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

If you require information from previous terms, you may order a transcript ([www.mcgill.ca/students/records/transcripts](http://www.mcgill.ca/students/records/transcripts)).

Please allow 48 hours for these letters to be prepared.

For more information on obtaining a letter on Minerva, see [www.mcgill.ca/students/records/proof-reg](http://www.mcgill.ca/students/records/proof-reg).

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#### 1.6 Examinations: General Information



**Note:** The University Exam Regulations governed by the University Student Assessment Policy are available at [www.mcgill.ca/students/exams/regulations](http://www.mcgill.ca/students/exams/regulations).

In addition to the University Student Assessment Policy (available on the *Secretariat website*) and the general examination regulations listed at [www.mcgill.ca/students/exams/regulations](http://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 (available on the [Secretariat website](#)) and the *Code of Student Conduct and Disciplinary Procedures* (available at [www.mcgill.ca/students/exams/regulations](http://www.mcgill.ca/students/exams/regulations)).

You can find information about issues related to academic integrity at [www.mcgill.ca/students/srr/honest](http://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/current-students/undergraduate/courses-registration/exams-assessment](http://www.mcgill.ca/engineering/current-students/undergraduate/courses-registration/exams-assessment).



**Note for Law Students:** You should also refer to the Law website for more information at [www.mcgill.ca/law-studies/courses-registration/exams](http://www.mcgill.ca/law-studies/courses-registration/exams).



**Note for Medicine:** Refer to [www.mcgill.ca/ugme/academic-policies/evaluation-promotion/examinations](http://www.mcgill.ca/ugme/academic-policies/evaluation-promotion/examinations).



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

#### 1.6.1 Class Tests

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

#### 1.6.2 Examination Facilities for Students with Disabilities

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](http://www.mcgill.ca/osd).

#### 1.6.3 Credit by Examination

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

#### 1.6.4 Final Examinations

Formal final examinations are held during an examination period at the end of the course term. The dates of the examination periods are listed at [www.mcgill.ca/importantdates](http://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](http://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.

##### 1.6.4.1 University Regulations Concerning Final Examinations for Continuing Studies Students

###### Preamble

The objectives of these regulations are as follows:

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

###### Regulations

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

**Note for Continuing Studies:** Regulation 1 also applies to graduate-level courses.

2. Written examinations (including take-home examinations) shall not be held during the last two weeks of scheduled classes during the Fall and Winter terms, except where a pattern of continuous evaluation has been established, in which case the total value of examinations given in this period shall comprise no more than 10% of the final mark.
3. If the written examinations in a course constitute 50% or more of the final mark, one of these shall be given as a final written examination; and it shall take place during the examination period after the last day of scheduled lectures in December or April.
4. A final examination given during the examination period shall be worth at least 25% of the final mark.

5. Students shall be informed of all course requirements by the end of the Course Change period. All term work shall be assigned early enough in the term for students to complete the assignment(s) by the last day of class.
6. The due date for term work in courses to which these regulations apply shall be no later than the last day of classes.
7. In courses that span the Fall and Winter terms (course pairs with numbers ending D1 and D2), instructors who wish to give a mid-year examination in December must schedule it in the formal examination period.
8. The principles enunciated in these regulations shall be applied, appropriately modified, to courses given during the summer, to other courses of less than a 13-week duration, and to courses in the Faculties of Law, Medicine, Dentistry, and Education that do not follow the normal University Timetable.
9. Individual faculties may propose variations in these regulations to the Academic Policy and Planning Committee in order to meet their special needs.

**Note for Continuing Studies:** Regulation 9 is not applicable to Continuing Studies students.

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

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

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

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

**Note for Continuing Studies:** Students should consult [www.mcgill.ca/continuingstudies/current-students/exams](http://www.mcgill.ca/continuingstudies/current-students/exams).



#### 1.6.4.2 Deferred Examinations for Continuing Studies Students

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

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



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

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

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

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

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

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

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

#### 1.6.4.3 Examination Conflicts for Continuing Studies Students

If you have an examination conflict, you must complete an “**Examination Conflict Form**” and return it to the *Client Services Office* for approval at least 20 days before the start of the examination schedule. The form must be accompanied by supporting documentation, and there is a \$30.66 fee (non-refundable) for rescheduling an examination. Only under exceptional circumstances are examinations rescheduled. You can find the form at [www.mcgill.ca/continuingstudies/current-students/exams/exam-conflicts-and-deferrals](http://www.mcgill.ca/continuingstudies/current-students/exams/exam-conflicts-and-deferrals).

#### 1.6.4.4 Supplemental Examinations

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

The following rules and conditions apply:

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

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

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

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



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



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



**Note for the Faculty of Engineering:** Supplemental examinations are available for the following courses: CHEM 110, CHEM 120, CHEM 212, CHEM 234, COMP 202, MATH 133, MATH 140, MATH 141, PHYS 131, PHYS 142, and other courses administered by the Faculty of Science as well as courses administered by the Faculty of Arts (ex. some Complementary Studies courses from Group A *Impact of Technology on Society* and from Group B *Humanities and Social Sciences, Management Studies and Law*).

Supplemental examinations are **not** available for the following Engineering courses: CHEM 233, COMP 208, EPSC 221, MATH 262, MATH 263, MATH 264, MATH 270, MATH 271, MATH 363, MATH 381, and PHYS 271. These courses are offered by the Faculty of Science, but administered by the Faculty of Engineering. If you are not sure which courses offer supplemental examinations, please contact the [Engineering Student Centre](http://engineering.mcgill.ca).



**Note for the Faculty of Law:** Regular supplemental examinations are available to a student who has failed a course, but who is not required to withdraw from the Faculty. Regular supplemental examinations may be written in up to two courses that do not exceed a total of seven credits together, or in any one course even if it exceeds seven credits. Supplemental examinations are written at the Law Faculty in the month of August. For more information, see [Supplemental Examinations](http://www.mcgill.ca/law-studies/courses-registration-exams/exams) at [www.mcgill.ca/law-studies/courses-registration-exams/exams](http://www.mcgill.ca/law-studies/courses-registration-exams/exams).

#### 1.6.4.5 Reassessment and Reread Policy for Continuing Studies Students

In accordance with the [Charter of Students' Rights](http://www.mcgill.ca/students/rights), and subject to the conditions stated therein, students have the right to consult any written submission for which they have received a mark and the right to receive an explanation from the instructor or, as the case may be, the examiner.

Students also have a right to an impartial and competent reread of any written assignment completed during the course of the semester, as well as final exams. However, it is strongly recommended that students meet with the course instructor before requesting a third-party reread.

Reassessments in courses not offered by the School of Continuing Studies (SCS) are subject to the deadlines, rules, and regulations of the relevant Faculty.

Students are required to keep any material, in its wholeness and original form, that has been returned to them. A reassessment request will be refused if the relevant material is not provided in support of the request.

Grades received for course components other than written work or examinations, such as presentations and/or participation marks, are not subject to the procedures noted below. Students should meet with the instructor to address any concerns regarding these forms of assessment.

SCS recognizes four types of reassessment:

- [section 1.6.4.5.1: Reassessment of an Assignment or a Mid-term by the Instructor](#)
- [section 1.6.4.5.2: Reread of an Assignment or a Mid-term Exam by a Third Party](#)
- [section 1.6.4.5.3: Reread of a Final Exam by a Third Party](#)
- [section 1.6.4.5.4: Mark Verification](#)

#### **1.6.4.5.1 Reassessment of an Assignment or a Mid-term by the Instructor**

This type of reassessment applies to written assignments completed during the course of the semester, such as papers, quizzes, and mid-term exams. For policies regarding rereads of final exams, please see [section 1.6.4.5.3: Reread of a Final Exam by a Third Party](#).

A request for reassessment of a group writing assignment requires the consent of all members of the group.

Requests for a review of a specific assignment **must be made directly to the instructor within 10 working days\* of the date of return of the graded material**. *Requests received after this deadline will not be considered.* Results of the reassessment will normally be completed within 20 working days\* of the receipt of the request. The grade may be increased, lowered, or remain the same. Whether the reassessed grade is higher or lower, it takes precedence over the original grade.

For English and French Intensive Language Programs, requests for a review of a specific assignment **must be made directly to the instructor within 3 working days\* of the date of return of the graded material**. *Requests received after this deadline will not be considered.* Results of the reassessment will normally be completed within 5 working days\* of the receipt of the request. The grade may be increased, lowered, or remain the same. Whether the reassessed grade is higher or lower, it takes precedence over the original grade.

\* "Working days" means Monday through Friday.

#### **1.6.4.5.2 Reread of an Assignment or a Mid-term Exam by a Third Party**

This type of reassessment applies to written assignments completed during the course of the semester, such as papers, quizzes, and mid-term exams. For policies regarding rereads of final exams, please see [section 1.6.4.5.3: Reread of a Final Exam by a Third Party](#).

Students who wish to contest a grade for a specific assignment should first meet with the instructor and discuss their concerns and questions. If a student remains dissatisfied with the grade, he or she may submit a request for a third-party reread of the assignment in question.

Requests for third-party rereads involving group work require the consent of all members of the group. In such cases, only one reread fee will be assessed.

Students seeking a third-party reread must apply to SCS [Client Services](#); exact fee amounts and details are available on the [Student Accounts](#) website.

Requests for a third-party reread of a specific assignment **must be made within 10 working days\* of the date of return of the graded material**. *Requests received after this deadline will not be considered.* Results of the third-party reread will normally be completed within 20 working days\* of the receipt of the request. The grade may be increased, lowered, or remain the same. The third-party reviewer's grade takes precedence over the original grade.

For English and French Intensive Language Programs, requests for a review of a specific assignment **must be made directly to the instructor within 3 working days\* of the date of return of the graded material**. *Requests received after this deadline will not be considered.* Results of the reassessment will normally be completed within 5 working days\* of the receipt of the request. The grade may be increased, lowered, or remain the same. Whether the reassessed grade is higher or lower, it takes precedence over the original grade.

\* "Working days" means Monday through Friday.

#### **1.6.4.5.3 Reread of a Final Exam by a Third Party**

It is strongly recommended, though not required, that students meet with the course instructor before requesting a reread of a final exam.

Requests for a reread of a final exam are administered by the Student Affairs Office in the SCS [Client Services](#) unit; exact fee amounts and details are available on the [Student Accounts](#) website.

Students must **apply in writing** by the following deadlines:

- **September 30** for courses offered in the Spring/Summer term
- **January 30** for courses offered in the Fall term
- **May 30** for courses offered in the Winter term

For English and French Intensive Language Programs, students must **apply in writing** by the following deadline:

- **2 working days\*** from the date when final exam grades are posted

All deadlines are strictly enforced, and no late requests will be accepted. Whether the reassessed grade is higher or lower, it takes precedence over the original grade.

\* "Working days" means Monday through Friday.

#### **1.6.4.5.4 Mark Verification**

In a case where a student believes that an error has been made in arriving at the final grade for a course as a whole, a Verification of Grade form must be completed at the SCS [Client Services](#) Office requesting that the instructor carry out a detailed check that the final course grade has been computed correctly.

For all courses and programs of study, the request **must be made within 10 working days\*** of the date on which the final grade appears on the student's transcript. Requests received after this deadline will not be considered. The mark verification process should normally be completed within 20 working days\* of receipt of the request by SCS Client Services.

\* "Working days" means Monday through Friday.

#### **1.6.5 Examinations: Invigilation (Exams from Other Universities)**

Upon request, McGill will act as proctor for exams from other universities or professional accreditation associations. Exams are scheduled on weekdays at 10:00 a.m., and cannot be scheduled on evenings, weekends, statutory holidays, or McGill holidays.

##### **1.6.5.1 Setting Up**

Please consult our website at [www.mcgill.ca/students/exams/proctor](http://www.mcgill.ca/students/exams/proctor) for complete information on how to arrange for a proctor exam at McGill.

##### **1.6.5.2 The Cost**

The cost for invigilation and administration of a proctor exam is \$100 per student, per exam, payable the day the exam is written by either debit card or cheque.

##### **1.6.5.3 Mailing address for exams**

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

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

**Meeting point for students on the day of the exam at 9:00 a.m.:**

McGill University  
Service Point  
3415 McTavish Street  
Montreal QC H3A 0C8  
  
Telephone: 514-398-2207  
Email: [proctores@mcgill.ca](mailto:proctores@mcgill.ca)  
Website: [www.mcgill.ca/students/exams/proctor](http://www.mcgill.ca/students/exams/proctor)

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#### **1.7 Graduation**

In order to graduate, you must complete faculty and program requirements. **It is your responsibility to meet all faculty and program requirements before graduation.**

At the time of graduation from an undergraduate degree, you must be in Satisfactory Standing with a minimum CGPA of 2.00.

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

##### **Minimum Residency Requirement**

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

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

Graduate students should refer to your faculty under [Faculties & Schools](#) > Graduate > Program Requirements for information on minimum residency requirements for graduate programs. This information is listed for each faculty, so you can also access it through your faculty's graduate pages.

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

- You must successfully complete a minimum of 21 McGill credits (excluding pre-requisites and co-requisites) in order to obtain a McGill undergraduate certificate. For specific information refer to your department section of this publication.

- Students completing a second undergraduate certificate at McGill must successfully complete a minimum of 21 McGill credits (excluding prerequisites and corequisites) in order to obtain their certificate. You should check with your adviser for any conditions applicable to the McGill credits required toward your certificate.

### 1.7.1 Graduation Honours

The following sections describe honours that may be conferred at graduation.

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

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

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

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

 **Note for Continuing Studies Students:** If you are graduating from a certificate or a diploma program, you may be awarded the designation of Dean's Honour List if you have completed a minimum of 21 McGill credits toward your certificate (residency requirement) and are in the top 10% of your graduating class (calculation based on the CGPA).

#### 1.7.1.2 Graduation Honours: Distinction for Continuing Studies Students

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

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

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

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

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

### 1.7.2 Apply to Graduate

**Most undergraduate students and non-thesis graduate students (master's, certificates, diplomas) must use Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)) to apply to graduate** (go to *Student Records > Apply for Graduation for Your Primary Curriculum*). It is your responsibility to inform McGill of your intention to graduate. You need a minimum residency requirement of 60 credits at McGill to qualify for a McGill undergraduate degree. For more information, see [section 1.7: Graduation](#). The minimum CGPA required to graduate is 2.00, and you must be in Satisfactory Standing.

 **Note for Physical and Occupational Therapy:** You must be in Satisfactory standing with a minimum CGPA of 2.30.

The Application for Graduation is available on Minerva when you register for your final year (e.g., U3 or U4), except if you are in the Faculty of Medicine or Faculty of Dentistry, where you are automatically flagged for graduation in your final year. For more information on how to apply on Minerva, go to [www.mcgill.ca/students/graduation/applying](http://www.mcgill.ca/students/graduation/applying).

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

#### 1.7.2.1 Deadlines

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

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



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



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

### 1.7.3 Graduation Approval Query

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

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

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

See [www.mcgill.ca/students/graduation/convocation](#) for information regarding convocation ceremonies.



**Note for Medicine and Dentistry:** The Application for Graduation is available on Minerva when you register for your final year (e.g., U3 or U4), except if you are in the Faculty of Medicine or Faculty of Dentistry, where you are automatically flagged for graduation in your final year.

### 1.7.4 Replacing a Diploma

#### 1.7.4.1 Required Documents

##### Replacing a lost diploma

You must provide a request including your full name, address, phone number, and date of birth, as well as your degree and the year it was granted.

##### Requesting a diploma or modifying your name

You must provide a written request including your full name, address, phone number, and date of birth, as well as your degree and the year it was granted. For name changes, upload a photocopy of your birth certificate, change of name certificate, marriage certificate, proof of divorce, or other legal documents that support your name change, corrections, additions, or deletions. Make sure to indicate any changes you want made in your written request.

##### 1.7.4.1.1 Making Your Request

There are two ways to submit a request:

1. Via [Service Point](#) Checkout e-store – Follow the instructions found at [www.mcgill.ca/students/graduation/diplomas](#) first, then to submit the order go to [spcheckout.mcgill.ca](#).
2. Come to [Service Point](#) in person with the required documents. You must pay the replacement fee of CAD\$120 per diploma copy (includes trackable mail delivery). Payment is accepted by **debit card only**. If you choose this option, please allow for appropriate delays in diploma printing and mailing time.



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

#### 1.7.4.2 Certified Copies

Enrolment Services will certify copies of your diploma in the original language or issue certified translations in English (from the original Latin) or French (from the original in English or Latin).

##### 1.7.4.2.1 Making Your Request

There are two ways to submit a request:

1. Via [Service Point](#) Checkout e-store – Follow the instructions found at [www.mcgill.ca/students/graduation/diplomas](#) first, then to submit the order go to [spcheckout.mcgill.ca](#).
2. In person:
  - Come to [Service Point](#) with a photocopy of your original diploma on 8.5" x 11" paper in landscape mode, making certain to reduce it so that all seals and signatures are visible, and indicate how many copies you need;
  - Indicate if you require certified translations, and if yes, in what language (i.e., English or French);

- Pay the CAD\$15 per copy fee payable via **debit card only**.



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

### 1.7.5 Language Requirements for Professions

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

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

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

More information may be obtained from the *Office québécois de la langue française*, 125 Sherbrooke Street West, Montreal, Quebec, H2X 1X4. Telephone: 514-873-6565. Website: [www.oqlf.gouv.qc.ca](http://www.oqlf.gouv.qc.ca).

If you need to acquire a functional level of proficiency in French, you can take courses from either the French Language Centre (Faculty of Arts [www.mcgill.ca/flc](http://www.mcgill.ca/flc)) or the School of Continuing Studies, 688 Sherbrooke Street West, telephone: 514-398-6200 ([www.mcgill.ca/continuingstudies/programs-and-courses/languages](http://www.mcgill.ca/continuingstudies/programs-and-courses/languages)).

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



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

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

#### Professional Groups

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

### 1.7.6 Awards for Continuing Studies Students

#### The American Express Prizes In Management - Treasury/Finance

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

Value: \$350 each.

#### Bernard J. Finestone Prizes in General Insurance

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

Value: \$400 each.

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

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

Value: \$300.

**Honda Ste-Rose Awards**

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

Value: \$250 each.

**Jacob Jonker Memorial Prize**

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

Value: minimum \$500 each.

**McGill Associates Prize in Management**

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

Value: \$300.

**McGill Associates Prizes in Translation**

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

Value: two prizes of \$300.

**Resolute Forest Products Prizes**

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

Value: \$350 each.

**Tata Communications Prize in French as a Second Language**

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

Value: \$300.

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

### **1.7.7 Aegrotat Standing and Degree at McGill University**

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

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

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

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### **1.8 Advising and the University Mission**

The Mission Statement of the University expresses the commitment to offer students the *best education available*. An essential component of this is the advising process. Advising takes place in many ways and locations at McGill, so it is important that you learn about the different : [Types of Advising and Advisers](#) and how they can help you reach your goals. You should also consult the advising information provided on your Faculty's website (: [Contact Information for Faculty Student Affairs Offices](#)) and on the [Academic Advising website](#).

#### **1.8.1 The Role of the Student in Advising**

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

## 1.8.2 Contact Information for Continuing Studies Advising

### Client Services Office

Telephone: 514-398-6200

Email: [info.conted@mcgill.ca](mailto:info.conted@mcgill.ca)

Website: [www.mcgill.ca/continuingstudies/about-scs/client-services](http://www.mcgill.ca/continuingstudies/about-scs/client-services)

### Career and Professional Development

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

Robert Guirguis or Mary Rubiano

Telephone: 514-398-6200

### Language and Intercultural Communication

France Bruneau

Telephone: 514-398-7514

### Translation and Written Communication

Client Services Office

Telephone: 514-398-6200

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## 1.9 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](mailto:deanofstudents@mcgill.ca)

Website: [www.mcgill.ca/deanofstudents](http://www.mcgill.ca/deanofstudents)

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## 1.10 Service Point

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

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

- certified or translated copies of diplomas
- degree verification
- help with admissions
- help with Minerva
- international health insurance cards and exemptions
- McGill ID cards
- official transcript pick-up
- replacement diplomas
- student exchanges/study abroad
- submitting legal documents
- tuition and fees information
- pick-up of alternative U.S. Loans

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

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

For a complete list of student services and resources at McGill, see [www.mcgill.ca/students](http://www.mcgill.ca/students).

For more information about Service Point, see [www.mcgill.ca/students/servicepoint](http://www.mcgill.ca/students/servicepoint).

#### **1.10.1 Location**

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

Opening hours: please refer to [www.mcgill.ca/students/servicepoint](http://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>

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### **1.11 Student Services**

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

#### **1.11.1 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/studentservices](http://www.mcgill.ca/studentservices)

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

#### **1.11.2 Office for Students with Disabilities**

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

Redpath Library Building, 3459 McTavish, Suite RS-56

Telephone: 514-398-6009

TDD: 514-398-8198

Email: [disabilities.students@mcgill.ca](mailto:disabilities.students@mcgill.ca)

Website: [www.mcgill.ca/osd](http://www.mcgill.ca/osd)

#### **1.11.3 Ombudsperson for Students**

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

The mandate of the Ombudsperson for Students 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 consult the mandate, visit the website of the Office of the Ombudsperson for Students.

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

#### 1.11.4 Bookstore

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

3420 McTavish Street  
Telephone: 514-398-7444  
Website: [www.mcgill.ca/bookstore](http://www.mcgill.ca/bookstore)

Macdonald Bookstore  
Centennial Centre  
Telephone: 514-398-8300  
Website: <http://mcss.mcgill.ca/en/bookstore>

#### 1.11.5 Computer Store

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

3420 McTavish Street  
Telephone: 514-398-5025  
Email: [sales.mcs@mcgill.ca](mailto:sales.mcs@mcgill.ca)  
Website: [www.mcgill.ca/mcs](http://www.mcgill.ca/mcs)

#### 1.11.6 Library Workshops

Workshops and tours designed to teach effective library use and to familiarize students with the McGill Libraries system are offered at various times throughout the academic session. For library guides, brochures, information, and schedules, visit the website at [www.mcgill.ca/library/library-assistance](http://www.mcgill.ca/library/library-assistance).

#### 1.11.7 Minerva Workstations for Continuing Studies Students

Minerva workstations, located on the 11th and 13th floors at 688 Sherbrooke Street West, are available to Continuing Studies students to view course offerings, add and drop courses, view their transcripts, and access all other services.

#### 1.11.8 Optional Student Services

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

##### 1.11.8.1 Optional Student Services Package for Continuing Studies Students

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

For more information about the optional Student Services fees, see:  
[www.mcgill.ca/student-accounts/tuition-fees/tuition-and-fees/continuing-studies-fees-20152016](http://www.mcgill.ca/student-accounts/tuition-fees/tuition-and-fees/continuing-studies-fees-20152016).

A McGill ID card is mandatory for access to services.

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

Office of the Executive Director  
Services for Students  
William and Mary Brown Student Services Building  
3600 McTavish Street, Room 4100  
Telephone: 514-398-3825  
Website: [www.mcgill.ca/studentservices](http://www.mcgill.ca/studentservices)

#### **1.11.8.2 Career Planning Service (CaPS) Package for Continuing Studies Students**

CaPS provides career education, individual advising and guidance to students, as well as job/career fairs, research libraries, mentor programs, CV drop-in-clinic, and workshops. Students have access to over 5,000 job and internship opportunities each year. The fee for CaPS per term is \$66, not including GST and QST (September, January, or May).

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

You may contact CaPS at:

Career Planning Service (CaPS)  
William and Mary Brown Student Services Building  
3600 McTavish Street, Suite 2200

Telephone: 514-398-3304  
Email: [careers.caps@mcgill.ca](mailto:careers.caps@mcgill.ca)  
Website: [www.mcgill.ca/caps](http://www.mcgill.ca/caps)

#### **1.11.8.3 McGill Athletics Package for Continuing Studies Students**

McGill athletics facilities include:

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

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

##### **McGill Athletics Prices**

###### **Continuing Studies Students taking 9 or more credits**

All athletics facilities, excluding Fitness centre	\$46 + taxes / month
All athletics facilities, including Fitness centre	\$64 + taxes / month

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

##### **McGill Athletics Prices**

###### **Community Membership**

All athletics facilities, excluding Fitness Centre	\$55 + taxes / month
All athletics facilities, including Fitness Centre	\$73 + taxes / month

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

Sir Arthur Currie Memorial Gymnasium  
475 Pine Ave. W.  
Telephone: 514-398-7000  
Website: [www.mcgaillathletics.ca](http://www.mcgaillathletics.ca)

#### **1.11.8.4 Parking for Continuing Studies Students**

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

#### 1.11.8.5 University Centre for Continuing Studies Students

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

#### 1.11.8.6 Tutorial Service for Continuing Studies Students

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

Brown Student Services Building, Suite 4200

Telephone: 514-398-6011

Email: [tutoring.service@mcgill.ca](mailto:tutoring.service@mcgill.ca)

Website: [www.mcgill.ca/tutoring](http://www.mcgill.ca/tutoring)

#### McGill Writing Centre Tutorial Service

The McGill Writing Centre Tutorial Service provides writing support for all students at both the Downtown and Macdonald campuses. Our tutors work with students at every stage of the writing process, from outlining to final revision. For more information, visit <http://www.mcgill.ca/mwc/tutorial-service>.

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### 1.12 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](http://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.

Under the **Getting Started** tab you'll find a section on IT services specifically for students, including 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, and downloading free software.

#### 1.12.1 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).

For some systems, such as uPrint (campus printing), you may sign in using your McGill Short Username, i.e., the first letter of your first name + first five letters of your last name, usually followed by a number (e.g., `jsmith5`).

To find out your McGill Username and Short Username, and to create or reset your McGill Password:

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

#### 1.12.2 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 in the *Quick Links* menu, at the top of any McGill web page ([www.mcgill.ca](http://www.mcgill.ca)), and sign in using your McGill Username and McGill Password.

#### Browser Compatibility

myMcGill currently supports the latest versions of the following browsers:

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

#### 1.12.3 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 the myCourses link within the myMcGill portal.

- Verify your browser settings by clicking **System Check** in the **Support** widget on the myCourses home page.
- Watch *myCourses videos for students* and access help documentation from the IT Knowledge Base.

Find more information on myCourses for students at: [www.mcgill.ca/it/](http://www.mcgill.ca/it/).

#### 1.12.4 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](http://www.mcgill.ca/secretariat/policies/informationtechnology). Access your email at <https://exchange.mcgill.ca> or through the myMcGill portal using your McGill Username and McGill Password. View your McGill Username, McGill Email Address and set up your McGill Password on the Minerva *Personal Menu*.

#### 1.12.5 Microsoft Office 365

Office 365 is a packaged offering from Microsoft that provides cloud-based services including:

- email
- web communications
- file storage
- file sharing

At McGill we are currently providing students with **free** Office 365 ProPlus software and OneDrive cloud storage. Additional components of Office 365 will be rolled out over the course of the coming year. For more information, see [www.mcgill.ca/it/o365](http://www.mcgill.ca/it/o365).

#### 1.12.6 Software

In addition to the Office 365 ProPlus software, mentioned above, McGill IT Services provides free software to students at [www.mcgill.ca/software](http://www.mcgill.ca/software). Sign in using your McGill Username and Password.

#### 1.12.7 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](http://www.mcgill.ca/directory/students).

#### 1.12.8 Getting Connected

You will need to use your *McGill Username and McGill Password* to access the services listed below:

**Wireless:** Through the McGill Wireless network, you can access the Internet using your laptop or other mobile device from virtually anywhere on campus, including McGill residences and the inter-campus shuttle buses. Log in to the Wireless network using your McGill Username and McGill Password. Find configuration instructions for your computer/phone in the IT Knowledge Base at [kb.mcgill.ca/it/wireless](http://kb.mcgill.ca/it/wireless).

**EZproxy:** If you are off campus, you will need to sign into EZproxy before gaining access to restricted McGill Library databases and other library resources. Find more details on EZproxy in the IT Knowledge Base at [kb.mcgill.ca/it/ezproxy](http://kb.mcgill.ca/it/ezproxy).

**Virtual Private Network (VPN):** If you need to access restricted systems or servers from off campus, you may be required to establish a VPN connection. See [kb.mcgill.ca/it/vpn](http://kb.mcgill.ca/it/vpn) for additional information.

#### 1.12.9 Safe Computing

**Free antivirus software:** Download free antivirus software to protect your computer at <http://kb.mcgill.ca/it/antivirus>.



**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](http://www.mcgill.ca/it/information-security).

### 1.12.10 Need Help?

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

**Contact the IT Service Desk** by submitting your request via a web form at [www.mcgill.ca/it/forms](http://www.mcgill.ca/it/forms), or check phone and walk-in support hours at [www.mcgill.ca/it](http://www.mcgill.ca/it).

## 1.13 McGill Writing Centre

The McGill Writing Centre (MWC) offers credit courses in academic writing that may be taken as electives or to fulfil language requirements 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 do not form part of your program requirements. In addition to its credit course offerings, the MWC offers non-credit courses, workshops, and individualized tutoring. For further information, please visit the MWC website: [www.mcgill.ca/mwc](http://www.mcgill.ca/mwc).

#### List of Undergraduate Courses:

Course Number	Course Title	Credits
CEAP 250	Research Essay and Rhetoric	3
CESL 299	ESL: Academic English Seminar	3
CESL 300*	ESL: Academic English 2	3
CESL 400*	ESL: Essay & Critical Thinking	3
CESL 500*	ESL: Research Essay and Rhetoric	3
CCOM 206**	Communication in Engineering	3



#### Notes:

- \* Placement tests are required for admission to CESL 300, CESL 400, and CESL 500. Please consult the MWC website at [www.mcgill.ca/mwc](http://www.mcgill.ca/mwc) for details of the date and location of placement tests.
- \*\* CCOM 206 is a required course for and restricted to students pursuing a B.Sc. in Engineering.
- CEAP, CESL, and CCOM undergraduate courses are not open to students who have taken them previously under the corresponding EAPR, ESLN, and EDEC codes.

#### List of Graduate Courses:

Course Number	Course Title	Credits
CEAP 642	Cornerstones of Academic Writing	1
CEAP 643	Literature Reviews and Scholarly Niches	1
CEAP 652	Fundamentals of Academic Presentations	1
CESL 641	Fundamentals of Academic Writing in English	1
CESL 651	Pronunciation for Effective Communication	1



**Note:** MWC graduate courses are not open to postdoctoral fellows.

#### Course for School of Continuing Studies Students

CCOM 205	Communications in Management 1
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**Note:** CCOM 205 is required for and restricted to students in Career and Professional Development programs offered by the School of Continuing Studies.

### 1.13.1 McGill Writing Centre Contact Information

McGill Writing Centre  
McLennan-Redpath Library

Main Floor, Room #02  
3459 McTavish Street  
Montreal, Quebec H3A 0C9

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

Inquiries concerning CEAP 250, CCOM 205, and CESL 500 should be directed to:

Prof. Sue Laver  
Email: [sue.laver@mcgill.ca](mailto:sue.laver@mcgill.ca)  
McLennan-Redpath Library  
Main Floor, Room #02  
Telephone: 514-398-2351

Inquiries concerning CESL 299, CESL 300, and CESL 400 should be directed to:

Prof. Carolyn Samuel  
Email: [carolyn.samuel@mcgill.ca](mailto:carolyn.samuel@mcgill.ca)  
McLennan-Redpath Library  
Main Floor, Room #02  
Telephone: 514-398-1712

Inquiries concerning CCOM 206 should be directed to:

Prof. Diane Dechief  
Email: [diane.dechief@mcgill.ca](mailto:diane.dechief@mcgill.ca)  
McLennan-Redpath Library  
Main Floor, Room #02  
Telephone: 514-398-3320

Inquiries concerning graduate writing and scholarly communication courses should be directed to:

Dr. Yvonne Hung  
Email: [yvonne.hung@mcgill.ca](mailto:yvonne.hung@mcgill.ca)  
McLennan-Redpath Library  
Main Floor, Room #02  
Telephone: 514-398-8430

Administrative inquiries should be directed to:

[mwc@mcgill.ca](mailto:mwc@mcgill.ca) for undergraduate courses  
[graphos@mcgill.ca](mailto:graphos@mcgill.ca) for graduate courses

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## 1.14 Resources for Study and Research

Resources for study and research at McGill University include libraries, archives, museums, laboratories, and other historical collections.

### 1.14.1 Libraries

Located across both campuses, the McGill Library system consists of eight library branches, two special reserve collections in education and life sciences, one reading room, and the McGill University Archives. A full map of all locations is available at [www.mcgill.ca/library/branches](http://www.mcgill.ca/library/branches).

Numbering over six million items, the Library's vast holdings include:

- 2.2 million books;
- thousands of journal titles;
- vast manuscript and pictorial collections;
- a hundred thousand sound and video recordings;
- extensive e-resources, including over 80,000 e-journals and over 2 million e-books on subjects ranging from early English literature to nutrition.

A comprehensive website ([www.mcgill.ca/library](http://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. Unique scholarly materials from the Rare Books and Special Collections are digitized and also made widely accessible online through the site. 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 in laboratories anywhere on the campus or from home using [EZproxy](#).

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. 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 ID card-operated printing and copying facilities. Special facilities are available for vision and hearing impaired users.

Special library services like the Course Reserve collection located in each branch library allows you to borrow high-demand items on course reading lists. You can also borrow materials from any library and return them anywhere across the system. If you need material not owned by the McGill University Library, our Interlibrary Loan and Document Delivery Service will source it for you, and pickup is available at any branch.

#### 1.14.2 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;
- 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 10:00 a.m. to 6:00 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, 4th Floor  
3459 rue McTavish  
Montreal QC H3A 0C9

Telephone: 514-398-4711  
Email: [refdesk.archives@mcgill.ca](mailto:refdesk.archives@mcgill.ca)  
Website: [www.archives.mcgill.ca](http://www.archives.mcgill.ca)

#### 1.14.3 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](mailto:redpath.museum@mcgill.ca)

Website: [www.mcgill.ca/redpath](http://www.mcgill.ca/redpath)

#### 1.14.4 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 18,845 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 15,800 objects from across Canada; and the renowned Notman Photographic Archives, which contain over 1,300,000 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 Louis Dulongpré, James Duncan, Cornelius Krieghoff, and Robert Harris. The Museum's Textual Archives include some 262 linear metres of documents relating to Canadian history. Finally, the McCord's [website](#) 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](mailto:info@mccord.mcgill.ca)  
Website: [www.mccord-museum.qc.ca](http://www.mccord-museum.qc.ca)

#### 1.14.5 Lyman Entomological Museum and Research Laboratory

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

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

#### 1.14.6 Other Historical Collections

In addition to the McGill museums, there are other collections and exhibits of a specialized nature curated by McGill's **Heritage Advisory Committee**.

McGill began accumulating cultural property by virtue of acquisition or donation even before the university itself was established. At the Montreal Medical Institute, which became McGill's Faculty of Medicine, specimens were collected and used as teaching tools as early as 1822. Articles published about early collections gained international recognition for faculty members such as Andrew Fernando Holmes and Sir William Dawson. Their collections and others had a major influence on building McGill's reputation as a learned institution.

For more information, and to view the full list of historical collections at McGill, please visit [www.mcgill.ca/historicalcollections](http://www.mcgill.ca/historicalcollections).

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### 1.15 The University

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

#### 1.15.1 History

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

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

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

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

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

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

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

## 1.15.2 Incorporated and Affiliated Colleges

### 1.15.2.1 Incorporated College

#### Royal Victoria College

3425 University Street, Montreal, QC H3A 2A8

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

### 1.15.2.2 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

Acting Director: Dr. Dale Woods; M.Div.(Vancouver School of Theology), D.Min.(Luther Seminary) (*Director of Pastoral Studies*)

#### United Theological College of Montreal

3521 University Street, Montreal, QC H3A 2A9

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

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

## 1.15.3 University Government

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

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

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

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

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

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

#### **1.15.4 Recognition of Degrees**

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

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

All of McGill's degree programs are approved by the Government of Quebec.

#### **1.15.5 Governance: Board of Governors**

##### **1.15.5.1 The Visitor**

###### **The Visitor**

His Excellency The Right Honourable David L. Johnston

###### **The Governor General of Canada**

##### **1.15.5.2 Board of Governors**

###### **Board of Governors**

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

###### **Chair**

Suzanne Fortier; B.Sc., Ph.D.(McG.)

###### **Principal and Vice-Chancellor**

Michael A. Meighen; B.A.(McG.), LL.L.(Laval)

###### **Chancellor**

##### **1.15.5.2.1 Members**

###### **Members**

Nathalie Bourque; M.B.A.(McG.)

Michael T. Boychuk; BCom(McG.)

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

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

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

Kathy Fazel; BCom(McG.)

Giuseppe Fortino; Eng.(École Poly., Montr.), C.Ent.(HEC Montr.)

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

Stephen Halperin; B.C.L., LL.B.(McG.)

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

Bryan Haynes; B.A., LL.B.(McG.)

Tina Hobday; B.C.L., LL.B.(McG.)

Juliet Johnson; A.B.(Stan.), M.A., Ph.D.(Princ.)

Samuel Minzberg; LL.B.(McG.)

Ram Panda; M.Eng., M.B.A.(McG.)

Cynthia Price; BCom(McG.)

Alvin Shrier; B.Sc.(C'dia), Ph.D.(Dal.)

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

**Members**

Thierry Vandal; B.Eng., M.B.A.(Montr.)  
 Edith A. Zorychta; B.Sc.(St. FX), M.Sc., Ph.D.(McG.)

**1.15.5.2.2 Student Representatives****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)

**1.15.6 Governance: Members of Senate****1.15.6.1 Ex-officio***Ex-officio*

The Chancellor  
 The Chair of the Board of Governors  
 The Principal and Vice-Chancellor  
 The Provost, Deputy Provost, and the vice-principals  
 The deans of faculties  
 The Dean of Continuing Studies  
 The Dean of Graduate and Postdoctoral Studies  
 The Dean of Students  
 The Dean/Director of Libraries  
 The University Registrar and Executive Director of Enrolment Services  
 The Director of Teaching and Learning Services

**1.15.6.2 Elected Members****Elected Members**

66 members elected by the faculties, the University Libraries, the Board of Governors, and administrative and support staff  
 Student Members (21)

**1.15.7 Administration****Administration**

Michael A. Meighen; B.A.(McG.), LL.L.(Laval)

**Chancellor**

Suzanne Fortier; B.Sc., Ph.D.(McG.)

**Principal and Vice-Chancellor**

Anthony C. Masi; A.B.(Colgate), Ph.D.(Brown) (*Term ending June 30, 2015*)

**Provost**

Christopher Manfredi; B.A., M.A.(Calg.), M.A., Ph.D.(Claremont) (*Effective July 1, 2015*)

**Provost and Vice-Principal (Academic)**

Olivier Dyens; B.F.A.(C'dia), M.A., Ph.D.(Montr.)

**Deputy Provost (Student Life & Learning)**

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

**University Registrar and Executive Director of Enrolment Services**

**Administration**

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

Ghyslaine McClure; B.Eng.(Montr.), S.M.(MIT), Ph.D.(Montr.)

Martin Kreiswirth; B.A.(Hamilton), M.A.(Chic.), Ph.D.(Tor.) (*Term ending June 30, 2015*)

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

Chandra Madramootoo; B.Sc., M.Sc., Ph.D.(McG.) (*Term ending June 30, 2015*)Anja Geitmann; Diplom(Konstanz), Ph.D.(Stockholm) (*Effective Sept. 1, 2015*)

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

Stephen Strole; B.A.(Dal.), M.A.(York)

Michael Di Grappa; B.A.(C'dia), M.P.P.A.(Col.), M.A.(Harv. Business School)

Lynne B. Gervais; B.A.(C'dia)

Robert Couvrette; B.Sc.(École Poly., Montr., HEC), MPM(UQAM)

Olivier Marcil; B.A.(Sher.), M.A.(Montr.)

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.)

Sarah Stroud; B.A.(Harv.), Ph.D.(Princ.)

Marc Weinstein; B.A., B.C.L., LL.B.(McG.)

**Executive Director of Services for Students****Associate Provost (Budget & Resources)****Associate Provost (Graduate Education) and Dean (Graduate & Postdoctoral Studies)****Associate Provost (Policies, Procedures & Equity)****Associate Vice-Principal (Macdonald Campus) and Dean (Faculty of Agricultural & Environmental Sciences)****Chief Information Officer****Secretary-General****Vice-Principal (Administration & Finance)****Associate Vice-Principal (University Services)****Vice-Principal (External 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 (University Advancement)****1.15.7.1 Deans, Directors of Schools and Libraries****1.15.7.1 Deans****Deans**Chandra Madramootoo; B.Sc., M.Sc., Ph.D.(McG.) (*Term ending June 30, 2015*)Anja Geitmann; Diplom(Konstanz), Ph.D.(Stockholm) (*Effective Sept. 1, 2015*)Hudson Meadwell; B.A.(Manit.), M.A., Ph.D.(Duke) (*Interim*)

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.)

Dilson Rassier; B.Sc.(Fed. de Pelotas), M.Sc.(UFRGC), Ph.D.(Calg.)

James Nicell; B.A.Sc., M.A.Sc., Ph.D.(Windsor), P.Eng.

Martin Kreiswirth; B.A.(Hamilton), M.A.(Chic.), Ph.D.(Tor.) (*Term ending June 30, 2015*)Josephine Nalbantoglu; B.Sc., Ph.D.(McG.) (*Effective July 1, 2015*)

Daniel Jutras; LL.B.(Montr.), LL.M.(Harv.)

Colleen Cook; B.A., M.L.S., M.A., Ph.D.(Texas)

Morty Yalovsky; B.Sc., M.Sc., Ph.D.(McG.) (*Interim*) (*Term ending Aug. 31, 2015*)Isabelle Bajeux-Besnainou; Degree(ENS Paris), M.Sc.(Paris VI & Paris IX), Doctorate(Paris IX) (*Effective Sept. 1, 2015*)**Agricultural & Environmental Sciences****Arts****Continuing Studies****Dentistry****Education****Engineering****Graduate & Postdoctoral Studies****Law****Libraries****Management**

**Deans**

David Eidelman; M.D.,C.M.(McG.), FRCPC, FACP

**Medicine**

Sean Ferguson; B.Mus.(Alta.), M.Mus., D.Mus.(McG.)

**Music**Ian H. Henderson; B.A.(Manit.), B.D.(St. And.), M.A.(McM.), D.Phil.(Oxf.) **Religious Studies**  
(*Interim*)Martin Grant; B.Sc.(PEI), M.Sc., Ph.D.(Tor.) (*Term ending June 30, 2015*)**Science**R. Bruce Lennox; B.Sc., M.Sc., Ph.D.(Tor.) (*Effective July 1, 2015*)

Andre Coustopoulos; B.A.(McG.), M.A.(Montr.), Ph.D.(Oulu)

**Dean of Students****1.15.7.1.2 Directors of Schools****Directors of Schools**

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

**Architecture**

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

**Communication Sciences & Disorders**

Gregory Dudek; B.Sc.(Qu.), M.Sc., Ph.D.(Tor.)

**Computer Science**

Linda Wykes; B.Sc., M.Sc., Ph.D.(Tor.)

**Dietetics & Human Nutrition**

Sylvie de Blois; B.Sc.(McG.), M.Sc., Ph.D.(Montr.)

**Environment**

France Bouthillier; B.Ed.(UQAM), M.B.S.I.(Montr.), Ph.D.(Tor.)

**Information Studies**

Hélène Ezer; B.Sc., M.Sc.(McG.), Ph.D.(Montr.)

**Nursing**

Annette Majnemer; B.Sc., M.Sc., Ph.D.(McG.)

**Physical & Occupational Therapy**

Nico Trocme; B.A., M.A., Ph.D.(Tor.)

**Social Work**Raphael Fischler; B.Eng.(Technische Univ Eindhoven), M.C.P.(MIT),  
Ph.D.(Calif.)**Urban Planning****1.15.7.2 Student Governance: McGill Association of Continuing Education Students (MACES)**

All students registered in courses that appear on the official McGill transcript, and whose records are administered by the Centre (including Faculty of Education Continuing Education), are members of the **McGill Association of Continuing Education Students** (MACES). Students taking Continuing Education courses, but registered in programs administered by other McGill faculties, are members of other McGill student associations. Students registered in more than one program may belong to both MACES and other McGill student associations.



**Note:** BCom students registered through the Centre are members of MACES.

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

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

**McGill Association of Continuing Education Students**

3437 Peel Street

Montreal QC H3A 1W7

Canada

Telephone: 514-398-4974

Website: [www.maces.ca](http://www.maces.ca)

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## 2 About the School

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### 2.1 Dean's Message

McGill's School of Continuing Studies is committed to supporting you, and all our learners, on your journey to enhancing your life through learning. At the School we offer a wide range of career and life-enriching offerings to help you learn and thrive. Whether you're new to Montreal or a local seeking personal or professional growth, we invite you to explore our eCalendar for opportunities that will make a real difference in your life.

Located in downtown Montreal, we are a community of motivated learners, dedicated teachers, and committed staff, all supported by McGill resources and deep connections to a wide variety of professional and cultural communities.

For career-minded individuals, we provide innovative courses, workshops, and online offerings throughout the year; many are recognized by professional associations. Build your core skills and explore the latest practices and technologies to help you update your credentials, reach the next level, or even embark in a whole new direction.

We also invite you to open new doors with our wide variety of language and translation programs available in English, French, and Spanish.

Those interested in personal growth can explore art, culture, and life transitions through our Personal and Cultural Enrichment offerings or share their joy of learning with the McGill Community for Lifelong Learning.

Our Client Services advisers are ready to help you find the right program that meets your needs. The School also offers a growing number of financial awards, bursaries, and scholarships, as well as other support services, including career workshops.

Whatever your goals, I invite you to join us on the highly rewarding path of lifelong learning.

Dr. Judith Potter

Dean of Continuing Studies, McGill University

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### 2.2 Key Dates, 2015–2016

These dates are a general guideline. See [www.mcgill.ca/importantdates](http://www.mcgill.ca/importantdates) for a complete list. Check [Class Schedule](#) for the precise dates of your courses.

REGISTRATION & APPLICATION	Fall Term	Winter Term
Application deadline	<b>Canadian/Permanent Residents:</b> May 1, 2015; <b>International Students:</b> March 1, 2015	<b>Canadian/Permanent Residents:</b> September 1, 2015; <b>International Students:</b> July 1, 2015
Registration using Minerva for returning Continuing Education – Faculty of Education students	April 5, 2015	April 5, 2015
Registration using Minerva for courses and programs for returning program students	June 9, 2015	October 8, 2015
Registration using Minerva for returning Continuing Studies Independent (Special) Students and newly admitted students for courses and programs	June 16, 2015	October 15, 2015
Deadline for students to register for courses without a late registration fee	September 4, 2015	January 7, 2016
Late registration period with late registration fee (\$25 for Continuing Studies)	September 5–22, 2015	January 8–19, 2016
Course Change (drop/add) deadline	September 22, 2015	January 19, 2016
Deadline to web withdraw (grade of "W") with fee refund from Continuing Studies credit courses (less \$20)	September 29, 2015	January 26, 2016
Deadline to withdraw from courses (grade of "W") or University withdrawal (grade "W–") with NO refund	November 3, 2015	March 8, 2016

REGISTRATION & APPLICATION	Fall Term	Winter Term
Last day for students to request fee exemptions and to submit legal documents for proof of Canadian citizenship and proof of Quebec residency to the School of Continuing Studies. Documents received after this date will be updated for the following term only	December 1, 2015	April 15, 2016
LECTURES	Fall Term	Winter Term
Lectures begin in all credit courses and non-credit language courses	September 4, 2015	January 7, 2016
Lectures begin for Intensive English and Intensive French	September 14, 2015	January 18, 2016
Lectures begin in non-credit Career and Professional Development courses (These dates may change depending on the course; refer to the <a href="#">course listing</a> for the most up-to-date information)	September 9, 2015	January 7, 2016
Last day of lectures for courses	December 7, 2015	April 15, 2016
Online course evaluation period:	November 12–December 24, 2015	March 21–April 17, 2016
Evaluations available for completion on Mercury through <a href="#">Minerva</a>		
EXAMINATIONS	Fall Term	Winter Term
Examination period	December 9–22, 2015	April 18–29, 2016
Application deadline for deferred examinations	January 15, 2016	May 15, 2016
STATUTORY HOLIDAYS		
National Patriots' Day ( <i>Journée nationale des patriotes</i> )	May 18, 2015	
La Fête Nationale du Québec	June 24, 2015	
Canada Day	July 1, 2015	
Labour Day	September 7, 2015	
Thanksgiving	October 12, 2015	
Christmas and New Year	December 25, 2015–January 1, 2016	
Study Break	February 29–March 4, 2016	
Easter	March 25 and March 28, 2016	

## 2.3 School of Continuing Studies Administration and Governance

### 2.3.1 School of Continuing Studies

#### DEANS

Judith Potter; B.Sc.(Tor.), M.Ad.Ed.(St. FX), Ed.D.(Tor.)	<b>Dean</b>
James Archibald; B.A.(McG.), B.Ph.(Montr.), M. ès L., Dr. 3 <sup>e</sup> cy.(Lille), Ph.D.(Montr.)	<b>Associate Dean (Academic)</b>

#### ADMINISTRATIVE SERVICES

Rosa Greco-Pepe; B.A.(C'dia), Dip. Ed.(McG.)	<b>Manager, Finance and Operations</b>
Kathy-Ann Sendecki; BCom(C'dia), CHRP	<b>Human Resources Adviser</b>
Lynde Kavanagh-Ormond; B.A.(Ott.), B.B.A.(C'dia)	<b>Development Associate</b>

**ADMINISTRATIVE SERVICES**

Elana Trager; BCom(McG.)	<b>Senior Marketing/Communications Adviser</b>
Pierre Larouche; B.B.A.(UQAC), M.Sc.(HEC Montreal)	<b>Business Services Consultant</b>
Antoinette Greco; Cert. Mgmt.(McG.)	<b>Assistant to the Associate Dean (Academic)</b>
Andrée LaHaise	<b>Administrative Assistant and Building Director</b>
Kevork Abadjan	<b>Microcomputer Systems Coordinator</b>
Sheryl Ciszewski	<b>Design and Marketing Assistant</b>
Stephanie Wereley; B.Tech.(Ryerson), Gr.Dip.(Humber)	<b>Digital Community Communications Assistant</b>

**INSTRUCTOR SERVICES & EDUCATIONAL TECHNOLOGIES**

Jean-Paul Rémillieux; B.A., M.Sc.(UQAM)	<b>Director</b>
Antoinette Greco; Cert.(Mgmt.)(McG.)	<b>Administrator</b>

**CLIENT SERVICES**

Gianna Giardino; BCom(McG.)	<b>Senior Manager</b>
Assunta Cerrone-Mancini	<b>Manager, Admissions and Convocation</b>
Vanessa Carillo; BCom(C'dia) ( <i>on leave</i> )	<b>Admission and Convocation Administrator</b>
Lucia Chimienti; B.A.(C'dia)	<b>Student Records and Accounts Officer</b>
Johnny Martuccio; BCom(McG.)	<b>Manager, Student Records, Registration and Accounts</b>
Mary Rubiano	<b>Graduate and Undergraduate Program Adviser</b>
Robert Guirguis; B.A.(C'dia)	<b>Graduate and Undergraduate Program Adviser</b>

**CAREER AND PROFESSIONAL DEVELOPMENT**

Carmen Sicilia; B.A.(C'dia), M.A., Ph.D.(McG.)	<b>Director</b>
Inna Popova; B.A.(V.N. Karazin Univ.), Cert HR Fnd (C'dia)	<b>Associate Director, Professional Development and Corporate Training</b>
Dawne Ramsahoye; B.A.(McG.), G.D.I.A., M.A.(C'dia)	<b>Program Manager</b>
Lucia Brunetti; B.A.(C'dia), M.A.(Guelph)	<b>Program Administrator</b>
Rima Hindo; M.B.A.(York, N'western), CPA, CA	<b>Coordinator, Accounting, Finance and Taxation</b>
Hang Lau; B.Sc.(Chinese HK), M.Sc., Ph.D.(McG.)	<b>Coordinator, Information Technology, Supply Chain Management, and Health &amp; Social Services Management</b>
Maha Daoud; B.A.(IHEC, Tunisia), M.E.(ESC, Tunisia), M.Sc.(HEC Montr.), CHRP	<b>Coordinator, Human Resources Management and Leadership</b>
Kamal Salmasi; B.Sc., M.B.A.(Tehran), D.P.A.(Car.), Ph.D.(McG.)	<b>Coordinator, Management, International Business and Entrepreneurship</b>
Nicolette Papastefanou; Ph.D.(Tshwane) ( <i>Interim</i> )	<b>Coordinator, Public Relations and Marketing</b>
Paul-Robert Chouha; B.Sc., M.A.(CCNY), M.Sc.(UQAM), M.Sc.(Montr.)	<b>Coordinator, Mathematics and Statistics</b>

**LANGUAGE AND INTERCULTURAL COMMUNICATION**

Firas Alhafidh; B.A.(Jordan), M.A.(Chile), DEA(Spain)	<b>Director</b>
Effie Dracopoulos; B.A.(C'dia), M.Ed.(TÉLUQ)	<b>Associate Director</b>
Kevin Callahan; B.A.(Tor.), M.A.(C'dia), Cert. TESL(McG.)	<b>Senior Program Coordinator, English Programs</b>
Nadine Wielgopski; B.A.(Ott.), M.A.(Ott.)	<b>Faculty Lecturer, Partnerships Development</b>
Kevin Stanley; B.A.(Vic., BC), M.A.(C'dia)	<b>Assistant Program Coordinator, English Special Projects</b>
Margaret Levey; B.A.(McG.), M.A.(C'dia)	<b>Assistant Program Coordinator, English Part-Time Program</b>
Manon Gadbois; B.A.(UQAM), M.A.(Montr.)	<b>Assistant Program Coordinator, French Part-Time Program and Special Projects</b>
Emmanuelle Guidez; B.A., M.A.(Charles de Gaulle, Lille III)	<b>Assistant Program Coordinator, French Intensive Program and Special Projects</b>

**LANGUAGE AND INTERCULTURAL COMMUNICATION**

Marie-Claude Beauchamp; B.A., M.A., B.Ed.(McG.)

**Academic Coordinator, Language Programs**

Louise Kyrtatas; B.A., M.A.(C'dia)

**Faculty Lecturer, Program Coordinator, Technology Integration & Online Program**

Verena Waterstradt; B.Adm.(Fachhochschule für Verwaltung und Rechtspflege Berlin)

**Program Administrator**

Isaac Garcia-Sitton; B.A., M.B.A.(Lindenwood)

**Senior Manager**

Benjamin Isaac; B.F.A.(C'dia), M.F.A.(MIUAD)

**Assistant Program Administrator****FACULTY PARTNERSHIPS AND SUMMER STUDIES**

Guy Mineau; B.Sc., M.Sc., Ph.D.(Montr.)

**Director**

Jasna Hancevic; BCom(McG.), M.Sc.(UQAM)

**Program Administrator****TRANSLATION AND WRITTEN COMMUNICATION**James Archibald; B.A.(McG.), B.Ph.(Montr.), M. ès L., Dr. 3<sup>e</sup> cy.(Lille), Ph.D.(Montr.)**Director****MCGILL WRITING CENTRE**

Sue Laver; B.A.(S. Fraser), M.A.(East Anglia), Ph.D.(McG.)

**Director****PERSONAL AND CULTURAL ENRICHMENT / MCGILL COMMUNITY FOR LIFELONG LEARNING**

Alex Megelas; B.A.(Bishop's), M.A.(C'dia)

**Coordinator, Personal and Cultural Enrichment (PACE)****2.3.2 Student Governance****McGill Association of Continuing Education Students (MACES)**

All students registered in courses that appear on the official McGill transcript, and whose records are administered by the School (including Faculty of Education – Continuing Education), are members of the McGill Association of Continuing Education Students (MACES). Students taking Continuing Studies courses, but registered in programs administered by other McGill faculties are members of other McGill student associations. Students registered in more than one program may belong to both MACES and other McGill student associations. (Note: BCom students registered through the School are members of MACES.)

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

Full details of the bylaws, officers, and committees of MACES are available from the Association (telephone 514-398-4974 or visit [www.maces.ca](http://www.maces.ca)).

**2.4 Teaching Staff****SCS Faculty Lecturers**

ARCHIBALD, James Translation

BEAUCHAMP, Marie-Claude French

CALLAHAN, Kevin English

CHOUHA, Paul-Robert Mathematics

DAOUD, Maha Human Resources

DECHEIEF, Diane Written Communication

DRACOPOULOS, Effie English

GADBOIS, Manon French

GOLDSMAN, Larry Accounting

**SCS Faculty Lecturers**

GUIDEZ, Emmanuelle	French
HINDO, Rima	Accounting
HIRST, Elizabeth	Public Relations
KYRTATAS, Louise	English
LAU, Hang	Information Technology
LAVER, Sue	Written Communication
LEVEY, Margaret	English
RÉMILLIEUX, Jean-Paul	Information Technology
SALMASI, Kamal	Management
SAMUEL, Carolyn	Written Communication
STANLEY, Kevin	English
WIELGOPOLSKI, Nadine	French

**Part-time Instructional Staff**

ABBOTT, Robert	Project Management and Business Analysis
ABDA, Messaoud	Accounting
ABENSUR, Rosalind	Translation
ABEYRATNE, Tissa	Aviation Management
ABI MANSOUR, Dolly	French
ABOU-HAIDER, Ibrahim	Accounting
ABOULAMER, Anas	Finance
ABRAMS, Ryan	Accounting
ADDAS, Amr	Finance
ALDIK, Fares	Information Technology
ANDREWS, Richard	Public Relations
ARMANIOUS, Joseph	Accounting
ASHCROFT, Louise	English
ASSOULINE, Sylvain	Translation/French
ATALLAH, Bassel	Written Communication
ATALLAH, Cherif	Human Resources
AUBOUY, Isabele	French
AZLYN, Tracey	English
BALTI, Anis	English
BALYCKY, Gregory	Accounting
BANTON, Jennifer	English
BARKLEY, Danielle	Written Communication
BARTELS, Gerald	Public Relations
BARTLETT, Lloyd	Project Management
BASKIND, Alana	Written Communication
BELAFI, Trishia	Accounting
BENK, Christopher	Accounting
BÉRARD, Stéphanie	French

**Part-time Instructional Staff**

BESANGER, Kendra	Written Communication
BIDER, Noreen Jane	Written Communication
BIERBRIER, Edward	Accounting
BLANCHET, Marie	French
BLYTHE, Deborah	Translation
BOGDAN, Miruna	French
BOGHOSKHAN, Arlette	Human Resources
BOISRAND, Frederic	Public Relations
BORSELLINO, Carmen	English
BOUFRAHI, Samira	Spanish
BRAZEAU, Guy	Aviation Management
BREUER, Robert	Translation
BROSSEAU, Ann	Applied Social and Organizational Psychology
BROWN, Grant	Mathematics
BRYSON, Georges	Business Analysis
BUDDO, Peter	Human Resources
BUNKER, Donald	Aviation Management
BURKHOLDER, Casey	Written Communication
BURNEY, Sema	Human Resources
BURRIDGE, David	Accounting
CALLAWAY-SMITH, Yvonne	Public Relations
CALLENDER, Shauna	Human Resources
CAMPBELL, Liz	Human Resources
CAMPO, Angela	Translation
CARBONNEAU, Monica D.	Public Speaking
CARTLIDGE, Roy	Translation
CASTONGUAY, Jean-Louis	Human Resources
CAYLA, Alexandre	Supply Chain
CECERE, Ralph	Accounting
CHAMBERLAIN, Michael	English
CHAMPENOIS, Christian	Project Management
CHASSE, Andrew	Project Management
CHICOINE, Pierre	Logistics Management
CHURCHILL, Andrew	Written Communication
CIOBANU, Ouidiu	Information Technology
CIPRIANO, Mary Ann	Marketing
COHEN, Michèle	Translation
COHEN, Thierry	Accounting
CONROY, Cheryl	English
COOPER, Chris	Leadership
COOPER, Richard	Written Communication
COSSIOS, Susana	Spanish

**Part-time Instructional Staff**

COURTOIS, Richard	Human Resources
COUTURE, Brian	Supply Chain Management
COX, Robert	Law
CRECK, Chantal	French
CROSS, Christopher	Risk Management
CROSS, Scott	Marketing
DAOU, Khattar	Information Technology
DAOUD-BRIKCI, Houria	Translation
DAVIDSON, (Rebecca) Elizabeth	English
DAVIES, Brian	Accounting
DEEGAN, Marc	Finance
DEGRACE, Lynn	Accounting
DELANEY, Deanne	English
DEL BURGO, Carlos	Translation
DELIS, Michael	Agile Project Management
DELORME, Bruno	Marketing
DESLAURIERS, Roch	French
DESORMEAUX, Aline	Condominium Finance
DESROSIERS, Lee	Marketing
DIAZ, Karen	Leadership
DI LUZIO, Linda	Marketing
DIMITRAKOPoulos, Roussos	Mining
DI PIETRO, Vadim	Accounting
DRACOPOULOS, George	Marketing
DU COUTURIER-NICHOL, Garrfield	Applied Social and Organizational Psychology
DUFORT, Yves	Supply Chain Management
DUMONT, Jean	French
DUPONT, Eric	Translation
DURANTE, Domenic	Management
DUROCHER, André	Public Relations
EISENSTAT, Ben	Risk Management
ESTEVES, Sonia	French
ETEMAD, Hamid	International Business and Management
EVANGELINELIS, Dina	English
FARÉS, Diana	French
FARHA, Shadi	Project Management
FAZAL, Zeeshanali	Finance
FENSTER, Ariel	Chemistry
FILION, Marianne	Written Communication
FORD-ROSENTHAL, Angela	Translation
FOREST, Pierre	Human Resources
FOUFA, Mohammed	Condominium Building and Maintenance Management

**Part-time Instructional Staff**

FRASER, James	Applied Social and Organizational Psychology
FRASER, Lynda	Applied Social and Organizational Psychology
FRAULEY, Mary	English
GAGNON, Gilles	Translation
GARNEAU, Charles	Entrepreneurship
GAUTHIER, Sylvain	Project Management
GAVRILA-ALEXANDRESCU, Dana	French
GAVRIN, Victor	Mathematics
GENDRON, Bob	Accounting
GHAZI, Kamren	English
GIACCARI, Domenic	Accounting
GIBBS, Howard	Public Relations
GILPIN, Andrea	Public Relations
GIORDANO, Maria Graciela	Translation
GIRARD, Diane	Management
GIRERD, Noemie	French
GIROUX, Chantal	French
GLIDDEN, Gregory	English
GNIWISCH, Pinny	Information Technology
GODAWA, Christopher	English
GOLOVINA, Galina	Mathematics
GRADEK, John	Supply Chain Management
GRAHAM, Jim	Mathematics
GRAVEL, Claude	Mathematics
GRAY, David	Leadership
GREEN, Joy	English
GREENAWAY, Fran��oise	French
GREENFIELD, Kathleen	Written Communication
GREGORIAN, Greg	Finance
GRIFFIN, Martin	Aviation Management
GRINDLAY, Steven	Marketing
GROULX, Devaki	English
GROULX, Jean-Fran��ois	French
GUAY, H��l��ne	Health & Social Services
GUERIN, Richard	Industrial Relations
GUILHAUMON, Huguette	Public Relations
GUZEYEVA, Kateryna	Translation
HAMBLETON, Sonia	English
HANLEY, Donal	Aviation
HANNA, Peter	Project Management
HANNON, Una	English
HARPP, David	Chemistry

**Part-time Instructional Staff**

HASHEM, Sara	Written Communication
HAUTECOEUR, Nathaniel	English
HAVAS, Michael	Information Technology
HEDOU, Luc	Human Resources
HENDERSON, Kate	Public Relations
HERBELLES, Nathalie	Aviation Management
HEWLIN, Jay	Applied Social and Organizational Psychology
HINES, Donetta	Written Communication
HOJJAT, Katayoun	French
HOLLINGWORTH, Mark	Management Policy
HORNER, Kathy	English
HOROWITZ, David	International Business
HUNTER, James	Leadership
HUTCHISON, Ann	English
IANNOTTI, Nicolino	Accounting
INGLIS, Lorraine	English
JASSIM, Raad	Finance
JETTÉ, Karine	Spanish
JOLI-COEUR, Yves	Condominium Law
JUSKOW, Rick	English
KAHYAOGLU, Yasmin	Logistics Management
KAMEL, Michael	Project Management
KASSABIAN, Hagop	English
KELLER, Wendy	Marketing
KELLY, Christopher	English
KENNEY, Patrick	Supply Chain (Logistics)
KERKLAAN, Leo	Information Technology
KERY, Marion	English
KHO, David	English
KICZKA, Tomasz	French
KOKORIAN, Christian	Accounting
KONIDARIS, Ephie	English
KUMOR-WYSOCKA, Marguerite	French
KUTTER, Elisabeth	Applied Social and Organizational Psychology
LABBÉ, Marie-Claude	French
LABELLE, Robert	English
LAINÉY, Pierre	Management
LAING, Stephen	Marketing
LALLIER, Renee	Written Communication
LAMB, Pamela	Written Communication
LANGER, Corinna	English
LANGEVIN, Michael	English

**Part-time Instructional Staff**

LANGSTON, Catherine	English
LAPERRIERE, Maureen	Translation
LAPOINTE, Deirdre	Accounting
LA ROCCA, Gerry	Accounting
LEBLANC, Beverley	Written Communication
LEBRUN, Susan	English
LEE, (Yong He) Michelle	English
LEFEBVRE, Michel	Public Relations
LENK, Helle-Mai	English/Written Communication
LETOVSKY, Steven	Marketing
LIMA, Adriana Monteiro	English
LISSOUBA, Daniele	French
LUKCA, John	Management Policy
LUSSIER, Isabelle	Clinical Research
LYNCH, Shaun	Public Relations
LYTHGOE, Diego	Supply Chain Management
MACDONALD, Stephen	English
MACKENZIE, Ken	Mathematics
MAGAGNIN, Ben	English
MAHÉO, Valérie-Anne	Citizenship and Social Engagement
MAINVILLE, Luc	Finance
MALHAMÉ, Raymond	Translation
MANNO, Anna	English
MANSON, Bruce	English
MARKOWITZ, Larry	Law
MARZO, Angela	Human Resources
MATZIORINIS, Kenneth	Economics
MAYBURY, Wayne	General Management
MCCULLY, Philip	Entrepreneurship
MCGRAW, Janice	Risk Management
MCKNIGHT, Don	Logistics Management
MEGELAS, Alex	Volunteerism and Community Development
MÉJEAN, Daniel	Supply Chain
MENDONCA, Manuel	Applied Social and Organizational Psychology
MENEZES, Julian	Written Communication
MENON, Nirmala	Written Communication
MERCURI-ALBISI, Julia	English
MILLAR, James	English
MILLER-SANCHEZ, Sandra	Translation/French
MITCHELL, Jonathan	English
MODONESE, Sandra	Accounting
MONCALIERI, Lisa	Accounting

**Part-time Instructional Staff**

MONK, Beverley	English
MONTY, Pascale-Isabelle	Accounting
MOORE, Karl	Aviation Management
MOSCHELLA, Walter	Accounting
MOSCOVITZ, David	Marketing
MUSCOTT, Adam	Information Technology
NAVARRO, Aura	Translation
NAYER, David	Accounting
NEPVEU, Denise	English
NG WAN, Melissa	Risk Management
NIZAMI, Tariq	Information Technology
NOBEL, Ralph	Marketing
NOROOZI, Nasim	English
NOWAK, Anita	Public Relations
NOZETZ, Lewis	Supply Chain Management
NUNES, Maria	Mathematics
OLIVEIRA, Dulce	Project Management
OLIVERIO, Joseph	Accounting
PADILLA, Luis	Human Resources
PANUNTO, Anna-Maria	English
PAPASTEFANOU, Nicolette	Public Relations
PARENT, Kevin	Accounting
PEDERSEN, Susie	English
PENGELLEY, Heather	Written Communication
PHILLIPS, Christine	English
PICARD, Geneviève	French
PICKERING, Victoria	Public Relations
PITTS, Charles	Public Relations
POPOVA, Emilia	Written Communication
PORRELLO, Robert	Accounting
PRAHOVA, Alma	Information Technology
PRESCESKY, Jill	English
PROKOPSKI, Gregory	Information Technology
PROULX, Jean-Louis	Management
QUE, Christine	English
QUESNEL, Charles	Information Technology
RACO, Caterina	Accounting
RADFORD, Kathy	Translation
RAMOS, Miguel	Aviation Management
REID, Erin	English
RICHARDSON-ASKEW, Pamela	Translation
RIPOLL, Alexânia	French

**Part-time Instructional Staff**

ROAN, Thu Huong	Accounting
ROBINSON, Beverley	Health & Social Services
ROMANADO, Sherry	Public Relations
ROONEY, Sarah	English
ROOP-TAKATA, Anne	English
ROSE, Brenda	English
ROSEN, Melissa	Accounting
ROSENSTEIN, Irv	Applied Social and Organizational Psychology
ROSSNER, Peter	English
ROTH, Charles	Mathematics
ROY, Natasha	English
ROYCE, Charles	Marketing
RUDD, Christina	English
RYAN, Kimberley	Accounting
SABA, John	Economics
SABIH, Amar	Mathematics
SACKS, Steven	Translation/Written Communication
SACKSNER, Jeffrey	Entrepreneurship
SAGGERS, Robert	Leadership
SALUSBURY, David	English
SASSO, Anna	Accounting
SAUMA, Carmen Sofia	Spanish
SAUNDERSON, Andrea	English
SCHACTER, Jonathan	Accounting
SCHUBERT, Francis	Aviation Management
SCHWARCZ, Joseph	Chemistry
SCOTT, Jeff	Marketing
SEPINWALL, Bernard	Law
SESTAK, Jerome	English
SEYMOUR, Michelle	English
SHAMJI, Ashifa	English
SHARP, Michelle	Human Resources
SICILIA, Carmen	Aviation Management
SIMPSON, Gerry	Aviation Management
SINGAL, Dina	English
SLATER, Julie	Finance
SOLIMAN, Msataz	Management
STARK, Robin	Auditing
STEPHAN, Yvette	French
STUY, Melanie	English
SUISSA, Zina	Applied Social and Organizational Psychology
SULLIVAN, Michelle	Marketing

**Part-time Instructional Staff**

SUSEL, Roman	Accounting
TAJUELO, Telesforo	Translation
TALLA, Malleswara	Information Technology
TENENBAUM, Lawrence	Accounting
THEOPOULOS, Spiro	Management
THORPE, Graham	Information Technology
TINSLEY, Maureen	English
TOKAI, Patricia	English
TONDINO, Melina	Human Resources
TRIASSI, Jack	Taxation
TRIHEY, Kelly	Finance
TROY, Philip	Supply Chain Management
TURCOTTE, Michel	Finance
TURNER, Leanna	English
TURPIE, David	English
VALENTINE, Egan	Translation
VALINO, Morag	French
VAN DER MEER, Carolyne	Public Relations
VIENS, Danielle	English
VYBIHAL, Joseph	Information Technology
WALKTY, Melanie	English
WALL, Sharron	Communication
WALSH, Brendan	Public Relations
WARNER, Michelle	English
WELSCHEID, Samantha	Accounting
WESTGATE, Chantal	Human Resources
WHITEMAN, Jackson	Marketing
WHITTAKER, Gary	Entrepreneurship
WILSON, Jim	Accounting
WISE, Sydney	English
WOLFSON, Sarah	English/Written Communication
WONG, Gordon	English
WONG, Stephen	Finance
YUE, Stephen	Materials Engineering
ZAJDMAN-BORDEN, Karen	Accounting
ZAMORANO, Daniel	Translation
ZANE, Charles	Accounting
ZBILY, Albert	International Business
ZOWALL, Hanna Sofia	Health & Social Services

## 2.5 Contact Us

### Contact Us

#### Web

[www.mcgill.ca/continuingstudies/about-scs/contact-us](http://www.mcgill.ca/continuingstudies/about-scs/contact-us)

#### By mail

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

#### By telephone

514-398-6200

#### By fax

514-398-2650

#### By email

[info.conted@mcgill.ca](mailto:info.conted@mcgill.ca)

#### In person

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

### 2.5.1 Academic Areas

#### Contact Information

##### Career and Professional Development

Telephone: 514-398-1030

Fax: 514-398-3108

Email: [cms.conted@mcgill.ca](mailto:cms.conted@mcgill.ca)

Website: [www.mcgill.ca/continuingstudies/about-scs/academic-areas/career-professional-development](http://www.mcgill.ca/continuingstudies/about-scs/academic-areas/career-professional-development)

##### Career and Professional Development

##### Professional Development (Non-credit) and Corporate Training Office

Telephone: 514-398-5454

Fax: 514-398-5224

Email: [pd.conted@mcgill.ca](mailto:pd.conted@mcgill.ca)

Website: [www.mcgill.ca/continuingstudies/programs-and-courses/courses-workshops](http://www.mcgill.ca/continuingstudies/programs-and-courses/courses-workshops)

##### Language and Intercultural Communication

Telephone: 514-398-1212

Fax: 514-398-1769

Email: [language.conted@mcgill.ca](mailto:language.conted@mcgill.ca)

Website: [www.mcgill.ca/continuingstudies/about-scs/academic-areas/language-and-intercultural-communication](http://www.mcgill.ca/continuingstudies/about-scs/academic-areas/language-and-intercultural-communication)

##### Faculty Partnerships and Summer Studies

Telephone: 514-398-5212

Fax: 514-398-5224

Email: [summer.studies@mcgill.ca](mailto:summer.studies@mcgill.ca)

Websites: [www.mcgill.ca/continuingstudies/about-scs/academic-areas/faculty-partnerships-and-summer-studies](http://www.mcgill.ca/continuingstudies/about-scs/academic-areas/faculty-partnerships-and-summer-studies); [www.mcgill.ca/summer](http://www.mcgill.ca/summer)

##### Translation and Written Communication

Telephone: 514-398-1484

Fax: 514-398-1769

Email: [translation.conted@mcgill.ca](mailto:translation.conted@mcgill.ca)

Website: [www.mcgill.ca/continuingstudies/about-scs/academic-areas/translation-written-communication](http://www.mcgill.ca/continuingstudies/about-scs/academic-areas/translation-written-communication)

##### McGill Writing Centre

Telephone: 514-398-7109

Fax: 514-398-7416

Email: [mwc@mcgill.ca](mailto:mwc@mcgill.ca)

Website: [www.mcgill.ca/mwc](http://www.mcgill.ca/mwc)

##### Personal and Cultural Enrichment

Telephone: 514-398-5212

Fax: 514-398-5224

Email: [pace.scs@mcgill.ca](mailto:pace.scs@mcgill.ca)

Website: [www.mcgill.ca/continuingstudies/about-scs/academic-areas/pace](http://www.mcgill.ca/continuingstudies/about-scs/academic-areas/pace)

##### McGill Community for Lifelong Learning

Telephone: 514-398-8234

Fax: 514-398-2757

Email: [mcll.scs@mcgill.ca](mailto:mcll.scs@mcgill.ca)

Website: [www.mcgill.ca/continuingstudies/about-scs/academic-areas/mcgill-community-lifelong-learning-0](http://www.mcgill.ca/continuingstudies/about-scs/academic-areas/mcgill-community-lifelong-learning-0)

#### **Faculty of Education**

*Certificate in Inclusive Education*

*Diploma in Human Relations and Family Life Education*

*Graduate Certificate in Counselling Applied to Teaching*

Department of Educational and Counselling Psychology

Dean Thomson

Telephone: 514-398-4248

*Programs for First Nations & Inuit*

Department of Integrated Studies in Education

Tina Schiavone

Telephone: 514-398-1340

### **2.5.2 Office Hours**

#### **Academic Areas: Regular hours**

Monday to Friday, 09:00–17:00

#### **Client Services: Regular hours**

Monday to Thursday, 09:00–18:15

Fridays, 09:00–17:00

Exceptions: Kindly consult our website at [www.mcgill.ca/continuingstudies/about-scs/client-services](http://www.mcgill.ca/continuingstudies/about-scs/client-services) for the most up-to-date business hours.

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## **3 Getting Started**

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### **3.1 Admission Requirements**

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

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### **3.2 Programs of Study**

#### **3.2.1 Undergraduate Programs**

Programs requiring formal admission include:

##### **3.2.1.1 Bachelor of Commerce (Part-Time)**

For more information, see [School of Continuing Studies > Areas of Study > Career and Professional Development > Undergraduate Certificate Programs, Part-Time BCom > section 4.1.2.2: Bachelor of Commerce for Part-Time Students](#).

##### **3.2.1.2 Career and Professional Development**

For more information, see [School of Continuing Studies > Areas of Study > Career and Professional Development > section 4.1.2: Undergraduate Certificate Programs, Part-Time BCom](#).

##### **Business and Professional Programs**

[section 4.1.2.1.1: Certificate in Accounting](#)

### Business and Professional Programs

- [section 4.1.2.1.2: Certificate in Applied Finance](#)
- [section 4.1.2.1.3: Certificate in Applied Marketing](#)
- [section 4.1.2.1.4: Certificate in Entrepreneurship](#)
- [section 4.1.2.1.5: Certificate in Health and Social Services Management](#)
- [section 4.1.2.1.6: Certificate in Human Resources Management](#)
- [section 4.1.2.1.7: Certificate in Management](#)
- [section 4.1.2.1.8: Certificate in Marketing](#)
- [section 4.1.2.1.9: Certificate in Public Relations and Communications Management](#)
- [section 4.1.2.1.10: Certificate in Risk Management](#)
- [section 4.1.2.1.11: Certificate in Software Development](#)
- [section 4.1.2.1.12: Certificate in Supply Chain Management and Logistics](#)
- [section 4.1.2.1.13: Certificate in Systems Analysis and Design](#)

### 3.2.1.3 Education

For more information, see [School of Continuing Studies > Areas of Study > Education > section 4.3.3: About Education Programs](#).

#### Education Programs

- [section 4.3.3.5.2: Diploma in Human Relations and Family Life Education \(30 credits\)](#)
- [section 4.3.3.7.1: Certificate in Inclusive Education \(30 credits\)](#)
- [section 4.3.3.8.1: Certificate in Education for First Nations and Inuit \(60 credits\)](#)
- [section 4.3.3.8.2: Certificate in Aboriginal Literacy Education \(30 credits\)](#)
- [section 4.3.3.8.3: Certificate in Middle School Education in Aboriginal Communities \(30 credits\)](#)
- [section 4.3.3.8.4: Certificate in First Nations and Inuit Educational Leadership \(30 credits\)](#)
- [section 4.3.3.8.5: Bachelor of Education for Certified Teachers — Elementary Education — Native and Northern \(90 credits\)](#)
- [section 4.3.3.8.6: Certificate in Aboriginal Education for Certified Teachers \(30 credits\)](#)
- [section 4.3.3.8.7: Certificate in First Nations and Inuit Student Personnel Services \(30 credits\)](#)

### 3.2.1.4 Language and Intercultural Communication

For more information, see [School of Continuing Studies > Areas of Study > Languages > section 4.5.2: English Language Programs](#) and [section 4.5.3: French Language Programs](#).

#### Language and Intercultural Communication

- [section 4.5.2.2: Certificate of Proficiency – English for Professional Communication Overview \(30 credits\)](#)
- [section 4.5.3.2: Certificate of Proficiency – French for Professional Communication Overview \(30 credits\)](#)
- [section 4.5.2.3: Intensive English Program: Certificate of Proficiency in English – Language and Culture Overview \(Non-credit\)](#)
- [section 4.5.3.3: Intensive French Program: Certificate of Proficiency in French – Language and Culture Overview \(Non-credit\)](#)

### 3.2.1.5 Translation

For more information, see [School of Continuing Studies > Areas of Study > Translation and Written Communication > section 4.8.4: Translation and Written Communication Programs and Courses](#).

#### Translation

- [section 4.8.4.4.1.2: Certificate in Translation — English to French Option \(30 credits\)](#)
- [section 4.8.4.4.1.3: Certificate in Translation — French to English Option \(30 credits\)](#)
- [section 4.8.4.4.1.4: Certificate in Translation — Spanish to French Option \(30 credits\)](#)

### Translation

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

[section 4.8.4.4.1.6: Certificate in Translation — French/English into Spanish Option \(30 credits\)](#)

### 3.2.1.6 Spanish

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

### Spanish

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

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

## 3.2.2 Graduate Programs

Programs requiring formal admission include:

### 3.2.2.1 Career and Professional Development

For more information, see [School of Continuing Studies > Areas of Study > Career and Professional Development > section 4.1.3: Graduate Programs, Diplomas, and Graduate Certificates](#).

### Diplomas in Management in 10 Concentrations

[section 4.1.3.1.11.1: Diploma in Management – Entrepreneurship Concentration](#)

[section 4.1.3.1.11.2: Diploma in Management – Health Care Concentration](#)

[section 4.1.3.1.11.3: Diploma in Management – Human Resources Concentration](#)

[section 4.1.3.1.11.4: Diploma in Management – International Business Concentration](#)

[section 4.1.3.1.11.5: Diploma in Management – Internet Business Concentration](#)

[section 4.1.3.1.11.6: Diploma in Management – Leadership Concentration](#)

[section 4.1.3.1.11.7: Diploma in Management – Marketing Concentration](#)

[section 4.1.3.1.11.8: Diploma in Management – Public Relations and Communications Management Concentration](#)

[section 4.1.3.1.11.9: Diploma in Management – Taxation Concentration](#)

[section 4.1.3.1.11.10: Diploma in Management – Treasury – Finance Concentration](#)

### Graduate Certificates

[section 4.1.3.1.16.2: Graduate Certificate in Entrepreneurship](#)

[section 4.1.3.1.16.3: Graduate Certificate in Financial Planning](#)

[section 4.1.3.1.16.4: Graduate Certificate in Health Services Management](#)

[section 4.1.3.1.16.5: Graduate Certificate in Human Resources Management](#)

[section 4.1.3.1.16.6: Graduate Certificate in International Business](#)

[section 4.1.3.1.16.7: Graduate Certificate in Internet Business](#)

[section 4.1.3.1.16.8: Graduate Certificate in Leadership](#)

[section 4.1.3.1.16.9: Graduate Certificate in Marketing](#)

[section 4.1.3.1.16.10: Graduate Certificate in Professional Accounting](#)

[section 4.1.3.1.16.11: Graduate Certificate in Public Relations Management](#)

[section 4.1.3.1.16.12: Graduate Certificate in Taxation](#)

[section 4.1.3.1.16.13: Graduate Certificate in Treasury – Finance](#)

### Diploma Programs

- [\*section 4.1.3.1.3: Diploma in Accounting\*](#)
- [\*section 4.1.3.1.4: Diploma in Applied Finance\*](#)
- [\*section 4.1.3.1.5: Diploma in Applied Marketing\*](#)
- [\*section 4.1.3.1.6: Diploma in Entrepreneurship\*](#)
- [\*section 4.1.3.1.7: Diploma in Health and Social Services Management\*](#)
- [\*section 4.1.3.1.8: Diploma in Human Resources Management\*](#)
- [\*section 4.1.3.1.9: Diploma in Integrated Aviation Management\*](#)
- [\*section 4.1.3.1.10: Diploma in Internet Business Technology\*](#)
- [\*section 4.1.3.1.12: Diploma in Management – General\*](#)
- [\*section 4.1.3.1.13: Diploma in Public Relations and Communications Management\*](#)
- [\*section 4.1.3.1.14: Diploma in Supply Chain and Operations Management\*](#)
- [\*section 4.1.3.1.15: Graduate Diploma in Taxation\*](#)

### 3.2.2.2 Education

For more information, see [\*School of Continuing Studies > Areas of Study > Education > section 4.3.3: About Education Programs.\*](#)

#### **Education**

[\*School of Continuing Studies > Areas of Study > Education > About Education Programs > section 4.3.3.6: Graduate Certificate in Counselling Applied to Teaching\*](#)

### 3.2.2.3 Translation

For more information, see [\*School of Continuing Studies > Areas of Study > Translation and Written Communication > section 4.8.4: Translation and Written Communication Programs and Courses.\*](#)

#### **Translation**

- [\*section 4.8.4.4.2.2: Graduate Diploma in Translation — English to French Option \(30 credits\)\*](#)
- [\*section 4.8.4.4.2.3: Graduate Diploma in Translation — French to English Option \(30 credits\)\*](#)
- [\*section 4.8.4.4.2.4: Graduate Diploma in Translation — Spanish to French Option \(30 credits\)\*](#)
- [\*section 4.8.4.4.2.5: Graduate Diploma in Translation — Spanish to English Option \(30 credits\)\*](#)

### 3.2.2.4 Spanish

#### **Spanish**

[\*School of Continuing Studies > Areas of Study > Translation and Written Communication > About Translation and Written Communication Programs and Courses > section 4.8.4.3.4.7: Graduate Certificate in Professional Communication — Spanish \(18 credits\)\*](#)

### 3.2.3 Non-Credit Programs

Programs not requiring formal admission include:

#### 3.2.3.1 Career and Professional Development

For more information, see [\*School of Continuing Studies > Areas of Study > Career and Professional Development > section 4.1.4: Professional Development and Non-Credit Offerings \(CE Units and Other\).\*](#)

#### **Professional Development Programs in Career and Professional Development**

- [\*section 4.1.4.6.2: Professional Development Certificate in Condominium Management \(16 CEUs\)\*](#)
- [\*section 4.1.4.6.3: Professional Development Certificate in Digital Content and Community Management \(22.5 CEUs\)\*](#)

#### Professional Development Programs in Career and Professional Development

*section 4.1.4.6.4: Professional Development Certificate in Management Consulting (23.5 CEUs)*

*section 4.1.4.6.5: Professional Development Certificate in Aviation Management Consulting (29-30.5 CEUs)*

*section 4.1.4.6.6: Professional Development Certificate in Project Management (32.5-44.5 CEUs)*

#### 3.2.3.2 Language and Intercultural Communication

For more information, see *School of Continuing Studies > Areas of Study > Languages > English Language Programs > section 4.5.2.4: Certificate of Proficiency in Written English – Workplace Communication Overview*, and *French Language Programs > section 4.5.3.4: Certificate of Proficiency in Written French - Workplace Communication Overview*, as well as *section 4.5.2.6: Professional Development Certificates (CE Units)*.

#### Language and Intercultural Communication

*section 4.5.2.4: Certificate of Proficiency in Written English – Workplace Communication Overview (Non-credit)*

*section 4.5.3.4: Certificate of Proficiency in Written French - Workplace Communication Overview (Non-credit)*

*section 4.5.2.5: Certificate in Teaching English to Speakers of Other Languages (TESOL) (12 CEU) (Non-credit)*

#### Professional Development Programs in Language and Intercultural Communication

*section 4.5.2.6.1: Professional Development Certificate in English for Healthcare (20 CEUs)*

*section 4.5.2.6.2: Professional Development Certificate in English for Healthcare Administration (20 CEUs)*

*section 4.5.2.6.3: Professional Development Certificate in English for Social Services (20 CEUs)*

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

Admission to the Bachelor of Commerce (Part-Time) program is through Enrolment Services; students can apply online at [www.mcgill.ca/applying](http://www.mcgill.ca/applying). For more information, please refer to *section 4.1.2.2: Bachelor of Commerce for Part-Time Students*.

Application deadlines and procedures, as well as other admission information, can also be obtained from:

Service Point  
3415 McTavish Street  
Montreal QC H3A 0C8  
Telephone: 514-398-7878  
Website: [www.mcgill.ca/students/servicepoint](http://www.mcgill.ca/students/servicepoint)

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### 3.4 Admission Procedures: Faculty of Education, Continuing Education Programs

Application for admission to Faculty of Education, Continuing Education programs can be made on the web at: [www.mcgill.ca/applying](http://www.mcgill.ca/applying). Students should complete the application form and submit the required documents to the appropriate academic area. For application deadlines and procedures, visit [www.mcgill.ca/continuingstudies/about-scs/academic-areas/education](http://www.mcgill.ca/continuingstudies/about-scs/academic-areas/education).

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

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### 3.5 Admission Procedures: Continuing Studies Undergraduate, Graduate, and Diploma Programs

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

McGill's online application form is available at [www.mcgill.ca/applying](http://www.mcgill.ca/applying). Applications for admission must be submitted online. However, a paper application is available upon request when online submission is not possible. For more information, please call 514-398-6200 or email [admissions.conted@mcgill.ca](mailto:admissions.conted@mcgill.ca).

Application Deadlines for all programs	Canadian/Permanent Residents	International Students
Fall term	May 1	March 1
Winter term	Sept. 1	July 1
Spring term	Jan. 1	Nov. 1

### 3.5.1 Application Fee

A non-refundable application fee of \$80 in Canadian or U.S. funds, payable by Visa or MasterCard, is required. This fee includes application for evaluation of transcripts for students requesting Advanced Standing in a program at the time of admission.

McGill's highly secured e-payment service minimizes cardholder risk. Your credit card information is passed instantly to the Moneris payment gateway and is not stored at McGill. Moneris handles 80% of all credit card transactions processed in Canada. McGill University cannot process online applications without a valid credit card. If you cannot pay by credit card, please call 514-398-6200 for assistance.

### 3.5.2 Tracking the Status of Your Application

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

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

You will be able to check the status of your application, including the receipt of supporting documents, on [Minerva](#).

### 3.5.3 Supporting Documents for Undergraduate Programs

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

1. An unofficial transcript (if applicable) accompanied by two pieces of identification. Arrangements should be made to have an official transcript confirming degree completion sent directly from the former educational institution to the School of Continuing Studies.

(See [University Regulations and Resources](#) > *Continuing Studies* > *Personal Information* > [section 1.2.2.1: Why Does McGill Collect Legal Documents from You?](#).)

Applicants applying on the basis of the CEGEP *Diplôme d'études collégiales* (DEC) must provide their Permanent Code so that McGill University can access their CEGEP transcripts electronically.

2. Proof of age: Students 21 years of age and over, who do not have the normal academic background for admission, may be admitted as mature students. Two pieces of personal identification must be attached.
3. TOEFL, IELTS, APIEL, McGill SCS-TELP, McGill Certificate of Proficiency in English – Language and Culture, or Certificate of Proficiency – English for Professional Communication, or CEEN 421 and CEEN 422 with a minimum grade of B-, if your mother tongue is other than English.

(See [School of Continuing Studies](#) > *Areas of Study* > *Career and Professional Development* > *Undergraduate Certificate Programs, Part-Time BCom* > *About Admission Regulations for Certificate Programs* > [section 4.1.2.6.2: Proof of Proficiency in English](#).)

Students who have completed both Secondary V and a Diploma of Collegial Studies in Quebec (DEC) are not required to submit proof of proficiency in English.

### 3.5.4 Supporting Documents for Graduate Programs

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

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

1. An unofficial transcript with confirmation of degree awarded and date of graduation or a letter from the university confirming expected date of completion (if the degree has not been granted yet).
2. All students must make arrangements to have an official transcript, with confirmation of degree awarded and date of graduation, sent directly by their previous institution to Client Services – Admissions before their application can be considered.
3. TOEFL, IELTS, APIEL, McGill SCS-TELP, McGill Certificate of Proficiency in English – Language and Culture, or Certificate of Proficiency – English for Professional Communication, or CEEN 421 and CEEN 422 with a minimum grade of B-, if your mother tongue is other than English.

(See [School of Continuing Studies](#) > *Areas of Study* > *Career and Professional Development* > *Graduate Programs, Diplomas and Graduate Certificates* > *Academic Regulations* > [section 4.1.3.2.2: Proof of Proficiency in English](#).)

Students who have completed both Secondary V and a Diploma of Collegial Studies in Quebec must provide the respective transcripts, and are not required to submit proof of proficiency in English.



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

### 3.5.5 Due Date for Documentation Requirements for McGill Applications

Please refer to the School's [website](#) for additional information regarding the submission of all required supporting documents, including transcripts, statements of standing, test scores, letters of recommendation, etc. (depending on the program).

### **3.5.6    What are Official Documents at McGill?**

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

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

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### **3.6    Deferring or Declining Our Offer of Admission?**

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

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### **3.7    Program Transfers**

A student may request one program transfer per admission; any subsequent request will be treated as a new admission whereby the student will be required to complete an “Application for Admission” and will be subject to the \$80 application fee. Students who wish to transfer from one program to another must submit a written request to the Client Services – Admissions Office. Please note that a student cannot request a program transfer in the same session in which he/she was admitted, nor can a student request a program transfer if they have not registered in their current program for over a year.

The *Request for Program Change* form is available at [www.mcgill.ca/continuingstudies/sites/mcgill.ca.continuingstudies/files/request\\_for\\_change\\_of\\_program.pdf](http://www.mcgill.ca/continuingstudies/sites/mcgill.ca.continuingstudies/files/request_for_change_of_program.pdf).

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### **3.8    Advanced Standing**

Advanced Standing is reviewed and processed at the time of admission and is granted based on the official documents submitted with the admission application. However, you may submit your own request for Advanced Standing. Advanced Standing will only be granted for equivalent credit courses that were completed within the last five years, at the same level and with the minimum grade stipulated by the University. The Request for Advanced Standing form is available at [www.mcgill.ca/continuingstudies/current-students/guide-newly-admitted-students/getting-started/advanced-standing](http://www.mcgill.ca/continuingstudies/current-students/guide-newly-admitted-students/getting-started/advanced-standing).

#### **3.8.1    Post-Admission Requests for Advanced Standing**

Students applying for Advanced Standing after the time of admission must complete an “Application for Advanced Standing” and submit it to the Client Services Office. Requests will not be considered unless accompanied by all required documentation. Please note that the evaluation process takes at least six weeks to complete. All decisions are final and may not be appealed. Students should take note of the following procedures:

1. Complete all sections of the Application for Advanced Standing.
2. Attach an unofficial copy of your transcript.
3. Attach detailed official course outline(s) (indicating textbook used, chapter/topics covered, etc.).  
Note: Summary course description(s) are NOT acceptable.
4. Make arrangements for official transcripts to be sent directly from the institution where the course(s) were taken to the Client Services Office of the School of Continuing Studies.
5. If required, students are responsible for submitting any additional supporting documentation to the Client Services Office of the School of Continuing Studies.

The Application for Advanced Standing can be found online at:

[www.mcgill.ca/continuingstudies/current-students/guide-newly-admitted-students/getting-started/advanced-standing](http://www.mcgill.ca/continuingstudies/current-students/guide-newly-admitted-students/getting-started/advanced-standing). It is also available at the Client Services Office.

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

The Exemption by Examination test is intended for students who do not have the requisite academic background or formal training required, but who believe that they have the requisite level of knowledge needed.

Applicants will be permitted to take an Exemption by Examination test for:

- corequisite courses to the program;
- or
- prerequisite courses that are not part of their program.

Students who successfully pass the Exemption by Examination test(s) will not have to take the course(s) for which the test(s) was taken.

Those who fail the Exemption by Examination test(s) will not be permitted to repeat the test(s); instead, they must enrol in the course(s) for which the particular test was taken.

Students may obtain an application form from *Career and Professional Development* or from the website:

[www.mcgill.ca/continuingstudies/prospective-students/apply/exemption-examination](http://www.mcgill.ca/continuingstudies/prospective-students/apply/exemption-examination). Students interested in the Exemption by Examination test should contact *Career and Professional Development* for further details.



**Note:** Students who have been granted credits and/or exemptions are not permitted to register for the courses for which they have been granted credits and/or exemptions. Students applying to an undergraduate program will not be granted credits and/or exemptions for equivalent credit course(s), unless the course(s) in question were successfully completed with a minimum grade of C or better within the last five years. Students applying to a graduate program will not be granted credits and/or exemptions for equivalent credit course(s), unless the course(s) in question were successfully completed at the graduate level within the last five years with a minimum grade of B- or better.

## 3.9 International Students

The immigration authorities do not issue visas to students unless they are studying full-time in a recognized program. Please note that McGill University does not issue any immigration documents. Most of the programs offered by the School of Continuing Studies are designed for part-time students, but some may be taken full-time. To be full-time in a credit program you must take at least 12 credits each term toward your program. The non-credit intensive English and intensive French language programs are full-time programs.

Prospective visa students should contact the School of Continuing Studies to verify that the program they wish to apply to may be taken full time. Admitted students will be given an International Student Study Plan and are advised, prior to registration, of the appropriate sequence of courses that will enable them to complete the program within the time frame specified by the immigration authorities.



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

### 3.9.1 Application Procedures – International Students

For acceptance into a program, students must complete a formal application. Please see [section 3.1: Admission Requirements](#) for information on how to apply to a program.

International students are reminded that in order to study at McGill, they are required to obtain a Study Permit (Visa) from Citizenship and Immigration Canada. This, in turn, can be issued only after a *certificat d'acceptation du Québec* (CAQ) has been obtained from Immigration Quebec.

Initial application for a Study Permit may not be made from within Canada, although subsequent renewals may be made from within the country.

Acceptance into the School's programs does not necessarily entitle a student to a *certificat d'acceptation du Québec* or Study Permit, which is issued at the sole discretion of the respective immigration authorities, nor does it permit a student to work within Canada, for which a separate Work Permit is required.

### 3.9.2 Immigration Procedures

Unless their studies at McGill will be completed in less than six months, all students, other than Canadian citizens and permanent residents of Canada, must obtain proper authorization from both Quebec and Canadian immigration officials prior to proceeding to Canada and/or commencing studies.

Once you receive your Admission letter from McGill University, you should start the application process for a *Certificat d'acceptation du Québec* (CAQ). Once you receive your CAQ, obtaining a study permit can take **three to six months**. You should take this into consideration when making your application to the School of Continuing Studies.

Immigration authorities require prospective students to present proof of access to sufficient funds to support themselves for the period of their studies, before acceptance will be granted. Proof of a *Certificat d'Acceptation du Québec* (CAQ) will be required of all international students at registration. International students have the following two immigration options, depending on the length of time chosen to study in Canada:

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

If you are certain that you will study for less than six consecutive months, you need only apply for a Temporary Resident Visa from Immigration Canada. Please note that a person arriving on a Temporary Resident Visa cannot study for more than six consecutive months. Temporary Resident Visas cannot be changed to a Study Permit from within Canada.

### 3.9.2.2 Study Permit

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

Students must start by applying for the *Certificat d'Acceptation du Québec* (CAQ) at the Immigration Québec office designated to serve the geographic area where the student resides. The application form, as well as a guide on how to apply, is available on their website at [www.immigration-quebec.gouv.qc.ca](http://www.immigration-quebec.gouv.qc.ca). Allow at least five weeks to complete the application process for a CAQ. Immigration Québec officials will notify the Canadian Visa Service in the embassy or consulate closest to the student when the CAQ has been approved or it may be mailed directly to the student. The student must then visit the Canadian Visa Service and apply for a Study Permit and a Temporary Resident Visa if required.

Note the Expiry Date on your Study Permit; in some cases, it may expire before you register for your second year at McGill. **It is extremely important that you do not let your Study Permit expire. You should contact Quebec and Canadian immigration authorities six to seven weeks prior to the expiry date on your document.**

For further information, students may contact the Canadian Embassy/Consulate in their country of residence. McGill cannot determine the length of time that it may take to complete immigration procedures. We can only advise you to begin this process as soon as possible, and to be patient.

### 3.9.2.3 Immigration Contacts

#### Citizenship & Immigration Canada

[www.cic.gc.ca](http://www.cic.gc.ca)

Case Processing Centre  
Vegreville AB T9C 1X6  
CANADA

Telephone: 1-888-242-2100

#### Ministère de l'Immigration, de la Diversité et de l'Inclusion (Immigration Québec)

[www.immigration-quebec.gouv.qc.ca/en/index.html](http://www.immigration-quebec.gouv.qc.ca/en/index.html)

285 Notre-Dame Street West  
Main Floor, Suite G-15  
Montreal QC H2Y 1T8  
CANADA

Telephone: 514-864-9191

#### Canadian Bureau for International Education (CBIE)

[www.cbie.ca](http://www.cbie.ca)

220 Laurier Ave. West, Suite 1550  
Ottawa ON K1P 5Z9  
CANADA

Telephone: 613-237-4820

#### Canada Border Services Agency

[www.cbsa.gc.ca](http://www.cbsa.gc.ca)

From within Canada, call: 1-800-461-9999 (toll-free).  
From outside Canada, call: 204-983-3500 or 506-636-5064 (long-distance charges apply).

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

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## 3.10 Special Student Status: Undergraduate Courses

This applies to all programs.

The majority of undergraduate courses at the School of Continuing Studies are open to the general public. Anyone over 18 years of age can register. If you are under 18 years of age, you may register on the condition that you have already completed your DEC (*Diplôme d'Études Collégiales*).

If you are interested in taking courses without necessarily committing yourself to completing a degree, diploma, or certificate, you may do so by registering as a "Special Student." You must nevertheless have the prerequisite qualifications required for the course and meet the admission criteria.



**Note:** The number of courses a Special Student may take is limited. Students are encouraged to apply to a program before completing four (4) courses. The School of Continuing Studies has no obligation to recognize credits earned by Special Students toward completion of a certificate program.

For details on how to register in courses, please consult the website: [www.mcgill.ca/continuingstudies/current-students/independent-students](http://www.mcgill.ca/continuingstudies/current-students/independent-students).

### 3.10.1 Documents Required to Register for Undergraduate Courses

For more information, see [University Regulations and Resources](#) > *Continuing Studies* > *Registration for Continuing Studies Students* > [section 1.3.3: Other Ways to Register](#).

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## 3.11 Special Student Status: Graduate-Level Courses

This applies to all programs.

Students must hold a university degree from a recognized university that is equivalent to an undergraduate degree as approved by Graduate and Postdoctoral Studies to be admitted to a graduate-level course.



**Note:** The number of courses a Special Student may take is limited. Students are encouraged to apply to a Diploma program before completing four (4) courses and to a Graduate Certificate program before completing two (2) courses. The School of Continuing Studies has no obligation to recognize credits earned by Special Students toward completion of a Diploma or Graduate Certificate program.



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

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

### 3.11.1 Documents Required to Register for Graduate-Level Courses

For more information, see [University Regulations and Resources](#) > *Continuing Studies* > *Registration for Continuing Studies Students* > [section 1.3.3: Other Ways to Register](#).

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## 3.12 Professional Associations

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

- [section 3.12.1: Association of Administrative Assistants – Qualified Administrative Assistant Programme \(Q.A.A.\)](#)
- [section 3.12.2: Autorité des Marchés Financiers](#)
- [section 3.12.3: Canadian Institute of Management](#)
- [section 3.12.4: Canadian Institute of Traffic and Transport \(CITT\)](#)
- [section 3.12.5: Canadian Payroll Association \(CPA\)](#)
- [section 3.12.6: Canadian Public Relations Society](#)
- [section 3.12.7: Chartered Secretaries Canada](#)
- [section 3.12.8: Global Risk Management Institute \(GRMI\)](#)
- [section 3.12.9: Insurance Institute of Canada](#)
- [section 3.12.10: International Association of Business Communicators \(IABC\)](#)
- [section 3.12.11: International Institute of Business Analysis \(IIBA™\)](#)
- [section 3.12.12: Intellectual Property Institute of Canada \(IPIC\)](#)
- [section 3.12.13: L'Ordre des Administrateurs Agréés du Québec](#)
- [section 3.12.14: Ordre des comptables professionnels agréés du Québec \(CPA\)](#)
- [section 3.12.15: Ordre des Conseillers en Ressources Humaines Agréés](#)
- [section 3.12.16: Ordre des traducteurs, terminologues et interprètes agréés du Québec \(OTTIAQ\)](#)
- [section 3.12.17: Project Management Institute \(PMI®\)](#)
- [section 3.12.18: Purchasing Management Association \(PMAC\)](#)
- [section 3.12.19: Quebec Risk and Insurance Management Association \(QRIMA\)](#)

### **3.12.1 Association of Administrative Assistants – Qualified Administrative Assistant Programme (Q.A.A.)**

The Association of Administrative Assistants is a Canadian chartered non-profit professional organization with a three-fold purpose:

- to establish a national standard of qualifications for administrative assistants to senior personnel;
- to reach this standard by providing advanced education;
- to make management aware of the fully qualified administrative assistant.

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

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

Q.A.A. designation holders must remain members in good standing of the Association of Administrative Assistants to retain the designation of Qualified Administrative Assistant and also re-certify their professional designation every three years through a Certification Renewal process.

The program consists of three compulsory courses and four elective courses offered at 30 post-secondary institutions across Canada and must be successfully completed within seven years to qualify for the Q.A.A. Certificate and designation. Students must successfully complete the seven-course program with an overall grade point average of 60%.

To obtain important information on program requirements, please visit our website at [www.aaa.ca](http://www.aaa.ca) or contact the National Director Registrar at email: [registrar@aaa.ca](mailto:registrar@aaa.ca).

### **3.12.2 Autorité des Marchés Financiers**

The School of Continuing Studies at McGill University offers courses in “Personal-lines and Commercial-lines damage insurance” (I.A.R.D.). These courses will help you prepare for examinations, which are administered by *l’Autorité des marchés financiers*. To receive a representative’s certificate (agent/broker) in damage insurance or a certificate in claims adjustment, you must take the appropriate exams at *l’Autorité des marchés financiers*. Before registering for courses at McGill, it is necessary to first contact *l’Autorité des marchés financiers* to find out the minimum requirements. Contact them at:

Telephone: 1-877-525-0337

Website: [www.lautorite.qc.ca](http://www.lautorite.qc.ca)

For more information on the courses offered at McGill, call: 514-398-1030.

### **3.12.3 Canadian Institute of Management**

The Canadian Institute of Management is Canada's senior management association. As a non-profit organization, the Institute was established in 1942 and is dedicated to enhancing managerial skills and professional development. Currently, there are 17 branches coast-to-coast with the National Office in Barrie. The Canadian Institute of Management, in cooperation with McGill University, offers educational and developmental opportunities relevant to the needs of aspiring managers in meeting today's challenges. In addition, the Institute offers a professional designation for managers who wish to be recognized for their commitment to management excellence.

Further information regarding the Institute's Certified in Management, Professional Manager, and Chartered Manager designations can be obtained from:

Canadian Institute of Management

Mr. John Porreca

200-2140 boul. Marie-Victorin

Longueuil QC J4G 1A9

Telephone: 450-671-6775

Email: [info@cim-icg.ca](mailto:info@cim-icg.ca)

Website (Quebec): [www.cim-icg.ca](http://www.cim-icg.ca)

Website (Canada): [www.cim.ca](http://www.cim.ca)

### **3.12.4 Canadian Institute of Traffic and Transport (CITT)**

Completing the Certificate in Supply Chain Management and Logistics and satisfying the other academic requirements set out by the CITT\* will qualify candidates to apply for the CCLP® (CITT\* Certified Logistics Professional) designation and CITT membership.

Students graduating from this program will meet the academic requirements to earn the CCLP designation upon successful completion of six additional courses, two of which (Transportation Systems & Logistics Processes) are offered by the CITT directly, and the balance through McGill's School of Continuing Studies.

Full information on the cooperative arrangements can be obtained from the School of Continuing Studies. Students interested in learning more about the CCLP designation and CITT membership, including the full set of requirements to earn and maintain the designation, should contact:

Canadian Institute of Traffic and Transportation (CITT)  
 10 King Street East, Suite 400  
 Toronto ON M5C 1C3  
 Telephone: 416-363-5696  
 Fax: 416-363-5698  
 Email: [info@citt.ca](mailto:info@citt.ca)  
 Website: [www.citt.ca](http://www.citt.ca)

### 3.12.5 Canadian Payroll Association (CPA)

McGill's School of Continuing Studies offers compulsory courses recognized by the Canadian Payroll Association (CPA) towards their two certifications: the Payroll Compliance Practitioner (PCP), and the Certified Payroll Manager (CPM).

The Canadian Payroll Association (CPA) offers the only payroll certifications in Canada which are achieved by thousands of payroll professionals every year. For further information, visit the CPA website at [www.payroll.ca](http://www.payroll.ca), contact the Canadian Payroll Association at 416-487-3380, ext. 272, or by email at [certification@payroll.ca](mailto:certification@payroll.ca).

### 3.12.6 Canadian Public Relations Society

The Canadian Public Relations Society (CPRS) is an organization of men and women who practice public relations in Canada and abroad. Members work to maintain the highest standards and to share a uniquely Canadian experience in public relations.

In cooperation with the 14 regional Member Societies across the country and with like-minded organizations in other countries, CPRS works in many ways to advance the professional stature of public relations and regulates its practice for the benefit and protection of the public interest. We serve the public interest by upholding a standard of proficiency and code of ethics, and by providing ongoing professional development to members and public relations practitioners across Canada.

A few examples of CPRS leadership in the profession include the:

- Accredited in Public Relations (APR®) designation;
- Public Relations Knowledge (PRK)® examination;
- active, long term membership in the Global Alliance for PR and Communication Management.

The **Accredited in Public Relations (APR®)** designation is an internationally respected measure of professional experience in public relations, recognizing the dedication, energy, perseverance and competence of successful public relations professionals. It is currently the only public relations accreditation program in Canada.

The APR® program goals are to:

- assure professional competence;
- establish standards for professional practice;
- increase recognition for the profession;
- influence the future direction of the profession.

For those new to the Public Relations profession, the **Public Relations Knowledge (PRK)®** exam offers the opportunity to demonstrate knowledge, critical thinking and judgment. It also gives employers a benchmark by which to assess candidates and employees.

As a founding member of **Global Alliance of PR and Communication Management**, CPRS actively participates in this confederation of the world's major PR and communication management associations and institutions, representing about 160,000 practitioners and academics around the world. In 2016, CPRS is honoured to host the **World Public Relations Forum** in Toronto.

Canadian Public Relations Society  
 General inquiries: [admin@cprs.ca](mailto:admin@cprs.ca)  
 Website: [www.cprs.ca](http://www.cprs.ca)

### 3.12.7 Chartered Secretaries Canada

Chartered Secretaries Canada is a division of the Institute of Chartered Secretaries and Administrators (ICSA) – the international professional body for Chartered Secretaries. Focused on corporate governance and professional administration, Chartered Secretaries Canada is the only body in North America offering an international professional designation—ACIS and FCIS—for corporate governance professionals, administrators, and corporate secretaries.

To become a designated Chartered Secretary, candidates must complete ICSA's Chartered Secretaries Qualifying Scheme, available to qualified candidates, including graduates from McGill University in any discipline. This eight-module program of study includes:

- Applied Business Law
- Financial Reporting and Analysis

- Corporate Law
- Corporate Governance
- Financial Decision Making
- Strategy in Practice
- Company Secretarial Practice
- Chartered Secretaries Case Study

The Institute maintains an international standard exemption policy. Exemptions may be granted based on past education and experience.

For further information, please contact:

ICSA Chartered Secretaries Canada  
202–300 March Road  
Ottawa ON K2K 2E2  
Telephone: 613-595-1151 or 1-800-501-3440  
Email: [info@icsacanada.org](mailto:info@icsacanada.org)  
Website: [www.icsacanada.org](http://www.icsacanada.org)

### **3.12.8 Global Risk Management Institute (GRMI)**

GRMI is the professional body determining standards, sponsoring education programs, and controlling the professional designations for the Canadian Risk Management (CRM) and the RIMS Fellow (RF). The designations are administered by the Risk and Insurance Management Society (RIMS).

To be eligible for the CRM designation, candidates must successfully complete the three risk management (Risk Management Principles and Practices, Risk Assessment and Treatment, and Risk Financing) courses.

To be eligible for the RIMS Fellow designation, candidates must have five years' work experience, complete four university-level courses: Accounting; Finance; two courses selected from business, economics, MIS, law, insurance, marketing, or management; twelve days of the RIMS Fellow workshop; and the completion of the three risk management courses. For further information, please contact:

The Global Risk Management Institute, Inc.  
1065 Avenue of the Americas, 13th Floor  
New York, NY 10018, USA  
  
Email: [grmi@rims.org](mailto:grmi@rims.org)  
Website: [www.rims.org/crm](http://www.rims.org/crm); [www.rims.org/rf](http://www.rims.org/rf)

### **3.12.9 Insurance Institute of Canada**

This Institute cooperates with McGill in the offering of its certificate programs and recognizes individual courses and programs as appropriate for their professional FCIP designation. Full information on the cooperative arrangements can be obtained from the Insurance Institute. Students currently enrolled in the program should contact:

Institut d'assurance de dommage du Québec  
1200 McGill College Ave., Suite 1650  
Montreal QC H3B 4G7  
Telephone: 514-393-8156  
Fax: 514-393-9222  
Email: [iadq@institutdassurance.ca](mailto:iadq@institutdassurance.ca)  
Website: [www.institutdassurance.ca](http://www.institutdassurance.ca)

Insurance Institute of Canada  
18 King Street East, 6th Floor  
Toronto, ON M5C 1C4  
Telephone: 416-362-8586  
Fax: 416-362-1126  
Email: [iicmail@insuranceinstitute.ca](mailto:iicmail@insuranceinstitute.ca)  
Website: [www.insuranceinstitute.ca](http://www.insuranceinstitute.ca)

### **3.12.10 International Association of Business Communicators (IABC)**

IABC/Montreal offers career mentoring, learning events, special resources, and internship opportunities for public relations and communication management students. For more information, please visit [montreal.iabc.com](http://montreal.iabc.com) or contact Maria Constantinescu, Executive Vice President at [iabc.montreal@gmail.com](mailto:iabc.montreal@gmail.com).

### 3.12.11 International Institute of Business Analysis (IIBA™)

International Institute of Business Analysis (IIBA™) is an independent non-profit professional association serving the growing field of Business Analysis.

For individuals working in a broad range of roles—business analysis, systems analysis, requirements analysis or management, project management, consulting, process improvement, and more—IIBA™ can help you do your job better and enhance your professional life. McGill University's School of Continuing Studies has been approved as a provider of business analysis training by the IIBA™. As such, certain courses offered by the School may lead to professional development hours (PDs) recognized by the IIBA™.

For more information about the IIBA, please visit [www.iiba.org](http://www.iiba.org).

### 3.12.12 Intellectual Property Institute of Canada (IPIC)

The Intellectual Property Institute of Canada (IPIC) is a national professional association concerned with patents, trade-marks, copyright, and industrial design. It is comprised of over 1,700 members from Canada and abroad.

IPIC is the only professional association in Canada to which nearly all patent agents, trade-mark agents, and lawyers specializing in intellectual property belong. IPIC has been collaborating with McGill since 1994 in offering the Summer Courses in Intellectual Property. More information can be found on the IPIC website at [www.ipic.ca](http://www.ipic.ca).

### 3.12.13 L'Ordre des Administrateurs Agréés du Québec

The *Ordre des administrateurs agréés du Québec* is the professional association dedicated to professionals in the field of management in Quebec. It manages the members in Quebec who use the Chartered Administrator (C.Adm.), Administrateur agréé (Adm.A.) and Certified Management Consultant (CMC) professional reserved titles. Its mission, as described in the Professional Code, is to protect the public.

Their members are distinguished in management, ethics and governance. They are company officers and directors, CEOs, managers, and expert advisors in finance, management, financial planning, human resources, real estate, franchising, health, information technology, public administration, and more. In short, chartered administrators are working in all sectors of our economy. They contribute objectively and competently to the advancement of management.

Upon graduation, managers and administrators adhering to the *Ordre* demonstrate to employers and clients that they subscribe to high standards of professionalism, ethics, and competence.

This organization cooperates with universities in order to initiate students into the professional practice of management. It offers to affiliated students special opportunities to exchange with experienced chartered administrators, while they work toward obtaining their official reserved title.

Students interested in membership or further information on the organization should contact:

Ordre des administrateurs agréés du Québec  
910 Sherbrooke St. West, Suite 100  
Montreal QC H3A 1G3

Telephone: 514-499-0880 or 1-800-465-0880, ext.234  
Fax: 514-499-0892  
Email: [admission@adma.qc.ca](mailto:admission@adma.qc.ca)  
Website: [www.adma.qc.ca](http://www.adma.qc.ca)

### 3.12.14 Ordre des comptables professionnels agréés du Québec (CPA)

The *Ordre des comptables professionnels agréés du Québec* (CPA) is a professional order representing members of an “exclusive profession” as defined by the Professional Code, that is an organization dedicated primarily to the protection of the public. To this end, the CPA Order, like the 43 other professional orders in Quebec, must carry out specific functions related to issuing permits to new members, updating the Roll of the Order, monitoring the practice of the profession and detecting illegal practice. It must also comply with a set of operating rules imposed by the Professional Code.

The CPA Order was created in May 2012 following the unification of the accounting profession in Quebec. It results from a merger of the *Ordre des comptables agréés* (CA), the *Ordre des comptables généraux accrédités* (CGA), and the *Ordre des comptables en management accrédités* (CMA). The Order thus represents all the areas of expertise of the profession—assurance, financial accounting, management and management accounting, finances and taxation—at the service of enterprises, organizations and the public.

The CPA Order has close to 37,000 members and 7,000 future CPAs. By combining its distinctive forces under a single order, the Quebec accounting profession strengthens its position both nationally and internationally.

Mr. Jean-Frédéric Clément  
Ordre des comptables professionnels agréés du Québec (CPA)  
5 Place Ville Marie, bureau 800  
Montreal QC H3B 2G2  
Telephone: 514-288-3256, ext. 2716 or 1-800-363-4688  
Fax: 514-843-8375  
Email: [jfclement@cptaquébec.ca](mailto:jfclement@cptaquébec.ca)

Website: [ocaq.qc.ca](http://ocaq.qc.ca)

### **3.12.15 Ordre des Conseillers en Ressources Humaines Agréés**

With close to 9,500 members, the *Ordre des conseillers en ressources humaines agréés* is the fifth largest association of its kind in the world. It is the only organization in Quebec mandated to award human resources professionals a title certifying their competency.

The *Ordre* is a leader in employee management practices. Committed to innovation, it supports the ongoing development of human resources professionals (CHRP) and industrial relations counsellors (CIRCs), thus helping to maintain a healthy balance between employee well-being and organizational success. It is vigilant in ensuring that this multifaceted function promotes leading edge solutions that address the major issues impacting the workforce.

Through its actions in the public arena, the *Ordre* contributes to the advancement and reputation of the profession and plays a key role in the world of work in Quebec.

Students who are interested in learning more about the association should contact the *Ordre des conseillers en ressources humaines agréés* at:

Ordre des conseillers en ressources humaines agréés  
1200 McGill College Avenue, Suite 1400  
Montreal QC H3B 4G7

Telephone: 514-879-1636, ext. 249 (students); 514-879-1636, ext. 205 (graduates)

Fax: 514-879-1722

Email: [info@portailrh.org](mailto:info@portailrh.org)

Website: [www.portailRH.org](http://www.portailRH.org)

### **3.12.16 Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ)**

The *Ordre des traducteurs, terminologues et interprètes agréés du Québec* (OTTIAQ) is an order with a reserved title representing more than 2,000 members, all of whom are certified language professionals. As part of its mandate to protect the public, the Order has adopted the following mission: to foster and ensure the distinctive quality of its members' services and promote the titles that stand for this quality.

Students holding a bachelor's degree and both the Certificate in Translation and the Graduate Diploma in Translation may apply for an equivalence in order to have access to the professional designation.

Those wishing to apply for admission as students should contact the admission secretary at 514-845-4411, ext. 231; or at 1-800-265-4815, ext. 231.

For enquiries about the certification process, please contact the certification coordinator at 514-845-4411, ext. 223; or at 1-800-265-4815, ext. 223.

OTTIAQ  
2021 Union Avenue, Suite 1108  
Montreal QC H3A 2S9  
  
Fax: 514-845-9903  
Email: [info@ottiaq.org](mailto:info@ottiaq.org)  
Website: [www.ottiaq.org](http://www.ottiaq.org)

### **3.12.17 Project Management Institute (PMI®)**

Project Management Institute is the world's leading not-for-profit professional membership association for the project, program and portfolio management profession. Founded in 1969, PMI delivers value for more than 2.9 million professionals working in nearly every country in the world through global advocacy, collaboration, education and research. PMI advances careers, improves organizational success and further matures the profession of project management through its globally recognized standards, certifications, resources, tools, academic research, publications, professional development courses and networking opportunities. As part of the PMI family, Human Systems International (HSI) provides organizational assessment and benchmarking services to leading businesses and government, while ProjectManagement.com and ProjectsAtWork.com create online global communities that deliver more resources, better tools, larger networks and broader perspectives.

McGill University's School of Continuing Studies has been approved as a provider of project management training by PMI®. As such, certain courses and seminars in project management offered by the School may lead to PDU credit for PMI® members.

For more information about the PMI®, please visit [www.pmi.org](http://www.pmi.org) or contact:

Telephone: 610-356-4600 (menu option 8)  
Fax: 610-356-4647  
Email: [customercare@pmi.org](mailto:customercare@pmi.org)

### 3.12.18 Purchasing Management Association (PMAC)

The Purchasing Management Association of Canada and its Quebec Institute, the CAQ, provides a well-known and accredited program in purchasing and supply-chain management. A non-profit organization, the Corporation des Approvisionneurs du Québec (CAQ) is the Quebec Institute of the Purchasing Management Association of Canada (PMAC). The PMAC has over 8,000 members in 10 institutes across Canada.

Strategic supply management is an integral function of any business, with more power to impact the bottom line than just about any function within an organization. Purchasing decisions are strategically important. They reflect directly on a corporation's bottom line, where a purchasing dollar saved has the same effect as \$10.00 in sales.

The CAQ and the PMAC are the voice of an exciting and progressive business profession in purchasing and supply management. We offer a wide range of services to our members: professional development, training, seminars, workshops, accreditation, networking, and university research. PMAC consists of a national office and 10 provincial and territorial institutes.

The association offers both a Supply Chain Management and the internationally recognized Certified Professional Purchaser (C.P.P.) designation. The programs are comprised of purchasing courses, modules, seminars, workshops, and general management courses (such as those offered here at McGill University), coupled with work experience.

Individuals wishing to register in either program or for more information can obtain complete details by visiting websites of the PMAC at [www.pmac.ca](http://www.pmac.ca) or the Quebec Institute at [www.caq.qc.ca](http://www.caq.qc.ca).

### 3.12.19 Quebec Risk and Insurance Management Association (QRIMA)

This association is a chapter of the Risk and Insurance Management Society, a professional association of practising risk management professionals. It cooperates with McGill in the offering of risk management courses that lead to the CRM (Canadian Risk Management) and the RIMS Fellow designation.

Further information can be obtained from the association or visit the QRIMA website: <http://quebec.rims.org> or email [agraq@rimsmail.org](mailto:agraq@rimsmail.org). Any queries can be directed to Janice McGraw at 514-398-6251.

## 3.13 Glossary

**Undergraduate:** A student who has not yet completed a bachelor's degree or a program that leads to a bachelor's degree. A graduate student has completed a bachelor's degree and is working toward a master's degree or doctorate.

**Bachelor's Degree:** A degree that normally takes three or four full-time years to complete, depending on the educational system you come from. An honours program demands a high degree of specialization and requires a student to satisfy specific requirements while maintaining a good Academic Standing. Students generally complete a first academic year and can then select an honours program. An honours program can be a requirement for certain graduate (master's) programs.

**Certificate Program:** A certificate is a 30-credit first-cycle program, governed by the teaching Faculty.

**Diploma Program:** A diploma is a 30-credit second-cycle program which has as a prerequisite for admission, an undergraduate degree, or its equivalent, in any discipline, and for which faculty approval rests with the teaching faculty.

**Graduate Diploma:** A graduate diploma is a 30-credit second-cycle program which has, as a prerequisite for admission, an undergraduate or graduate degree, or its equivalent, in the same or a related discipline, and for which faculty approval rests with Graduate and Postdoctoral Studies.

**Graduate Certificate:** A Graduate Certificate is a program of fewer than 30 credits but no less than 15 credits, which has, as a prerequisite, an undergraduate degree, and for which faculty approval rests with Graduate and Postdoctoral Studies.

**Credit System:** The School of Continuing Studies uses the credit system, where each course is assigned a credit rating reflecting the number of weekly contact hours. In general, a three-credit course indicates three hours of lectures per week for one term, but this does not apply to all faculties. Laboratory contact hours usually count for fewer credits. Credits also reflect the amount of effort required of students and generally assume two hours of personal study for each contact hour. The credit weight of each course is indicated in parentheses beside the course title.

**Continuing Education Units (CE Units):** Some courses at the School may carry a Continuing Education Unit rating. These courses do not normally count toward the fulfilment of a credit program. A Continuing Education Unit is a measure of the number of hours of participation—contact and/or study—in an organized Continuing Education activity. One unit represents ten hours of participation.

**Non-Transcript Activity:** A non-transcript activity is a course, seminar, or workshop in any discipline that does not carry university credit or Continuing Education Units and will not appear on a university transcript.

**Term:** The academic year is broken into two terms: Fall (September to December) and Winter (January to April), with certain courses available during the Summer term (May to August).

**Advanced Standing:** If you are applying from a school system outside North America, or from another university, you may be eligible to receive Advanced Standing for university-level work you've already completed. Some students applying from outside Quebec may be able to earn exemption from taking basic courses by writing placement exams before classes start.

**Minerva:** By logging into Minerva, McGill's online administrative system, you can apply for admission, register for courses, check your exam schedule, update the status of your tuition, and look at your grades, 7 days a week, 24 hours a day, from the comfort of your own computer.

**eCalendar:** This publication ([www.mcgill.ca/study](http://www.mcgill.ca/study)) is the official listing of requirements for degree, certificate, and diploma programs and courses offered by the University. It also describes the University's academic and administrative regulations, policies, and procedures.

**Important Dates Supplement:** The Important Dates Supplement is published three times a year before each registration period. It contains specific details on registration dates and information pertaining to the upcoming term. In case of discrepancy, the information contained in the supplement takes precedence over the information in the *eCalendar*.

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## 4 Areas of Study

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### 4.1 Career and Professional Development

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#### 4.1.1 Career and Professional Development at the School of Continuing Studies

In a world of rapid change, innovation and globalization, Career and Professional Development (C&PD) has the programs and courses to boost your career. Whether you want to acquire new job-related skills, boost your credentials with a career-advancing certificate or diploma, or even start down a brand new career path, C&PD is the right place to do it.

Our instructors are experts and leaders in many disciplines, sharing their hard-won experience in wide-ranging professions and industries such as Accounting, Aviation Management, Business Analysis, Entrepreneurship, Health Care, Human Resources, Information Technology, Intellectual Property, Management, Marketing, Project Management, Public Relations, and Supply Chain Management and Logistics.

At C&PD, you will study with business leaders and experts at the top of their professions. They bring real-world experience, pertinent case studies, the latest technologies, and industry best practices to our interactive and collaborative learning environments. Our committed instructors and motivated students will help accelerate your own learning and make a real difference in your career.

C&PD offers innovative programs and courses that focus on real-life issues, applications and skills. Whether you take just one course, or complete a certificate or diploma, studies at C&PD will enrich you both personally and professionally. C&PD also offers customized training for clients, with workshops and targeted training solutions provided on site for your company.

Since balancing work and family responsibilities is always a challenge, we have tailored our programs and courses to your demanding schedule. Courses and workshops are offered both in the evening and on the weekend, depending on what you choose.

##### 4.1.1.1 Location

Career and Professional Development

Undergraduate Certificate Programs, Part-time BCom

Telephone: 514-398-1030

Fax: 514-398-3108

Email: [info.conted@mcgill.ca](mailto:info.conted@mcgill.ca)

Website: [www.mcgill.ca/continuingstudies/about-scs/academic-areas/career-professional-development](http://www.mcgill.ca/continuingstudies/about-scs/academic-areas/career-professional-development)

##### 4.1.1.2 Administrative Officers

###### Administrative Officers

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

**Director**

Inna Popova; B.A.(V.N. Karazin Univ.), Cert HR Fnd (C'dia)

**Associate Director, Professional Development and Corporate Training**

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

**Program Manager**

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

**Program Administrator**

Rima Hindo; BCom(C'dia), Dip.(Pub.Acct.)(McG.), M.B.A.(York, N'western), CPA, CA

**Coordinator, Accounting, Finance and Taxation**

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

**Coordinator, Information Technology, Supply Chain Management, and Health & Social Services Management**

Maha Daoud; B.A.(IHEC), M.E.(ESC), M.Sc.(HEC Montr.), CHRP

**Coordinator, Human Resources Management and Leadership**

Kamal S. Salmasi; B.Sc., M.B.A.(Tehran), D.P.A.(Car.), Ph.D.(McG.)

**Coordinator, Management, Business and Entrepreneurship**

Nicolette Papastefanou; B.A., M.A., Ph.D.(Tshwane) (*Interim*)

**Coordinator, Public Relations and Marketing**

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

**Coordinator, Mathematics and Statistics**

#### 4.1.1.3 Professional Development and Job Opportunities

Career and Professional Development programs can enhance your career and provide opportunities for numerous occupations, such as:

- accounting, tax, and financial planners;
- brand and product marketing experts;
- business entrepreneurs;
- customer service and help desk representatives;
- health care and social services managers;
- human resources managers;
- investment and treasury analysts;
- IT business and support analysts;
- logistics and supply-chain managers;
- marketing and sales professionals;
- money-market and merger and acquisition analysts;
- physical distribution specialists and online retailers;
- public relations professionals;
- QA analysts and test engineers;
- retirement and estate planners;
- risk managers;
- software engineers and developers;
- systems, database, and network administrators;
- web masters, designers, and developers.

#### 4.1.2 Undergraduate Certificate Programs, Part-Time BCom

In a world of rapid change, innovation, and globalization, Career and Professional Development (C&PD) has the programs and courses to boost your career. Our instructors are experts and leaders in many disciplines, sharing their hard-won experience in wide-ranging professions and industries such as Accounting, Entrepreneurship, Finance, Health Care, Human Resources, Management, Marketing, Public Relations, Information Technology, and Supply Chain Management. C&PD offers innovative programs and courses that focus on real-life issues, applications, and skills. Whether you take just one course or complete a certificate, studies at C&PD will enrich you both personally and professionally.

##### 4.1.2.1 Certificate Programs

Undergraduate programs, university degree not required:

###### **Certificate Programs**

- section 4.1.2.1.1: Certificate in Accounting*
- section 4.1.2.1.2: Certificate in Applied Finance*
- section 4.1.2.1.3: Certificate in Applied Marketing*
- section 4.1.2.1.4: Certificate in Entrepreneurship*
- section 4.1.2.1.5: Certificate in Health and Social Services Management*
- section 4.1.2.1.6: Certificate in Human Resources Management*
- section 4.1.2.1.7: Certificate in Management*
- section 4.1.2.1.8: Certificate in Marketing*
- section 4.1.2.1.9: Certificate in Public Relations and Communications Management*
- section 4.1.2.1.10: Certificate in Risk Management*
- section 4.1.2.1.11: Certificate in Software Development*
- section 4.1.2.1.12: Certificate in Supply Chain Management and Logistics*
- section 4.1.2.1.13: Certificate in Systems Analysis and Design*

**4.1.2.1.1 Certificate in Accounting**

This certificate provides the academic training necessary for performing the accounting function.

**4.1.2.1.1.1 Certificate in Accounting (30 credits)**

The Certificate in Accounting aims to provide students with the appropriate competencies in the area of accounting using learner-centered instructional methods so as to prepare them for a variety of careers in accounting. The program is designed to provide a solid knowledge base in various accounting related fields, such as financial and managerial accounting, taxation, auditing and corporate finance

There are two external prerequisite courses to the program, which must be taken prior to taking certain required courses in this program. Students who wish to apply for advanced standing for prerequisite courses must complete an Advanced Standing form at the time of admission or they may take an Exemption by Examination test. Prerequisites and corequisites are not included in the total credit requirements for the program

**Prerequisites**

CMSC 101*	(3)	College Algebra and Functions
MGCR 211*	(3)	Introduction to Financial Accounting

\* or the Exemption by Examination Test

**Corequisites**

MGCR 273*	(3)	Introductory Management Statistics
MGCR 293*	(3)	Managerial Economics

\* or the Exemption by Examination Test

**Required Courses (24 credits)**

ACCT 351	(3)	Intermediate Financial Accounting 1
ACCT 352	(3)	Intermediate Financial Accounting 2
ACCT 361	(3)	Management Accounting
ACCT 362	(3)	Cost Accounting
ACCT 385	(3)	Principles of Taxation
ACCT 453	(3)	Advanced Financial Accounting
ACCT 475	(3)	Principles of Auditing
MGCR 341	(3)	Introduction to Finance

**Complementary Courses (6 credits)**

ACCT 354	(3)	Financial Statement Analysis
ACCT 455	(3)	Development of Accounting Thought
ACCT 463	(3)	Management Control
ACCT 477	(3)	External Auditing
ACCT 486	(3)	Business Taxation 2
BUSA 364	(3)	Business Law 1
FINE 342	(3)	Corporate Finance
MGCR 331	(3)	Information Systems
MGCR 423	(3)	Strategic Management

**4.1.2.1.1.2 CPA Contact Information**

Ordre des CPA du Québec

Telephone: 514-288-3256, ext. 2615

Email: [info@cpaquebec.ca](mailto:info@cpaquebec.ca)

Website: <http://cpaquébec.ca/becoming-a-cpa.html>

#### **4.1.2.1.2 Certificate in Applied Finance**

This certificate provides students with a solid knowledge base in finance and prepares them for a variety of careers in finance.

##### **4.1.2.1.2.1 Certificate in Applied Finance (30 credits)**

This program aims to provide students with the appropriate competencies in the area of finance using learner-centered instructional methods to prepare them for a variety of careers in finance. The program is designed to provide a solid knowledge base in various finance related fields, such as corporate finance, investment banking and portfolio management, risk management, treasury finance, financial planning and sustainable financial management.

Note: There are two external prerequisite courses to the program, which must be taken prior to taking certain required courses in this program. Students who wish to apply for advanced standing for prerequisite courses must complete an Advanced Standing form at the time of admission or they may take an Exemption by Examination test. Prerequisites and corequisites are not included in the total credit requirements for the program.

#### **Prerequisite Courses**

CMSC 101*	(3)	College Algebra and Functions
MGCR 211*	(3)	Introduction to Financial Accounting

\* or the Exemption by Examination Test

#### **Corequisite Courses**

MGCR 273*	(3)	Introductory Management Statistics
MGCR 293*	(3)	Managerial Economics

\* or the Exemption by Examination Test

#### **Required Courses (21 credits)**

ACCT 354	(3)	Financial Statement Analysis
CFIN 300	(3)	Fundamentals of Financial Markets and Institutions
CFIN 310	(3)	Short-Term Financial Management
CFIN 410	(3)	Investment and Portfolio Management
FINE 342	(3)	Corporate Finance
FINE 482	(3)	International Finance 1
MGCR 341	(3)	Introduction to Finance

#### **Complementary Courses (9 credits)**

CFIN 200	(3)	Retirement Planning
CFIN 305	(3)	Investor Behaviour
CFIN 401	(3)	Sustainable Finance and the Firm
CFIN 402	(3)	Business Valuation and Project Finance
CFIN 403	(3)	Mergers and Acquisitions
CFIN 421	(3)	Asset Liability Management
CPDV 301	(3)	Risk Management
CPDV 302	(3)	Risk Control
CPDV 303	(3)	Risk Financing

#### **4.1.2.1.3 Certificate in Applied Marketing**

The new Certificate in Applied Marketing is designed to equip students with a solid grounding in marketing terminology and current practices so they will be prepared for entry-level jobs in a range of areas within the marketing field. Focus is on hands-on projects, career networking, and the effects of rapidly changing consumer habits and digital communications technology.

**4.1.2.1.3.1 Certificate in Applied Marketing (30 credits)**

The Certificate in Applied Marketing is intended for students who wish to acquire basic knowledge of the marketing field that will allow them to aspire to entry-level positions in business, industry, and not-for-profit organizations. It will introduce students to theories and concepts of marketing, and provide an opportunity to apply these in practical situations.

**Required Courses**

CMRK 200	(3)	Fundamentals of Marketing
CMRK 225	(3)	Marketing Statistics and Research
CMRK 230	(3)	Personal Selling and Customer Service
CMRK 235	(3)	Digital Media Marketing
CMRK 320	(3)	Principles of Consumer Behaviour
CMRK 321	(3)	Integrated Marketing Communications
CMRK 322	(3)	Basics of Service Marketing
CMRK 325	(3)	Global Marketing
CMRK 430	(3)	Marketing Applications
CPRL 221	(3)	Professional Communication and Networking

**4.1.2.1.4 Certificate in Entrepreneurship**

This certificate in Entrepreneurship provides an understanding of what is required to launch and maintain a sustainable venture.

**4.1.2.1.4.1 Certificate in Entrepreneurship (30 credits)**

This program is designed primarily for non-business students who are interested in starting a business of their own. It provides a thorough understanding of what is required to start and maintain a sustainable venture. Students will acquire the tools necessary to identify opportunity, assess entrepreneurial potential, produce a business plan, organize, promote and finance the business, and prepare a marketing and sales structure. Business and intellectual property law, buying an existing business or considering a franchise will also be taught. This program will utilize guest speakers from varied entrepreneurial backgrounds to provide a practical context.

Note: Corequisite courses are not included in the total credit requirement for the program.

**Corequisite**

CMSC 101*	(3)	College Algebra and Functions
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\* or the Exemption by Examination test

**Required Courses (27 credits)**

BUSA 364	(3)	Business Law 1
CACC 520	(3)	Accounting for Management
CENT 305	(3)	Sales and Negotiations
CENT 306	(3)	Launching a New Business
CENT 307	(3)	Creating a Business Plan
CENT 308	(3)	Financing a New Business
CENT 309	(3)	Business Growth Strategies and Issues
CPRL 221	(3)	Professional Communication and Networking
MGCR 293	(3)	Managerial Economics

**Complementary Course (3 credits)**

3 credits from:

CCCS 310	(3)	Web Development
CGMG 210	(3)	Fundamentals of Project Management

CMRK 235	(3)	Digital Media Marketing
MGCR 382	(3)	International Business

#### **4.1.2.1.5 Certificate in Health and Social Services Management**

The Certificate in Health and Social Services Management focuses on the development of skills in the day-to-day management of the provision of health services in terms of both efficiency and human criteria.

##### *4.1.2.1.5.1 Certificate in Health and Social Services Management (30 credits)*

The Certificate in Health and Social Services Management will provide learners with an integrated base of management knowledge in the field of health and social services. It will focus on the development of skills in the day-to-day management of the provision of services in terms of both efficiency and human criteria.

Note: There is one external prerequisite course to the program which must be taken prior to taking certain required courses in this program.

Prerequisite and corequisite courses to the program are not included in the total credit requirement for the program.

#### **Prerequisite (12 CEUs)**

CMSC 000*	(12)	Foundations of Mathematics
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\* or the Exemption by Examination Test

#### **Corequisite**

CMSC 101*	(3)	College Algebra and Functions
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\* or the Exemption by Examination Test

#### **Required Courses**

CACC 220	(3)	Accounting Concepts for Managers
CGMG 210	(3)	Fundamentals of Project Management
CHLC 351	(3)	Foundations of Health and Social Services Systems
CHLC 401	(3)	Evaluation of Health and Social Services
CHLC 410	(3)	Fundamentals of Health and Social Services Info Systems
CHLC 415	(3)	Foundations of Legal & Ethical Aspects
CPRL 221	(3)	Professional Communication and Networking
MGCR 222	(3)	Introduction to Organizational Behaviour
ORGB 420	(3)	Managing Organizational Teams
ORGB 421	(3)	Managing Organizational Change

#### **4.1.2.1.6 Certificate in Human Resources Management**

This certificate provides an introduction to the disciplines and basic practices of human resources management (HRM).

##### *4.1.2.1.6.1 Certificate in Human Resources Management (30 credits)*

The Certificate in Human Resources Management provides an introduction to the disciplines and basic practices of human resources management. In addition, the Certificate program presents an overview of the specialized functions and some of the current and future issues in the area of personnel. It prepares students for the job market and to write the CHRP exam.

#### **Required Courses (27 credits)**

CORG 450	(3)	Workplace Health and Safety
INDR 294	(3)	Introduction to Labour-Management Relations
MGCR 222	(3)	Introduction to Organizational Behaviour
MGCR 423	(3)	Strategic Management
ORGB 421	(3)	Managing Organizational Change
ORGB 423	(3)	Human Resources Management

ORGB 424	(3)	Employment
ORGB 426	(3)	Human Resource Training and Development
ORGB 525	(3)	Compensation Management

**Complementary Course (3 credits)**

3 credits from:

CGMG 282	(3)	Introduction to Business
INDR 494	(3)	Labour Law
MGPO 450	(3)	Ethics in Management
ORGB 380	(3)	Cross Cultural Management
ORGB 420	(3)	Managing Organizational Teams

**4.1.2.1.7 Certificate in Management**

This certificate prepares students for positions in general management and sets the stage for further management education.

**4.1.2.1.7.1 Certificate in Management (30 credits)**

The Certificate in Management presents a broad survey of underlying disciplines, and an introduction to the functional areas in management. The completion of this certificate with the appropriate electives satisfies most of the requirements for the Canadian Institute of Management (CIM).

Note: Corequisite courses are not included in the total credit requirement for the program.

**Corequisites**

CCOM 205	(3)	Communication in Management 1
CMSC 101*	(3)	College Algebra and Functions

\* or the exemption by examination test

**Required Courses (18 credits)**

MGCR 211	(3)	Introduction to Financial Accounting
MGCR 222	(3)	Introduction to Organizational Behaviour
MGCR 273	(3)	Introductory Management Statistics
MGCR 293	(3)	Managerial Economics
MGCR 341	(3)	Introduction to Finance
MGCR 352	(3)	Marketing Management 1

**Complementary Courses (12 credits)**

3 or 6 credits from the following:

BUSA 464	(3)	Management of Small Enterprises
MGCR 423	(3)	Strategic Management

6 or 9 credits from the following:

ACCT 361	(3)	Management Accounting
BUSA 364	(3)	Business Law 1
BUSA 368	(3)	Business Law 2
CGMG 210	(3)	Fundamentals of Project Management
CGMG 282	(3)	Introduction to Business

ECON 295	(3)	Macroeconomic Policy
FINE 342*	(3)	Corporate Finance
FINE 343*	(3)	Managerial Finance
FINE 443	(3)	Applied Corporate Finance
MGCR 331	(3)	Information Systems
MGCR 360	(3)	Social Context of Business
MGCR 382	(3)	International Business
MGCR 472	(3)	Operations Management
MGPO 450	(3)	Ethics in Management
MGSC 373	(3)	Operations Research 1
ORGB 420	(3)	Managing Organizational Teams
ORGB 423	(3)	Human Resources Management

\*Only one of these courses may be taken for credit in the certificate program.

#### 4.1.2.1.8 Certificate in Marketing

*Currently under review. Admissions will not be accepted for this academic year.*

This certificate introduces students to theories and concepts of marketing, and provides an opportunity to apply these in practical situations.

##### 4.1.2.1.8.1 Certificate in Marketing (30 credits)

Currently under review. Admissions will not be accepted for this academic year.

It is intended that the student who completes the Certificate in Marketing will be prepared for a career in a major area in marketing and will be able to understand and use modern marketing literature.

Note: Corequisite courses are not included in the total credit requirement for the program.

#### Corequisite

CMSC 101*	(3)	College Algebra and Functions
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\* or the exemption by examination test

#### Required Courses (21 credits)

MGCR 211	(3)	Introduction to Financial Accounting
MGCR 273	(3)	Introductory Management Statistics
MGCR 352	(3)	Marketing Management 1
MRKT 354	(3)	Marketing Management 2
MRKT 357*	(3)	Marketing Planning 1
MRKT 451	(3)	Marketing Research
MRKT 452	(3)	Consumer Behaviour

\* Must be taken as the final course in the certificate.

#### Complementary Courses (9 credits)

9 credits from:

BUSA 464	(3)	Management of Small Enterprises
MGCR 382	(3)	International Business
MRKT 355	(3)	Services Marketing
MRKT 434	(3)	Topics in Marketing 1
MRKT 453	(3)	Advertising Management
MRKT 455	(3)	Sales Management

MRKT 456	(3)	Business to Business Marketing
MRKT 483	(3)	International Marketing Management

**4.1.2.1.9 Certificate in Public Relations and Communications Management**

This certificate is designed to meet the growing demand for professional expertise in this field. It is both professionally based and student oriented.

**4.1.2.1.9.1 Certificate in Public Relations and Communications Management (30 credits)**

The field of Public Relations and Communications Management has been changing dramatically in recent years. Digital (including social media) is changing the way publics and organizations communicate. Increased consciousness by companies of their social responsibility, and a need for greater accountability to stakeholders, have led to an awareness in both the corporate and the not-for-profit sector that organizations need to rely on the advice and services of well trained professional communicators. The program content is continually updated with best practices in industry. Students have opportunities to discuss real and evolving public relations cases directly with industry professionals.

**Required Courses (24 credits)**

CPRL 214	(3)	Applied Public Relations Methods 1
CPRL 223	(3)	Basics of Public Relations
CPRL 224	(3)	Applied Public Relations Methods 2
CPRL 225	(3)	Social and Traditional Media Relations
CPRL 226	(3)	Corporate Communications
CPRL 227	(3)	Internal Communication
CPRL 321	(3)	PR Issues Management
CPRL 322	(3)	Cases in Public Relations

**Complementary Courses (6 credits)**

6 credits from:

CGMG 210	(3)	Fundamentals of Project Management
CPRL 220	(3)	Fundamentals of Fund-Raising
CPRL 228	(3)	Event Management
MGCR 222	(3)	Introduction to Organizational Behaviour
MGCR 352	(3)	Marketing Management 1
MGCR 360	(3)	Social Context of Business

**4.1.2.1.10 Certificate in Risk Management**

*Currently under review. Admissions will not be accepted for this academic year.*

This certificate will increase the basic knowledge and educational excellence of risk managers and others seeking an education in risk management.

**4.1.2.1.10.1 Certificate in Risk Management (30 credits)**

*Currently under review. Admissions will not be accepted for this academic year.*

The key areas addressed in the Certificate in Risk Management are: business organization, statistics, economics, law, risk management and insurance. The completion of this certificate satisfies most of the educational requirements of the Institute of Risk Management for the Risk and Insurance Management Society (RIMS) Fellow designation.

**Required Courses (21 credits)**

BUSA 364	(3)	Business Law 1
CCOM 205	(3)	Communication in Management 1
CEC2 532	(3)	Business Economics
CPDV 301	(3)	Risk Management
CPDV 302	(3)	Risk Control
CPDV 303	(3)	Risk Financing

MGCR 211	(3)	Introduction to Financial Accounting
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### Complementary Courses (9 credits)

9 credits from:

ACCT 385	(3)	Principles of Taxation
BUSA 368	(3)	Business Law 2
CPDV 305	(3)	General Insurance 1
CPDV 306	(3)	General Insurance 2
MGCR 273	(3)	Introductory Management Statistics
MGCR 331	(3)	Information Systems

#### 4.1.2.1.11 Certificate in Software Development

This certificate provides a solid foundation in software application development.

##### 4.12.1.11 Certificate in Software Development (30 credits)

The certificate acts as a bridge to higher-level computing qualifications and provides a solid foundation in the concepts and techniques required for effective planning, design, and development of software applications and systems; and applied computer knowledge in networking and internet technologies. The program provides individuals with the knowledge and skills necessary to assume entry-level positions in the field of information technology, data entry operator, data center operations support, software development and maintenance specialist, network administrator, media technician, computer support consultant, help desk analyst, technical support specialist, or web and Internet specialists.

Note: Corequisite courses are not included in the total credit requirement for the program.

#### Corequisite

CMSC 101*	(3)	College Algebra and Functions
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\* or the Exemption by Examination test

### Required Courses (30 credits)

CCCS 300	(3)	Programming Techniques 1
CCCS 301	(3)	Programming Techniques 2
CCCS 310	(3)	Web Development
CCCS 315	(3)	Data Structures and Algorithms
CCCS 321	(3)	Operating Systems Administration
CCCS 325	(3)	Mobile Application Development
CCCS 330	(3)	Database Design and Business Applications Development
CCCS 431	(3)	Networking Fundamentals
CMIS 422	(3)	Information System Security
MGCR 331	(3)	Information Systems

#### 4.1.2.1.12 Certificate in Supply Chain Management and Logistics

This certificate provides a solid foundation in the concepts and techniques required for a career in the manufacturing supply chain industry.

##### 4.12.1.12.1 Certificate in Supply Chain Management and Logistics (30 credits)

The Supply Chain Management and Logistics Certificate program is comprised of 2 core courses and 2 sets of courses. The Production and Inventory Control set will provide students with a strong background in manufacturing supply chain environments and will lead them toward a CPIM designation offered by APICS, provided that the students pass the APICS examinations. The Logistics set will provide students with a strong background in companies' supply chain, distribution and logistics functions and will lead them toward a CITT designation provided that CITT's other requirements are satisfied.

#### Corequisite

Note: Corequisite courses are not included in the total credit requirement for the program.

Note: Please note that the value of 12 represents CEU credit weight and not regular credit weights.

CMSC 000\* (12) Foundations of Mathematics

\* or the Exemption by Examination Test

**Required Courses (30 credits)**

CTPT 200	(3)	Introduction to Supply Chain Management
CTPT 201	(3)	Sourcing
CTPT 202	(3)	Production and Inventory Planning and Control 1
CTPT 206	(3)	Transportation Management and Economics
CTPT 207	(3)	Transportation Law and Policy
CTPT 208	(3)	Fundamentals of Logistics
CTPT 310	(3)	Production and Inventory Planning and Control 2
CTPT 311	(3)	Supply Chain Risk Management
CTPT 410	(3)	International Trade and Logistics
CTPT 430	(3)	Fundamentals of Integrated Business Systems

**4.1.2.13 Certificate in Systems Analysis and Design**

*Currently under review. Admissions will not be accepted for this academic year.*

This certificate provides a solid foundation in the concepts and techniques required for effective planning and design of software applications and systems.

**4.1.2.13.1 Certificate in Systems Analysis and Design (30 credits)**

*Currently under review. Admissions will not be accepted for this academic year.*

Emphasis of the Certificate in Systems Analysis and Design is placed on practical application of techniques toward the development of business applications. Completing this program will enable the pursuit of a career as an analyst within software development or IT organizations.

Note: Corequisite courses are not included in the total credit requirement for the program.

**Corequisite**

CMSC 101\* (3) College Algebra and Functions

\* or the Exemption by Examination test

**Required Courses (24 credits)**

CCCS 300	(3)	Programming Techniques 1
CCCS 330	(3)	Database Design and Business Applications Development
CGMG 210	(3)	Fundamentals of Project Management
CMIS 422	(3)	Information System Security
INSY 331	(3)	Managing Information Technology
INSY 333	(3)	Systems Analysis and Modeling
INSY 432	(3)	IT in Business
MGCR 331	(3)	Information Systems

**Complementary Courses (6 credits)**

6 credits from:

CCCS 301	(3)	Programming Techniques 2
CCCS 310	(3)	Web Development
CCCS 315	(3)	Data Structures and Algorithms

CCCS 321	(3)	Operating Systems Administration
CCCS 325	(3)	Mobile Application Development
CCCS 425	(3)	Web Services
CCCS 431	(3)	Networking Fundamentals

#### 4.1.2.2 Bachelor of Commerce for Part-Time Students

##### 4.1.2.2.1 Admission Requirements for Bachelor of Commerce (Part-Time Students)



**Note:** This program is currently under review.

The Bachelor of Commerce (BCom) program for part-time students in the Desautels Faculty of Management has been designed to be of assistance to those students who, for various reasons, cannot attend the University during the daytime. The evening courses are offered during the Fall, Winter, Spring, and Summer.

The BCom program accepts students with a wide variety of academic backgrounds. Admission is competitive with an above-average Academic Standing expected; decisions are based on the whole academic record. It should be noted that meeting the minimum requirements for admission does not guarantee acceptance into the BCom program.

Applications for admission, as well as information on admission requirements and deadlines, can be obtained in person from:

Service Point  
3415 McTavish Street  
Montreal QC H3A 0C8  
Telephone: 514-398-7878

or from the website at [www.mcgill.ca/admissions](http://www.mcgill.ca/admissions).

**Students in the following two categories ( section 4.1.2.2.2: CEGEP Diploma (DCS) Applicants and section 4.1.2.2.3: Transfer Applicants) apply through Enrolment Services using the online application found at [www.mcgill.ca/admissions](http://www.mcgill.ca/admissions).**

##### 4.1.2.2.2 CEGEP Diploma (DCS) Applicants

**CEGEP Diploma (DCS) Applicants** must have completed, within the past five years, Calculus 1, Calculus 2, and Linear Algebra (Mathematics – OOUN, OOUP, OOUQ or 201- NYA, 201-NYB, 201-NYC or 201-103, 201-203, 201-105) at CEGEP with a competitive "COTE R."

**Survey of Basic Mathematics 1 (CMSC 203) and 2 (CMSC 204), with a minimum of B+ in each course, may be completed at the School by applicants who have not taken mathematics at college but otherwise meet the admission requirements.** These courses are sequential: CMSC 203 is offered in the Fall; CMSC 204 is offered in the Winter.

The courses will not be credited toward the minimum credit requirement. Students accepted to the program on the basis of CEGEP will take a minimum of 90 credits.

##### 4.1.2.2.3 Transfer Applicants

**Transfer Applicants** (who have studied at another Quebec university) with above-average results must have completed, within the past five years, Calculus 1, Calculus 2, and Linear Algebra at CEGEP with a competitive "COTE R," or with B+ grades if taken at another university. Survey of Basic Mathematics 1 (CMSC 203) and 2 (CMSC 204), with a minimum of B+ in each course, may be completed at the School by applicants who have not taken mathematics at college but otherwise meet the admissions requirements. These courses are sequential: CMSC 203 is offered in the Fall; CMSC 204 is offered in the Winter. These courses will not normally be credited toward the minimum credit requirement.

University courses completed will be considered for transfer credit on an individual basis.

The minimum number of credits required to complete the degree will depend on the student's pre-university education.



**Note:** While a minimum of 30 credits must be completed after being admitted to the Bachelor of Commerce program, a total of at least 60 credits must be completed at McGill University to fulfil University residency requirements.

**Applicants in the following two categories ( section 4.1.2.2.4: Mature Applicants and section 4.1.2.2.5: Inter-faculty Transfers) apply directly to the faculty using the online application form found on Minerva at [www.mcgill.ca/minerva](http://www.mcgill.ca/minerva).**

##### 4.1.2.2.4 Mature Applicants

Canadian citizens and permanent residents who lack the academic background normally required for admission may apply directly to the Desautels Faculty of Management for entrance as Mature students if the following conditions are met:

1. they are at least 21, unless otherwise specified, by September 1 (for admission to the Fall semester);
2. they do not have college or university-level studies, completed within the five-year period prior to the application, which would constitute a basis for admission; and

3. they have completed a minimum number of appropriate courses, as specified below, within the three-year period prior to the time of application. Individuals interested in being considered for entrance to management under the Mature Student policy should contact Ron Critchley at 514-398-4068 or by email at [ronald.critchley@mcgill.ca](mailto:ronald.critchley@mcgill.ca) for further information.

All applicants must have completed the following two courses: CMSC 203 "Survey of Basic Mathematics 1" and CMSC 204 "Survey of Basic Mathematics 2," within five years of the date of admission with a minimum average of B+. (CEGEP Mathematics – OOQN, OOUP, OOUQ or 201-NYA, 201-NYB, 201-NYC or 201-103, 201-203, 201-105, with a competitive "COTE R", or university equivalents with a minimum B+ average, are acceptable in lieu of CMSC 203 and CMSC 204.)

In addition, all students must complete a minimum of six management courses (18 credits) with an average of B+.

**The following courses are suggested:**

ECON 295	Macroeconomic Policy
MGCR 211	Introduction to Financial Accounting
MGCR 222	Introduction to Organizational Behaviour
MGCR 271	Statistics 1 <b>or</b>
MGCR 273	Introductory Management Statistics <b>and</b>
MGCR 293	Managerial Economics
MGCR 331	Information Systems
MGCR 341	Introduction to Finance
MGCR 352	Marketing Management 1
MGCR 382	International Business
MGCR 472	Operations Management

Should a student take more management courses at the School of Continuing Studies than those listed above, all results will be used to calculate the admission average. A minimum 3.30 CGPA is required on the above prerequisites and on the overall average. Note that due to exceptionally high demand, successful completion of the minimum requirements does not guarantee acceptance.

**4.1.2.5 Inter-faculty Transfers**

**Inter-faculty Transfers:** McGill students applying to transfer to the BCom program must have completed Calculus 1, Calculus 2, and Linear Algebra prior to application. A minimum 3.30 CGPA is required on the math and overall (all courses taken at McGill) averages for consideration. Further information may be found at [www.mcgill.ca/desautels/programs/bcom/current-students/transfers](http://www.mcgill.ca/desautels/programs/bcom/current-students/transfers). The online application can be found on Minerva at [www.mcgill.ca/minerva](http://www.mcgill.ca/minerva). Note that due to exceptionally high demand, successful completion of the minimum requirements does not guarantee acceptance.

**4.1.2.6 Regulations and Advising**

Information concerning the Faculty regulations and procedures may be obtained from the Undergraduate section of the [Desautels Faculty of Management](#).

All students will be advised and have their programs approved by the Desautels Faculty of Management. The courses will only be part of a degree program if you have been officially accepted. Correspondence and enquiries should be addressed to:

Student Affairs Office, BCom Program  
Desautels Faculty of Management  
1001 Sherbrooke Street West  
Samuel Bronfman Building, BRONF 110  
Montreal QC H3A 1G5

Telephone: 514-398-4068

**4.1.2.3 Bachelor of Commerce Part-Time Program Credit Structure**

The Bachelor of Commerce (BCom) degree program is a 90- or 120-credit program that may be pursued on a part-time evening basis, or full-time day basis. The availability of program choices is limited in the part-time program. Consult the [Desautels Faculty of Management](#) section for full details on all programs available and the freshman requirements for the 120-credit program, if applicable.

**General Management Program (Concentrations)**

<b>2 Concentrations</b>	<b>90 credits</b>	<b>120 credits</b>
Freshman Requirements	0	18
Core	36	36
2 Concentrations	30	30

<b>2 Concentrations</b>	<b>90 credits</b>	<b>120 credits</b>
Non-Mgmt Electives	6	12
Electives	18	24
Total	90	120

### Concentrations

In order to complete a concentration, the student must achieve a grade of C or better in all the courses that comprise the concentration. The student who has failed to earn 15 satisfactory credits will be required to embark on a new concentration, repeat the course(s) in question or, where possible, replace the course(s) with a satisfactory option from the concentration courses.

### Second Concentration

Students who choose to take a second concentration will be required to complete 15 non-overlapping credits at a satisfactory level with a minimum grade of C in each course.

#### Concentrations (Part-Time Program)

Accounting

Entrepreneurship \* *Currently under review. Admissions will not be accepted for this academic year.*

Information Systems – Digital Innovation

Information Systems – IT for Business

Marketing \* *Currently under review. Admissions will not be accepted for this academic year.*

Organizational Behaviour

Concentrations in Finance, International Business, Labour Management Relations and Human Resources, Operations Management, and Strategic Management are also available with some daytime studies required. Please refer to [Desautels Faculty of Management](#) > Undergraduate > Overview of Programs Offered by the Desautels Faculty of Management > : [Concentrations \(General Management Major\)](#) for additional information.

### Major Programs

<b>Majors in Management</b>	<b>90 credits</b>	<b>120 credits</b>
Freshman Requirements	0	18
Core	36	36
Major	30	30
Non-Mgmt Electives	6	12
Electives	18	24
Total	90	120

#### Majors (Part-Time Program)

Accounting

Information Systems

Marketing

Majors in Economics, Finance, Labour Management Relations and Human Resources, Managing for Sustainability, Mathematics (Major Concentration), Organizational Behaviour, Psychology, and Statistics (Major Concentration), and Strategic Management are also available. Significant daytime studies are required. Please refer to [Desautels Faculty of Management](#) > Undergraduate > Overview of Programs Offered by the Desautels Faculty of Management > : [Majors](#) for additional information.

#### 4.1.2.3.1 Core Program

**Core Courses** – 36 credits required by all BCom students, with a minimum grade of C in each course.

#### Core Courses

ECON 295	(3)	Macroeconomic Policy
MGCR 211	(3)	Introduction to Financial Accounting
MGCR 222	(3)	Introduction to Organizational Behaviour
MGCR 273	(3)	Introductory Management Statistics

**Core Courses**

MGCR 293	(3)	Managerial Economics
MGCR 331	(3)	Information Systems
MGCR 341	(3)	Introduction to Finance
MGCR 352	(3)	Marketing Management 1
MGCR 360	(3)	Social Context of Business
MGCR 382	(3)	International Business
MGCR 423	(3)	Strategic Management
MGCR 472	(3)	Operations Management

 **Note:** MGCR 273 is equivalent to MGCR 271 for prerequisite purposes.**4.1.2.4 Concentrations****Concentrations***section 4.1.2.4.1: Bachelor of Commerce (B.Com.) — Concentration in Accounting (15 credits)**section 4.1.2.4.2: Bachelor of Commerce (B.Com.) — Concentration in Entrepreneurship (15 credits)**section 4.1.2.4.3: Bachelor of Commerce (B.Com.) — Concentration in Information Systems - Digital Innovation (15 credits)**section 4.1.2.4.4: Bachelor of Commerce (B.Com.) — Concentration in Information Systems - IT for Business (15 credits)**section 4.1.2.4.5: Bachelor of Commerce (B.Com.) — Concentration in Marketing (15 credits)**section 4.1.2.4.6: Bachelor of Commerce (B.Com.) — Concentration in Organizational Behaviour (15 credits)***4.1.2.4.1 Bachelor of Commerce (B.Com.) — Concentration in Accounting (15 credits)**

The Accounting concentration is designed to meet the needs of Management students who want to have a good basic understanding of accounting, but do not intend to become professional accountants or accounting specialists. It is primarily oriented toward users of financial information and emphasizes breadth of knowledge in a coherent selection of courses.

This concentration complements or forms part of the B.Com., General Management program. The individual courses in the concentration also act as service courses for other areas in the Faculty for their majors or concentrations.

**Required Courses (6 credits)**

ACCT 351	(3)	Intermediate Financial Accounting 1
ACCT 361	(3)	Management Accounting

**Complementary Courses (9 credits)**

Selected from the following:

ACCT 352	(3)	Intermediate Financial Accounting 2
ACCT 354	(3)	Financial Statement Analysis
ACCT 362	(3)	Cost Accounting
ACCT 385	(3)	Principles of Taxation
ACCT 401	(3)	Sustainability and Environmental Accounting
ACCT 452	(3)	Financial Reporting Valuation
ACCT 453	(3)	Advanced Financial Accounting
ACCT 454	(3)	Financial Reporting
ACCT 463	(3)	Management Control
ACCT 475	(3)	Principles of Auditing

ACCT 486	(3)	Business Taxation 2
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#### **4.1.2.4.2 Bachelor of Commerce (B.Com.) — Concentration in Entrepreneurship (15 credits)**

This concentration is designed to provide students with an understanding of the key concepts and processes involved in starting and managing new ventures. It combines rigour with relevance, as all students will complete a major field project, thus providing an opportunity to apply the concepts acquired in the classroom. The concentration is multidisciplinary and integrative, as it includes courses from across areas in the Faculty. Upon completing the concentration, students will understand how to conceptualize, develop, and manage successful new ventures. The concentration is appropriate for students interested in a wide variety of new ventures, from for-profit private companies to social enterprises and cooperatives.

##### **Required Courses (6 credits)**

MGPO 362	(3)	Fundamentals of Entrepreneurship
MGPO 364	(3)	Entrepreneurship in Practice

##### **Complementary Courses (9 credits)**

To be chosen from:

ACCT 361	(3)	Management Accounting
BUSA 364	(3)	Business Law 1
BUSA 465	(3)	Technological Entrepreneurship
FINE 342	(3)	Corporate Finance
INSY 331	(3)	Managing Information Technology
INSY 432	(3)	IT in Business
MGPO 365	(3)	Business-Government Relations
MGPO 432	(3)	Topics in Entrepreneurship
MGPO 438	(3)	Social Entrepreneurship and Innovation
MGPO 440	(3)	Strategies for Sustainability
MGPO 445	(3)	Industry Analysis & Competitive Strategy
MGPO 460	(3)	Managing Innovation
MRKT 365	(3)	New Products
MRKT 451	(3)	Marketing Research
MRKT 455	(3)	Sales Management
ORGB 321	(3)	Leadership

#### **4.1.2.4.3 Bachelor of Commerce (B.Com.) — Concentration in Information Systems - Digital Innovation (15 credits)**

There are two options offered in the Information Systems (IS) Concentration: IT for Business and Digital Innovation.

The IS Concentration - Digital Innovation option gives students knowledge and skills to navigate the digital economy. Today, business managers, leaders, and entrepreneurs need to be able to innovate digitally. This Concentration provides students with essential skills and knowledge they need to navigate the complex process of digital innovation. Students learn theories, frameworks, and methods to develop their innovative potential especially as it relates to the digital economy and Information Technologies. The Digital Innovation Concentration helps students leverage their creativity to become change agents and to hone their technological savvy in an increasingly digital environment.

Career opportunities include technology entrepreneur, digital content manager, web and social media expert, project manager.

##### **Required Course (3 credits)**

INSY 444	(3)	Online Communities and Open Innovation
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##### **Complementary Courses (12 credits)**

9-12 credits selected from the following list:

BUSA 434*	(3)	Topics in General Management
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BUSA 465	(3)	Technological Entrepreneurship
INSY 442	(3)	Business Intelligence and Data Analytics
INSY 455	(3)	Technology and Innovation for Sustainability

\* When topic is appropriate for this program.

0-3 credits to be chosen from the following list:

INSY 331	(3)	Managing Information Technology
INSY 431	(3)	IT Implementation Management
INSY 437	(3)	Managing Data & Databases
INSY 450	(3)	Information Systems Project Management
MGPO 460	(3)	Managing Innovation

#### **4.1.2.4.4 Bachelor of Commerce (B.Com.) — Concentration in Information Systems - IT for Business (15 credits)**

There are two options offered in the Information Systems (IS) Concentration: IT for Business and Digital Innovation.

The IS Concentration - IT for Business option is flexible and represents an ideal complement to the majors and concentrations of other areas, as information technology (IT) has the capacity to improve business and to transform industries. The IT for Business option emphasizes the importance of the interrelationships across technology, management, and strategy.

The objective is to prepare students to be effective leaders, users, and managers of IT in today's economy. Students of the IT for Business option are well positioned to participate in IT-driven changes that continue to affect knowledge work, business processes, organizational design, and the operation of markets and industries. IT offers fascinating and rewarding jobs and a wide variety of career paths. Career paths include jobs in consulting, IT management, business analysis, etc. in various industries, e.g., banking, healthcare, finance, education, government, etc.

##### **Required Course (3 credits)**

INSY 333	(3)	Systems Analysis and Modeling
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##### **Complementary Courses (12 credits)**

Selected from the following:

INSY 331	(3)	Managing Information Technology
INSY 332	(3)	Accounting Information Systems
INSY 339	(3)	IT Consulting
INSY 341	(3)	Developing Business Applications
INSY 430	(3)	IT in Financial Markets
INSY 431	(3)	IT Implementation Management
INSY 432	(3)	IT in Business
INSY 434	(3)	Topics in Information Systems 1
INSY 437	(3)	Managing Data & Databases
INSY 440	(3)	E-Business
INSY 442	(3)	Business Intelligence and Data Analytics
INSY 450	(3)	Information Systems Project Management
INSY 454	(3)	Technological Foundation for E-Commerce
INSY 455	(3)	Technology and Innovation for Sustainability

#### **4.1.2.4.5 Bachelor of Commerce (B.Com.) — Concentration in Marketing (15 credits)**

The Marketing concentration prepares the student for a wide variety of career opportunities. Marketing graduates historically have found employment in the fields of product management, advertising, sales management, marketing management, pricing, marketing research, distribution, and retailing. The Marketing concentration provides a balance between courses focusing on fundamental, theoretical, and "need to know" material, and courses with a strong practical and applied orientation.

**Required Courses (12 credits)**

MRKT 354	(3)	Marketing Management 2
MRKT 357	(3)	Marketing Planning 1
MRKT 451	(3)	Marketing Research
MRKT 452	(3)	Consumer Behaviour

**Complementary Course (3 credits)**

One course selected from:

MRKT 351	(3)	Marketing and Society
MRKT 355	(3)	Services Marketing
MRKT 365	(3)	New Products
MRKT 434	(3)	Topics in Marketing 1
MRKT 438	(3)	Brand Management
MRKT 453	(3)	Advertising Management
MRKT 455	(3)	Sales Management
MRKT 456	(3)	Business to Business Marketing
MRKT 459	(3)	Retail Management
MRKT 483	(3)	International Marketing Management

**4.1.2.4.6 Bachelor of Commerce (B.Com.) — Concentration in Organizational Behaviour (15 credits)**

The Organizational Behaviour concentration provides an opportunity for students to increase their awareness of behavioural issues encountered in job and organizational settings, and to prepare themselves for graduate study in the behavioural sciences or for careers in general management or human resource management.

**Complementary Courses (15 credits)**

Selected from the following:

ORGB 321	(3)	Leadership
ORGB 325	(3)	Negotiations and Conflict Resolution
ORGB 380	(3)	Cross Cultural Management
ORGB 409	(3)	Organizational Research Methods
ORGB 420	(3)	Managing Organizational Teams
ORGB 421	(3)	Managing Organizational Change
ORGB 423	(3)	Human Resources Management
ORGB 434	(3)	Topics in Organizational Behaviour 1
ORGB 440	(3)	Career Theory and Development
ORGB 525	(3)	Compensation Management

**4.1.2.5 Majors**

Major programs are available in Accounting, Information Systems and Marketing in the Part-Time Program.

Because of the heavier demands of Major programs, students desiring to pursue a program of this type are advised to declare their intention at the beginning of the program. Only satisfactory grades (C or better) may count toward the Majors requirements.

**4.1.2.5.1 Bachelor of Commerce (B.Com.) — Major Accounting (30 credits)**

CPA requirements are solely the students' responsibility and vary from one institution to another. Please note that these requirements are subject to change.

This 30-credit Major is designed to meet the increased demand for accounting options within the BCom program.

**Required Courses (18 credits)**

ACCT 351	(3)	Intermediate Financial Accounting 1
ACCT 352	(3)	Intermediate Financial Accounting 2
ACCT 361	(3)	Management Accounting
ACCT 362	(3)	Cost Accounting
ACCT 385	(3)	Principles of Taxation
ACCT 455	(3)	Development of Accounting Thought

**Complementary Courses (12 credits)**

Selected from the following:

ACCT 354	(3)	Financial Statement Analysis
ACCT 401	(3)	Sustainability and Environmental Accounting
ACCT 452	(3)	Financial Reporting Valuation
ACCT 453	(3)	Advanced Financial Accounting
ACCT 454	(3)	Financial Reporting
ACCT 463	(3)	Management Control
ACCT 471	(3)	Non-Profit Accounting
ACCT 475	(3)	Principles of Auditing
ACCT 476	(3)	Internal Auditing
ACCT 477	(3)	External Auditing
ACCT 486	(3)	Business Taxation 2

**4.1.2.5.2 Bachelor of Commerce (B.Com.) — Major Information Systems (30 credits)**

This 30-credit Major prepares students for the multitude of IT-related career opportunities available in industry. It employs a blend of theoretical concepts, hands-on tools, and actual case studies to train students to identify business problems and opportunities, analyze business processes, and develop and implement information systems to support them. The IS Major covers a variety of topics including strategic planning and investment in information technologies, analysis, design, and deployment of information systems, understanding the opportunities and challenges of web-based businesses, and managing resistance to IT-initiated changes in organizations.

Graduates of this program may expect to find employment as business or systems analysts, consultants, IS quality assurance specialists, and project managers in diverse industries, including banking, insurance, manufacturing, retailing, and consulting.

**Required Courses (18 credits)**

INSY 331	(3)	Managing Information Technology
INSY 333	(3)	Systems Analysis and Modeling
INSY 341	(3)	Developing Business Applications
INSY 432	(3)	IT in Business
INSY 437	(3)	Managing Data & Databases
INSY 450	(3)	Information Systems Project Management

**Complementary Courses (12 credits)**

Selected from the following:

BUSA 499*	(3)	Case Analysis and Presentation
INSY 332	(3)	Accounting Information Systems
INSY 339	(3)	IT Consulting
INSY 430	(3)	IT in Financial Markets

INSY 431	(3)	IT Implementation Management
INSY 434	(3)	Topics in Information Systems 1
INSY 440	(3)	E-Business
INSY 442	(3)	Business Intelligence and Data Analytics
INSY 444	(3)	Online Communities and Open Innovation
INSY 454	(3)	Technological Foundation for E-Commerce
INSY 455	(3)	Technology and Innovation for Sustainability

\* Students wishing to take BUSA 499 or a course substitution as a complementary course must seek prior approval from the IS Area Coordinator.

#### 4.1.2.5.3 Bachelor of Commerce (B.Com.) — Major Marketing (30 credits)

This 30-credit Major is designed to provide students with a strong background in marketing to prepare them for the wide variety of marketing careers available. The Major is most appropriate for those students seeking a career in brand management, small business marketing, selling and sales management, and business-to-business marketing.

##### Required Courses (15 credits)

MRKT 354	(3)	Marketing Management 2
MRKT 357	(3)	Marketing Planning 1
MRKT 451	(3)	Marketing Research
MRKT 452	(3)	Consumer Behaviour
MRKT 453	(3)	Advertising Management

##### Complementary Courses (15 credits)

Five courses selected from:

BUSA 464	(3)	Management of Small Enterprises
MRKT 351	(3)	Marketing and Society
MRKT 355	(3)	Services Marketing
MRKT 365	(3)	New Products
MRKT 438	(3)	Brand Management
MRKT 455	(3)	Sales Management
MRKT 456	(3)	Business to Business Marketing
MRKT 459	(3)	Retail Management
MRKT 483	(3)	International Marketing Management

#### 4.1.2.6 About Admission Regulations for Certificate Programs

To be admitted to one of the 30-credit certificate programs offered by the *Career and Professional Development* unit, applicants must hold a CEGEP diploma (Diploma of Collegial Studies in Quebec (DEC)) or equivalent, and meet the English Language Proficiency requirements. Applicants who are 21 years of age and over but do not have the normal academic background for admission may be admitted as mature students provided that they meet the English Language Proficiency requirements. Applicants between 18 and 21 years of age who do not have a CEGEP diploma but have at least a high school leaving certificate may be accepted into a qualifying program, determined by the department. Formal admission to a certificate program will normally follow upon satisfactory completion of the qualifying program provided that all other admission criteria are met. Students below 18 years of age without a CEGEP diploma will not be admitted to a certificate program nor will they be permitted to take courses.

##### 4.1.2.6.1 Admission Requirements for Certificate Programs

To be admitted to a certificate program:

1. Students must hold a CEGEP diploma (Diploma of Collegial Studies in Quebec (DEC) or equivalent); or
2. Students 21 years of age and over who do not have the normal academic background for admission may be admitted as mature students.
3. Students between 18 and 21 who do not have a CEGEP diploma but have at least a high school leaving certificate may be accepted into a qualifying program to be determined by *Career and Professional Development*. Formal admission to the certificate program will normally follow upon satisfactory completion of the qualifying program.

Students below 18 years of age without a CEGEP diploma (DEC) will **not** be admitted to a certificate program, nor will they be permitted to take courses.

#### **4.1.2.6.2 Proof of Proficiency in English**

The language of instruction for most courses and programs at McGill is English; however, students may submit any written work that is to be graded in English or French, except in cases where knowledge of the language is one of the objectives of the course. Applicants must demonstrate an adequate level of proficiency in English **prior to admission**, regardless of citizenship status or country of origin. McGill University has this language requirement in place to ensure that all students are provided with the opportunity to succeed in their chosen program. In all cases, the University reserves the right to require proof of English proficiency if it is deemed necessary. Below, you will find information on when proof of proficiency is required.

If you answer “yes” to any of the following seven statements, you do **NOT** necessarily need to provide proof of English proficiency, but must provide documentation to support your answer.

- Have you lived and attended school, for at least four years, in a country where English is the acknowledged primary language?
- Have you completed both Secondary V (Quebec High School Transcript issued by the *Ministère de l'Éducation*) and a DEC at a French CEGEP in Quebec?
- Have you completed a DEC at an English CEGEP in Quebec, during or later than 2003?
- Have you or will you complete a French Baccalaureate – Option Internationale (British or American section)?
- Have you or will you complete an International Baccalaureate English A with a final result of 5 or better?
- Have you or will you complete the British Curriculum A-Level English with a final grade of C or better?
- Have you completed the British Curriculum GCSE/IGCSE/GCE O-Level English, English Language, English First Language, or English as a Second Language with a final grade of B or better?

If you answered “no” to all of the above, but answer “yes” to any of the following questions, you will be asked to provide supporting documentation to this effect and **may** still be asked to provide proof of English language proficiency.

- Do you consider English to be your mother tongue?
- Have you been attending school, for at least four consecutive years, at an accredited educational institution (in a non-English speaking country) where English is the language of instruction?
- Have you obtained an undergraduate degree from an accredited educational institution where the language of instruction in your program of study was English (minimum three years)?
- Have you obtained a graduate degree from an accredited educational institution where the language of instruction in your program of study was English (minimum two years)?

Applicants to *Career and Professional Development* who do not meet any of the above-listed conditions must demonstrate proficiency in English using **one** of the following options:

1. TOEFL (Test of English as a Foreign Language): minimum acceptable scores are:

**iBT (internet-based test):** 90 overall (a minimum individual component score of 21 in each of the four components, i.e., reading, writing, listening, and speaking)



**Note:** An institutional version of the TOEFL is not acceptable.

2. IELTS (International English Language Testing System): a band score of 6.5 or better.

3. MELAB (Michigan English Language Assessment Battery): a minimum mark of 85%.

4. APIEL (Advanced Placement International English Language): a minimum score of 4.

5. McGill SCS TELP (McGill School of Continuing Studies Test of English Language Proficiency): a Category A result.

6. McGill Certificate of Proficiency in English or McGill Certificate of Proficiency – English for Professional Communication: Certificate of Proficiency awarded.

7. University of Cambridge ESOL Certificate in Advanced English (CAE): a grade of B (Good) or higher.

8. University of Cambridge ESOL Certificate of Proficiency in English (CPE): a grade of C (Pass) or higher.

9. Edexcel London Test of English – Level 4 – with an overall grade of at least “Merit Pass.”

10. Edexcel London Test of English – Level 5 – with an overall grade of at least “Pass.”



**Note:** Your test results must be reported directly to the University by the test centre; consequently, candidates' copies of results will not be accepted as proof of English language proficiency. It is your responsibility to ensure that the official test results in an official format are forwarded directly by the testing service to the Client Services Office (Admissions) of the School of Continuing Studies, 688 Sherbrooke St. West, 11th Floor, Montreal, Quebec, H3A 3R1. For TOEFL and APIEL, the institutional code at McGill University is 0935-00.

#### **4.1.2.6.3 Integrated English Language and Professional Studies (IELPS)**

Integrated English Language and Professional Studies (IELPS) serves to facilitate the joint application to existing programs leading to the Certificate of Proficiency in English (Language and Intercultural Communication), and to one or more of the certificates or diplomas offered by *Career and Professional Development*. Students applying to their programs of choice through the IELPS will be required to submit only one application for both areas of study. IELPS is available to both local and international students. For further information, please visit our website at:

[www.mcgill.ca/continuingstudies/programs-and-courses/languages/english/integrated-english-language-and-professional-studies-ielps](http://www.mcgill.ca/continuingstudies/programs-and-courses/languages/english/integrated-english-language-and-professional-studies-ielps).

#### 4.1.2.6.4 Admission Procedures for Certificate Programs

See [School of Continuing Studies](#) > [Getting Started](#) > [section 3.1: Admission Requirements](#) for more information.

#### 4.1.2.6.5 Independent Studies (Special Student Status)

Please consult [School of Continuing Studies](#) > [Getting Started](#) > [Admission Requirements](#) > [section 3.10: Special Student Status: Undergraduate Courses](#) for information pertaining to Special Students.

#### Academic Standing Requirements for Special Students

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

#### 4.1.2.6.6 Exemption by Examination

In general, certificates offered by *Career and Professional Development* are comprised of 10 courses. Some programs, however, have corequisite and prerequisite courses that must be completed by the student in order for them to obtain their certificate or diploma.

Students who believe that they have taken the equivalent of one or more of the corequisites to the program, or one or more of the prerequisite courses that are not part of the program to which they have applied, may take an Exemption by Examination test. Students who have failed any of the corequisite courses to the program, or any of the prerequisite courses that are not part of the program to which they have applied, are not eligible to take the Exemption by Examination test for the course(s) that they have failed.

The Exemption by Examination test is intended for students who do not have the requisite academic background required, but who believe that they have the requisite level of knowledge needed. Students who successfully pass the Exemption by Examination test(s) with a minimum grade of 55% will not have to take the course(s) for which the test(s) was taken. Those who fail the Exemption by Examination test(s) will not be permitted to repeat the test(s); instead, they must enrol in the course(s) for which the particular test was taken. Students will be notified in writing of their test results. Test results are valid for one academic year.

Students may register for the Exemption by Examination test on the following website:

[www.mcgill.ca/continuingstudies/prospective-students/apply/exemption-examination](http://www.mcgill.ca/continuingstudies/prospective-students/apply/exemption-examination). There is a CAD\$102.20 (non-refundable) application fee (payable by credit card) due at the time of registration. Students interested in a list of courses for which the Exemption by Examination test applies should refer to the website.

For further details on the Exemption by Examination test, students should contact *Career and Professional Development*. Exemption by Examination tests will be held on the following dates:

#### Exemption by Examination

Wednesday	April 1, 2015
Thursday	April 2, 2015
Wednesday	April 22, 2015
Thursday	April 23, 2015
Wednesday	August 12, 2015
Thursday	August 13, 2015
Saturday	August 22, 2015
Wednesday	November 25, 2015
Thursday	November 26, 2015
Saturday	December 19, 2015
Wednesday	April 20, 2016
Thursday	April 21, 2016



**Note:** The School of Continuing Studies reserves the right to reschedule test dates and to revise the application fee without prior notice.

#### 4.1.2.6.7 Academic Regulations

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

**4.1.2.6.8 Academic Advisers**

Students who would like to take the opportunity to meet with an academic adviser may call 514-398-6200 to schedule an appointment during regular business hours. Please note this service is by appointment only.

**4.1.2.6.9 Academic Standing for Certificate Programs**

A minimum grade of C is required in all courses in a program, with the exception that a grade of D will be allowed in one elective course that is not a prerequisite to other courses to be taken in the program.

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

Students who have more than three unsatisfactory grades on their record will be required to withdraw from the program and will not be permitted to register in other courses or programs in *Career and Professional Development*.

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

**4.1.2.6.10 Advanced Standing**

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

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



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

**4.1.2.6.11 Advanced Standing and Residency Requirement**

A) Students transferring to McGill:

Advanced Standing of up to 30% of the courses in any one certificate program may be awarded for successfully completed equivalent study done at another university within the last five years.

B) Students transferring within McGill:

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

Students wishing to transfer from a diploma program to a certificate program will receive Advanced Standing only for those courses in which they obtained the minimum passing grade required in the diploma program.

C) Students taking two programs concurrently:

1. Students may apply for admission to and register in more than one certificate program at a time. Where program course requirements overlap, credit may be granted up to a maximum of three courses (9 credits). Students may be granted exemption for overlapping courses in excess of 9 credits but must choose substitute courses with the approval of *Career and Professional Development*. Courses cannot be counted more than twice.
2. Students may be concurrently registered in a certificate and degree program. Courses taken at the School of Continuing Studies and approved for the degree program by the Associate Dean, which also meet the requirements of the certificate, may also be counted toward completion of the certificate. This form of double counting between certificate and degree programs is limited to five courses. Courses cannot be counted more than twice.

D) Students admitted to degree or diploma programs after completing a certificate program:

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

E) Special Students:

Please consult [School of Continuing Studies > Getting Started > Admission requirements > section 3.10: Special Student Status: Undergraduate Courses](#) for more information pertaining to Special Students.

**4.1.2.6.12 Corequisite**

This refers to academic course requirements that may be completed before or concurrently. In course terminology, this means that Course A is corequisite to Course B if Course A must be taken concurrently with (or may have been taken prior to) Course B.

#### 4.1.2.6.13 Corequisites for Programs

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

#### 4.1.2.6.14 Prerequisites for Courses

Admission to certain courses is restricted to students who have reached a certain level of knowledge by having completed other required work. In course terminology, this means that Course A is prerequisite to Course B if a satisfactory pass in Course A is required for admission to Course B.

The prerequisite course(s) or conditions are specified in the course description; see [University Regulations and Resources](#) > *Continuing Studies* > *Registration for Continuing Studies Students* > [section 1.3.10: Course Information and Regulations](#). Students must observe these prerequisites. If you fail to meet the prerequisite requirement, you will be denied permission to register in the course. Students unsure of their status with regard to a prerequisite must inquire at the School of Continuing Studies.

#### 4.1.2.6.15 Required Courses

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

#### 4.1.2.6.16 Complementary Courses

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

#### 4.1.2.6.17 Course Load

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

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



**Note:** The number of failures will be cumulative over the complete record. A failure is defined as being a grade less than C (55%) for any student pursuing an undergraduate certificate program.

#### 4.1.2.6.18 Information Sessions

Information sessions are held throughout the year. This is an opportunity for you to learn more about specific programs and courses and to talk to academic advisers. Members of the *Career and Professional Development* staff will be available to explain and discuss the requirements of the various programs and courses offered. Academic advisers will be available at these sessions to answer your questions and you will be given the opportunity to meet with industry representatives, course lecturers, and instructors. Please call *Career and Professional Development* at 514-398-1030 for further information.

#### 4.1.2.6.19 Independent Studies (Special Student Status)

Please consult [School of Continuing Studies](#) > *Getting Started* > *Admission Requirements* > [section 3.10: Special Student Status: Undergraduate Courses](#) for information pertaining to Special Students.

#### 4.1.2.6.20 Time Limits

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

Students who do not register for any course in their program for one year will be required to reapply and meet any new program requirements.

#### 4.1.2.6.21 Transfer of Program

For more information, see [School of Continuing Studies](#) > *Getting Started* > *Admission Requirements* > [section 3.7: Program Transfers](#).

#### 4.1.2.7 Language Requirements for Professions

For more information, see [University Regulations and Resources](#) > *Continuing Studies* > *Graduation* > [section 1.7.5: Language Requirements for Professions](#).

### 4.1.3 Graduate Programs, Diplomas, and Graduate Certificates

In a world of rapid change, innovation, and globalization, graduate-level studies in Career and Professional Development will boost your career. Our instructors are experts and leaders in many disciplines, sharing their hard-won experience in wide-ranging professions and industries such as Accounting, Entrepreneurship, Finance, Health Care, Human Resources, Internet Business, International Business, Management, Marketing, Public Relations, Supply Chain Management, and Taxation. The Career and Professional Development unit offers innovative programs featuring multiple learning methods that focus on real-life issues,

applications and skills—while leading to valuable and career-enhancing graduate certificates and diplomas. To give yourself an edge at work and in the marketplace, invest in your future at the School of Continuing Studies.

#### 4.1.3.1 Graduate Programs

##### **Diploma and Graduate Diploma Programs (university degree required)**

- section 4.1.3.1.3: Diploma in Accounting*
- section 4.1.3.1.4: Diploma in Applied Finance*
- section 4.1.3.1.5: Diploma in Applied Marketing*
- section 4.1.3.1.6: Diploma in Entrepreneurship*
- section 4.1.3.1.7: Diploma in Health and Social Services Management*
- section 4.1.3.1.8: Diploma in Human Resources Management*
- section 4.1.3.1.9: Diploma in Integrated Aviation Management*
- section 4.1.3.1.10: Diploma in Internet Business Technology*
- section 4.1.3.1.11: Diploma in Management*
- section 4.1.3.1.12: Diploma in Management – General*
- section 4.1.3.1.13: Diploma in Public Relations and Communications Management*
- section 4.1.3.1.14: Diploma in Supply Chain and Operations Management*
- section 4.1.3.1.15: Graduate Diploma in Taxation*

##### **Diploma in Management (30 credits), offered in eleven concentrations**

- section 4.1.3.1.11.1: Diploma in Management – Entrepreneurship Concentration*
- section 4.1.3.1.11.2: Diploma in Management – Health Care Concentration*
- section 4.1.3.1.11.3: Diploma in Management – Human Resources Concentration*
- section 4.1.3.1.11.4: Diploma in Management – International Business Concentration*
- section 4.1.3.1.11.5: Diploma in Management – Internet Business Concentration*
- section 4.1.3.1.11.6: Diploma in Management – Leadership Concentration*
- section 4.1.3.1.11.7: Diploma in Management – Marketing Concentration*
- section 4.1.3.1.11.8: Diploma in Management – Public Relations and Communications Management Concentration*
- section 4.1.3.1.11.9: Diploma in Management – Taxation Concentration*
- section 4.1.3.1.11.10: Diploma in Management – Treasury – Finance Concentration*

##### **Graduate Certificates**

- section 4.1.3.1.16.2: Graduate Certificate in Entrepreneurship*
- section 4.1.3.1.16.3: Graduate Certificate in Financial Planning*
- section 4.1.3.1.16.4: Graduate Certificate in Health Services Management*
- section 4.1.3.1.16.5: Graduate Certificate in Human Resources Management*
- section 4.1.3.1.16.6: Graduate Certificate in International Business*
- section 4.1.3.1.16.7: Graduate Certificate in Internet Business*
- section 4.1.3.1.16.8: Graduate Certificate in Leadership*
- section 4.1.3.1.16.9: Graduate Certificate in Marketing*
- section 4.1.3.1.16.10: Graduate Certificate in Professional Accounting*
- section 4.1.3.1.16.11: Graduate Certificate in Public Relations Management*
- section 4.1.3.1.16.12: Graduate Certificate in Taxation*
- section 4.1.3.1.16.13: Graduate Certificate in Treasury – Finance*

#### 4.1.3.1.1 Admission Requirements – Diploma Programs

To be admitted to a 30-credit diploma program, applicants must have an undergraduate degree from an approved university and meet the language requirements (see [section 4.1.3.2: Proof of Proficiency in English](#)). Some programs have additional requirements that are noted within the description of the specific program.

Applicants who have studied outside Canada are advised to request an evaluation of their degree, called an *Évaluation comparative des études effectuées hors du Québec*, from Quebec's *Ministère de l'Immigration, de la Diversité et de l'Inclusion*. Further details can be found on the web at [www.immigration-quebec.gouv.qc.ca/en/education/comparative-evaluation/index.html](http://www.immigration-quebec.gouv.qc.ca/en/education/comparative-evaluation/index.html), or by calling 514-864-9191. This equivalency evaluation may be required along with an official transcript when applying for admission. Applicants should be aware that educational credentials obtained at non-Canadian institutions will also be assessed for equivalency with a McGill University degree. Consequently, a grade point conversion system is applied to programs that use different grading systems other than that utilized by McGill University. Therefore any cumulative undergraduate average or Standing that is not reported on a CGPA scale of 4.0 will have to be converted to a CGPA scale of 4.0.

Please see [section 4.1.3.5: Career and Professional Development Programs with a Minimum CGPA Requirement](#) for further details on applying to a program with a CGPA below the indicated required minimum.

#### 4.1.3.1.2 Admission Procedures

Please see [School of Continuing Studies](#) > [Getting Started](#) > [section 3.1: Admission Requirements](#).

#### 4.1.3.1.3 Diploma in Accounting

The program provides a broad-based accounting education for university graduates that will help prepare them for admission to the Chartered Professional Accountant (CPA) profession, as well as for positions as an accountant in industry.

##### CPA Contact Information

Ms. Rima Hindo; M.B.A., CPA, CA  
 McGill University's School of Continuing Studies  
 688 Sherbooke Street West, Room 1140  
 Montreal QC H3A 3R1

Telephone: 514-398-6162  
 Email: [cpa.mgmt@mcgill.ca](mailto:cpa.mgmt@mcgill.ca) or [rima.hindo@mcgill.ca](mailto:rima.hindo@mcgill.ca)

#### Admission Requirements – Diploma in Accounting

In addition to the admission requirements stipulated in [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#), students must have a bachelor's degree in any discipline with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies or equivalent.

##### 4.1.3.1.3.1 Diploma in Accounting (30 credits)

The Diploma in Accounting aims to provide students with competencies in the frontiers of accounting using learner-centered instructional methods. It is designed to provide training in the techniques and nuances expected of a successful professional in various accounting related fields, such as financial and managerial accounting, taxation, auditing and corporate finance.

There are two external prerequisite courses to the program, which must be taken prior to taking certain required courses in this program. Students who wish to apply for advanced standing for prerequisite courses must complete an Advanced Standing form at the time of admission or they may take an Exemption by Examination Test.

Prerequisite and corequisite courses are not included in the total credit requirement for the program.

#### Prerequisites

CACC 521*	(3)	Concepts of Financial Accounting
CMS2 500*	(3)	Mathematics for Management

\* or the Exemption by Examination Test

#### Corequisites

CEC2 532*	(3)	Business Economics
CMS2 521*	(3)	Applied Management Statistics

\* or the Exemption by Examination Test

#### Required Courses (24 credits)

CCAU 511	(3)	Auditing 1
CCFC 511	(3)	Financial Accounting 1

CCFC 512	(3)	Financial Accounting 2
CCFC 513	(3)	Financial Accounting 3
CCMA 511	(3)	Managerial Accounting 1
CCMA 522	(3)	Managerial Accounting 2
CCTX 511	(3)	Taxation 1
CFIN 512	(3)	Corporate Finance

**Complementary Courses (6 credits)**

The 2 complementary courses may be chosen from any of the courses listed below.

CCAU 520	(3)	External Auditing
CCFC 514	(3)	Accounting Theory and Practice
CCFC 590	(3)	Topics in Accounting and Auditing
CCLW 511	(3)	Law 1
CCMA 523	(3)	Managerial Accounting 3
CCTX 532	(3)	Taxation 2
CFIN 522	(3)	Applied Topics: Corporate Finance
CMIS 541	(3)	Information Systems for Managers
CPL2 552	(3)	Strategic Management

**4.1.3.1.4 Diploma in Applied Finance**

To provide students with the necessary tools to embark on careers in finance.

**Admission Requirements – Diploma in Applied Finance**

In addition to the admission requirements stipulated in [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#), students must have a bachelor's degree in any discipline with a CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies in their undergraduate degree.

**4.1.3.1.4.1 Diploma in Applied Finance (30 credits)**

This program aims to provide students with effective and applicable competencies in the frontiers of finance using learner-centered instructional methods. The program is designed to provide training in the techniques and nuances expected of a successful professional in various finance related fields, such as corporate finance, investment banking and portfolio management, risk management, treasury finance, financial planning and sustainable financial management.

Note: There are two external prerequisite courses to the program, which must be taken prior to taking certain required courses in this program. Students who wish to apply for advanced standing for prerequisite courses must complete an Advanced Standing form at the time of admission or they may take an Exemption by Examination test.

Prerequisites and corequisites are not included in the total credit requirements for the program.

**Prerequisite Courses**

CACC 521*	(3)	Concepts of Financial Accounting
CMS2 500*	(3)	Mathematics for Management

\* or the Exemption by Examination Test

**Corequisite Courses**

CEC2 532*	(3)	Business Economics
CMS2 521*	(3)	Applied Management Statistics

\* or the Exemption by Examination Test

**Required Courses (21 credits)**

CFIN 500	(3)	Financial Markets and Institutions
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CFIN 507	(3)	Analysis of Financial Statements
CFIN 512	(3)	Corporate Finance
CFIN 522	(3)	Applied Topics: Corporate Finance
CFIN 525	(3)	Treasury Management
CFIN 530	(3)	Investment Analysis
CFIN 540	(3)	Introduction to International Finance

### Complementary Courses (9 credits)

CFIN 501	(3)	Retirement, Estate and Tax Planning
CFIN 515	(3)	Behavioural Finance
CFIN 528	(3)	Strategic Asset and Liability Management
CFIN 552	(3)	Firm Valuation
CFIN 553	(3)	Corporate Mergers and Acquisitions
CFIN 562	(3)	Finance and Sustainable Enterprise
CFIN 590	(3)	Topics in Finance
CFIN 595	(3)	Derivatives and Risk Management Tools
CPD2 505	(3)	Risk Management and Insurance

#### 4.1.3.1.5 Diploma in Applied Marketing

The new Diploma in Applied Marketing is designed to provide graduate-level students with a solid grounding in marketing terminology, theory, and best practices to prepare them for work or allow them to advance in a range of marketing areas. Focus is on hands-on projects, current practice, career networking, and the effects of rapidly changing consumer habits and digital communications technology.

##### 4.1.3.1.5.1 Diploma in Applied Marketing (30 credits)

The Diploma in Applied Marketing is intended for students who wish to build on their previous university studies to help prepare themselves for marketing positions in business, industry, or not-for-profit organizations, or to make a career change. This program will introduce students to theories, practices, and recent developments in the field of marketing, and provide an opportunity to apply these in practical situations. Students must have a Bachelor's degree in any discipline with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies.

### Required Courses

CMIS 542	(3)	Strategic Internet Marketing
CMR2 542	(3)	Marketing Principles and Applications
CMR2 543	(3)	Marketing of Services
CMR2 548	(3)	Processes of Marketing Research
CMR2 549	(3)	Strategic Selling
CMR2 556	(3)	Buyer Behaviour
CMR2 564	(3)	Marketing Communications: A Strategic Approach
CMR2 566	(3)	Global Marketing Management
CMR2 570	(3)	Strategic Marketing Planning
CPL2 510	(3)	Communication and Networking Skills

#### 4.1.3.1.6 Diploma in Entrepreneurship

The new Diploma in Entrepreneurship provides students with both the theoretical and practical background they need to launch a sustainable venture. The program is designed not only for entrepreneurs starting new ventures, but also for "intrapreneurs" who are trying to launch a new product or idea within an existing company. It is highly participatory with a hands-on focus that reflects new developments in the context and application of entrepreneurial practices. It is intended to teach students to become high-level problem solvers while maintaining their business savvy.

##### Admission Requirements – Diploma in Entrepreneurship

In addition to the admission requirements stipulated in [section 4.1.3.1: Graduate Programs > section 4.1.3.1.1: Admission Requirements – Diploma Programs](#), students must have a bachelor's degree in any discipline with a CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies in their undergraduate degree.

#### **4.1.3.1.6.1 Diploma in Entrepreneurship (30 credits)**

This program is designed for students who are interested in starting a business of their own. It provides a thorough understanding of what is required to start and maintain a sustainable venture. It focuses on the specific needs of contemporary entrepreneurs, including adaptation to various circumstances in a world where business and the global marketplace are rapidly changing. It entails approaches and activities that will enable students acquire the tools and competencies necessary to identify opportunities; assess entrepreneurial potential; produce a business plan; finance, organize, and promote a business; and prepare a marketing and sales structure. With a tailored curriculum, this program is appropriate for anyone who wants to learn the fundamentals of entrepreneurship with resource people who have seen all: from success, to failure, and success again.

Note: Corequisite courses are not included in the total credit requirement for the program.

#### **Corequisites**

CMS2 500*	(3)	Mathematics for Management
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\* or the Exemption by Examination Test

#### **Required Courses (27 credits)**

CACC 520	(3)	Accounting for Management
CCLW 511	(3)	Law 1
CEC2 532	(3)	Business Economics
CEN2 500	(3)	New Venture Formation
CEN2 505	(3)	Sales and Negotiation Strategies
CEN2 506	(3)	Financing Startups and Ventures
CEN2 507	(3)	Venture Growth Strategies
CEN2 510	(3)	Practical Entrepreneurship Management
CPL2 510	(3)	Communication and Networking Skills

#### **Complementary Courses (3 credits)**

3 credits from the following:

CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 530	(3)	Web Analytics for Internet Business
CMIS 542	(3)	Strategic Internet Marketing
CMIS 544	(3)	Social Media Marketing and Technology
CMS2 521	(3)	Applied Management Statistics
CPL2 524	(3)	Introduction: International Business

#### **4.1.3.1.7 Diploma in Health and Social Services Management**

The Diploma in Health and Social Services Management program focuses on the development of skills and knowledge required to prepare health care professionals for the day-to-day challenges of managing individuals, complex health care systems, and organizational changes in a variety of health care settings.

#### **Admission Requirements – Diploma in Health and Social Services Management**

In addition to the admission requirements stipulated in [section 4.1.3.1: Graduate Programs > section 4.1.3.1.1: Admission Requirements – Diploma Programs](#), students must have a bachelor's degree in any discipline with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies.

#### **4.1.3.1.7.1 Diploma in Health and Social Services Management (30 credits)**

The Diploma in Health and Social Services Management will prepare students with an integrated base of management knowledge in the field of health and social services management. It will focus on the development of skills in the day-to-day management of the provision of services in terms of both efficiency and human criteria, planning, directing, and coordinating the delivery of services in hospitals, reception centers for the youth and the elderly, local community centers, and other health and social establishments. Individuals will acquire knowledge and develop skills to work with other professionals, for budgeting, managing employees, purchasing equipment, as well as overseeing facilities and equipment worth millions of dollars.

**Corequisite**

CMS2 500	(3)	Mathematics for Management
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**Required Courses (27 credits)**

CACC 520	(3)	Accounting for Management
CACC 523	(3)	Financial Aspects of Health Care
CGM2 510	(3)	Project Management: Tools & Techniques
CHLC 500	(3)	Health and Social Service Systems
CHLC 502	(3)	Health and Social Services Information Systems
CHLC 552	(3)	Legal & Ethical Aspects: Health and Social Services
CMS2 533	(3)	Lean Operations and Performance Management in Health Services
CORG 551	(3)	Behaviour in Organizations
CPL2 510	(3)	Communication and Networking Skills

**Complementary Course (3 credits)**

CHLC 590	(3)	Topics in Health Care
CORG 553	(3)	Employee and Labour Relations
CORG 554	(3)	Managing Occupational Health and Safety
CORG 556	(3)	Managing and Engaging Teamwork

**4.1.3.1.8 Diploma in Human Resources Management**

To provide the knowledge and skills required to become successful practitioners in human resources management (HRM).

**Admission Requirements – Diploma in Human Resources Management**

In addition to the admission requirements stipulated in [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#), students must have a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies in their undergraduate degree.

**4.1.3.1.8.1 Diploma in Human Resources Management (30 credits)**

This Diploma in Human Resources Management includes a broad range of courses covering concepts, practices, current issues and areas of specialization in the field of human resources management (HRM).

Upon successful completion of the program, graduates will have met the academic requirements of the Quebec Human Resources Professional Association (ORHRI) and will normally be eligible to write the certification exam toward the Certified Human Resources Professional (CHRP) designation (subject to experience requirements).

**Required Courses (27 credits)**

CORG 551	(3)	Behaviour in Organizations
CORG 553	(3)	Employee and Labour Relations
CORG 554	(3)	Managing Occupational Health and Safety
CORG 555	(3)	Strategic Human Resources Management
CORG 557	(3)	Talent and Performance Management
CORG 560	(3)	Staffing Organizations
CORG 561	(3)	Developing Human Resources
CORG 562	(3)	Total Compensation and Rewards
CORG 565	(3)	Managing Human Resources Management Information

**Complementary Courses (3 credits)**

CGM2 510	(3)	Project Management: Tools & Techniques
CORG 590	(3)	Topics in Human Resources Management
CPL2 510	(3)	Communication and Networking Skills
CPL2 532	(3)	Leading Change
CPL2 533	(3)	Developing Leadership Skills
CPL2 534	(3)	Leading in Diverse and Global Workplaces

#### **4.1.3.1.9 Diploma in Integrated Aviation Management**

The Diploma in Integrated Aviation Management is designed to provide graduate-level students with the knowledge and skills required for a career in the aviation industry.

##### **Admission Requirements – Diploma in Integrated Aviation Management**

In addition to the admission requirements stipulated in [section 4.1.3.1: Graduate Programs > section 4.1.3.1.1: Admission Requirements – Diploma Programs](#), students must have a bachelor's degree in any discipline with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies.

##### **4.1.3.1.9.1 Diploma in Integrated Aviation Management (30 credits)**

This 30-credit program focuses on Aviation Management from a business, economic, financial, legal, managerial, marketing, operational, planning, and policy perspective at the national and international levels. The program focuses on contemporary issues in the following areas: aviation laws and regulations; airline and airport management; air cargo and navigation service management; safety and security; air transportation finance and economics; and change management. Students must have a bachelor's degree in any discipline with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies.

##### **Required courses**

CIAM 510	(3)	Overview of the Aviation Field
CIAM 520	(3)	Air Transportation Finance and Economics
CIAM 521	(3)	Aviation Safety and Security Management
CIAM 522	(3)	Aviation Law and Policy
CIAM 523	(3)	Air Navigation Services Management
CIAM 524	(3)	Airline Management
CIAM 525	(3)	Airport Management
CIAM 526	(3)	Air Cargo Management
CIAM 540	(3)	Integrated Aviation Management Project
CPL2 532	(3)	Leading Change

#### **4.1.3.1.10 Diploma in Internet Business Technology**

This diploma is offered to those who have completed a university undergraduate degree and wish to obtain a qualification in the field of Internet business technology.

##### **Admission Requirements – Diploma in Internet Business Technology**

In addition to the admission requirements stipulated in [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#), students must have a CGPA of 3.0 out of 4.0. Students must also have knowledge of basic college level mathematics equivalent to McGill course CMSC 101 and have previous experience with some programming language equivalent to McGill course CCCS 300.

##### **4.1.3.1.10.1 Diploma in Internet Business Technology (30 credits)**

The Diploma in Internet Business Technology is designed to provide a base in the fundamentals of computer science and exposure to Internet technology, web-based social media and web analytics. Students completing the diploma will be in an excellent position to understand and manage information technology-related issues in their workplace.

##### **Required Courses (21 credits)**

CCS2 505	(3)	Applications Programming
CCS2 508	(3)	Web Application Development
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 530	(3)	Web Analytics for Internet Business

CMIS 542	(3)	Strategic Internet Marketing
CMIS 543	(3)	Internet Business Analysis and Optimization
CMIS 544	(3)	Social Media Marketing and Technology

### Complementary Courses (9 credits)

9 credits from the following:

CCS2 510	(3)	Computer Network and Internet Security
CCS2 535	(3)	Internet Business Project
CCS2 550	(3)	Multimedia Communication Design and Marketing
CCS2 590	(3)	Topics in Information Technology
CPL2 510	(3)	Communication and Networking Skills

Or any other 500-level course offered and approved by Career and Professional Development.

#### 4.1.3.1.11 Diploma in Management

The School of Continuing Studies, in cooperation with the Desautels Faculty of Management, offers courses leading to the Diploma in Management.

##### Admission Requirements – Diploma in Management

Please see [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#).

##### 4.1.3.1.11.1 Diploma in Management – Entrepreneurship Concentration

The School of Continuing Studies, in cooperation with the Dobson Centre for Entrepreneurial Studies, offers the Diploma in Management with an Entrepreneurship Concentration.

##### Admission Requirements – Diploma in Management – Entrepreneurship Concentration

In addition to the admission requirements stipulated in [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#), students must have an undergraduate degree in an area other than Commerce or equivalent.

##### 4.1.3.1.11.1.1 Diploma in Management — Entrepreneurship Concentration (30 credits)

The Diploma in Management with an Entrepreneurship Concentration is open to those who have completed an undergraduate degree other than a Bachelor of Commerce (or equivalent) and wish to obtain a solid understanding of the entrepreneurial skills required to launch a sustainable venture. The course selections are designed to provide a broad range of theory along with fundamentals, soft skills and practical issues presented by experienced entrepreneurs. Students who complete the Entrepreneurship Concentration will acquire the tools necessary to considerably increase their odds of successfully launching and maintaining a new business venture.

Note: Corequisite courses are not included in the total credit requirement for the program.

##### Corequisites

CEC2 532*	(3)	Business Economics
CMS2 500*	(3)	Mathematics for Management

\* or the Exemption by Examination Test

##### Required Courses (27 credits)

CACC 520	(3)	Accounting for Management
CEN2 500	(3)	New Venture Formation
CEN2 505	(3)	Sales and Negotiation Strategies
CEN2 510	(3)	Practical Entrepreneurship Management
CFIN 512	(3)	Corporate Finance
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations
CPL2 553	(3)	Small Business Management

**Complementary Courses (3 credits)**

3 credits from the following:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMR2 543	(3)	Marketing of Services
CMR2 556	(3)	Buyer Behaviour
CMR2 566	(3)	Global Marketing Management
CPL2 510	(3)	Communication and Networking Skills
CPL2 524	(3)	Introduction: International Business
CPL2 533	(3)	Developing Leadership Skills

Or any other 500-level course offered and approved by Career and Professional Development.

**4.13.1.12 Diploma in Management – Health Care Concentration**

*Currently under review. Admissions will not be accepted for the current academic year.*

**Admission Requirements – Diploma in Management – Health Care Concentration**

Please see [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#).

**4.13.1.12.1 Diploma in Management — Health Care Concentration (30 credits)**

Currently under review. Admissions will not be accepted for this academic year.

One glance at today's newspapers tells you the need for and applicability of effective management in the health care sector. You can strengthen your skills in the areas of departmental management in health and social services, health care systems and the financial aspects of health care.

Note: Corequisite courses are not included in the total credit requirement for the program.

**Corequisites**

CEC2 532*	(3)	Business Economics
CMS2 500*	(3)	Mathematics for Management

\* or the Exemption of Examination Test

**Required Courses (27 credits)**

CACC 520	(3)	Accounting for Management
CACC 523	(3)	Financial Aspects of Health Care
CFIN 512	(3)	Corporate Finance
CHLC 500	(3)	Health and Social Service Systems
CHLC 552	(3)	Legal & Ethical Aspects: Health and Social Services
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations
CORG 553	(3)	Employee and Labour Relations

**Complementary Course (3 credits)**

3 credits from the following:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CHLC 590	(3)	Topics in Health Care
CMIS 541	(3)	Information Systems for Managers

CORG 554	(3)	Managing Occupational Health and Safety
CPL2 510	(3)	Communication and Networking Skills
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management

Or any other 500-level course offered and approved by Career and Professional Development.

**4.1.3.11.3 Diploma in Management – Human Resources Concentration**

*Currently under review. Admissions will not be accepted for this academic year.*

This concentration provides skills to integrate human resources functions with the overall business strategy of an organization.

**Admission Requirements – Diploma in Management – Human Resources Concentration**

In addition to the admission requirements stipulated in [section 4.1.3.1: Graduate Programs > section 4.1.3.1.1: Admission Requirements – Diploma Programs](#), students must have an undergraduate degree in an area other than Commerce or equivalent.

**4.1.3.11.3.1 Diploma in Management — Human Resources Concentration (30 credits)**

Currently under review. Admissions will not be accepted for this academic year.

The Diploma in Management with a Human Resources Concentration covers key areas of management, and specialized Human Resources Management (HRM) courses for managers who want to play a greater role in HRM. HR professionals are also under pressure to know more about other aspects of management, and to manage their own professional development. This program offers both a general knowledge of management, and the possibility of an in-depth study of some of the HR functional areas. Thus, the HR professional learns business fundamentals and strategic linkages impacting HR professional practice.

Note: Corequisite courses are not included in the total credit requirement for the program.

**Corequisites**

CEC2 532*	(3)	Business Economics
CMS2 500*	(3)	Mathematics for Management

\* or the Exemption by Examination Test

**Required Courses (27 credits)**

CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations
CORG 555	(3)	Strategic Human Resources Management
CORG 560	(3)	Staffing Organizations
CORG 561	(3)	Developing Human Resources
CORG 562	(3)	Total Compensation and Rewards

**Complementary Course (3 credits)**

3 credits from the following:

CGM2 510	(3)	Project Management: Tools & Techniques
CORG 553	(3)	Employee and Labour Relations
CORG 554	(3)	Managing Occupational Health and Safety
CORG 565	(3)	Managing Human Resources Management Information
CORG 590	(3)	Topics in Human Resources Management
CPL2 532	(3)	Leading Change
CPL2 534	(3)	Leading in Diverse and Global Workplaces

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

**4.1.3.11.4 Diploma in Management – International Business Concentration**

**Admission Requirements – Diploma in Management – International Business Concentration**

Please see [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#).

**4.1.3.11.4.1 Diploma in Management — International Business Concentration (30 credits)**

In today's marketplace, borders are no longer a barrier to trade and the successful corporation operates on a global playing field. If you need an understanding of issues such as international finance and international business relations, how international marketing works and Canada-U.S. business relations, this specialization will enhance your career.

Note: Corequisite courses are not included in the total credit requirement for the program.

**Corequisites**

CEC2 532*	(3)	Business Economics
CMS2 500*	(3)	Mathematics for Management

\* or the Exemption by Examination Test

**Required Courses (21 credits)**

CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CFIN 540	(3)	Introduction to International Finance
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations
CPL2 524	(3)	Introduction: International Business

**Complementary Courses (9 credits)**

**6 credits from:**

CMR2 566	(3)	Global Marketing Management
CPL2 554	(3)	International Business Policy
CPL2 561	(3)	North America and Global Economy

**3 credits from:**

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CPL2 510	(3)	Communication and Networking Skills
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management
CPL2 590	(3)	Topics in International Business

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

**4.1.3.11.5 Diploma in Management – Internet Business Concentration**

This program will provide students with the opportunity to develop Internet business knowledge and skills.

**Admission Requirements – Diploma in Management – Internet Business Concentration**

Please see [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#).

#### 4.13.1.11.5.1 Diploma in Management — Internet Business Concentration (30 credits)

The Diploma in Management with an Internet Business Concentration will equip students with tools to deal with the revolution in business that is being generated by the Internet and to adapt to a new and rapidly changing market.

##### Corequisites

CEC2 532*	(3)	Business Economics
CMS2 500*	(3)	Mathematics for Management

\* or the Exemption by Examination Test

##### Required Courses (27 credits)

CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CMIS 530	(3)	Web Analytics for Internet Business
CMIS 542	(3)	Strategic Internet Marketing
CMIS 543	(3)	Internet Business Analysis and Optimization
CMIS 544	(3)	Social Media Marketing and Technology
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations

##### Complementary Course (3 credits)

3 credits from:

CCS2 505	(3)	Applications Programming
CCS2 508	(3)	Web Application Development
CCS2 510	(3)	Computer Network and Internet Security
CCS2 535	(3)	Internet Business Project
CCS2 550	(3)	Multimedia Communication Design and Marketing
CCS2 590	(3)	Topics in Information Technology
CGM2 510	(3)	Project Management: Tools & Techniques

Or any other 500-level course offered and approved by Career and Professional Development.

#### 4.13.1.11.6 Diploma in Management – Leadership Concentration

##### Admission Requirements – Diploma in Management – Leadership Concentration

Please see [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#).

#### 4.13.1.11.6.1 Diploma in Management — Leadership Concentration (30 credits)

Currently under review. Admissions will not be accepted for the current academic year.

You may have many skills, but to be an effective manager today you need to provide your team with strong leadership. If you need leadership skills that take you far beyond weekend seminars and on-the-job training, consider this specialization. The five unique courses show you how to develop and use power and influence, how you can become a change agent and how to develop leadership skills in your staff.

Note: Corequisite courses are not included in the total credit requirement for the program.

##### Corequisites

CEC2 532*	(3)	Business Economics
CMS2 500*	(3)	Mathematics for Management

\* or the Exemption by Examination Test

**Required Courses (27 credits)**

CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations
CPL2 531	(3)	Leadership Theory and Practice
CPL2 532	(3)	Leading Change
CPL2 533	(3)	Developing Leadership Skills
CPL2 534	(3)	Leading in Diverse and Global Workplaces

**Complementary Course (3 credits)**

3 credits from:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management
CPL2 595	(3)	Topics in Leadership

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

**4.1.3.1.11.7 Diploma in Management – Marketing Concentration***Currently under review. Admissions will not be accepted for the current academic year.***Admission Requirements – Diploma in Management – Marketing Concentration**Please see [section 4.1.3.1: Graduate Programs > section 4.1.3.1.1: Admission Requirements – Diploma Programs.](#)**4.1.3.1.11.7.1 Diploma in Management — Marketing Concentration (30 credits)**

Currently under review. Admissions will not be accepted for this academic year.

The tried and true often doesn't work any more. Corporations must respond effectively to today's more sophisticated customer. With this specialization, you will acquire solid graduate-level expertise in areas such as marketing research and communications, consumer behaviour and service marketing.

Note: Corequisite courses are not included in the total credit requirement for the program.

**Corequisites**

CEC2 532*	(3)	Business Economics
CMS2 500*	(3)	Mathematics for Management

\* or the Exemption by Examination Test

**Required Courses (27 credits)**

CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CMR2 542	(3)	Marketing Principles and Applications
CMR2 548	(3)	Processes of Marketing Research
CMR2 556	(3)	Buyer Behaviour
CMR2 564	(3)	Marketing Communications: A Strategic Approach
CMR2 566	(3)	Global Marketing Management

CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations

### Complementary course (3 credits)

3 credits from:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CMR2 543	(3)	Marketing of Services
CMR2 590	(3)	Topics in Marketing
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

#### 4.1.3.11.8 Diploma in Management – Public Relations and Communications Management Concentration

*Currently under review. Admissions will not be accepted for this academic year.*

This concentration offers students an opportunity to gain knowledge in the fundamental and most frequently applied areas of specialization in public relations.

#### Admission Requirements – Diploma in Management – Public Relations and Communications Management Concentration

In addition to the admission requirements stipulated in [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#), students must have an undergraduate degree in an area other than Commerce or equivalent.

#### 4.1.3.11.8.1 Diploma in Management — Public Relations and Communications Management Concentration (30 credits)

*Currently under review. Admissions will not be accepted for this academic year.*

The Diploma in Management with a Public Relations and Communications Management Concentration enhances students' communication and effectiveness, which will help them learn to supervise or work closely with communicators in their workplace. While some skills are taught, major emphasis is placed on the strategic aspects of public relations. Students intending to follow a public relations career are advised to take the Diploma in Management with a Public Relations and Communications Management Concentration in order to equip themselves more fully for professional practice. Courses in the Diploma in Management (Public Relations and Communications Management concentration) program are the same as those offered to career-track PR students, giving management students the opportunity to share their learning experience with future public relations professionals. In addition, instructors are all experienced, active practitioners in the field who will introduce students to guest speakers and real projects in industry.

Note: Corequisite courses are not included in the total credit requirement for the program.

#### Corequisites

CEC2 532*	(3)	Business Economics
CMS2 500*	(3)	Mathematics for Management

\* or the Exemption by Examination Test

#### Required Courses (27 credits)

CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations
CPRL 510	(3)	Fundamentals of Public Relations
CPRL 520	(3)	Applied Public Relations Communication
CPRL 530	(3)	Internal Stakeholder Communication
CPRL 531	(3)	Media Context and Applications

**Complementary Course (3 credits)**

3 credits from:

CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 530	(3)	Web Analytics for Internet Business
CMIS 542	(3)	Strategic Internet Marketing
CMIS 544	(3)	Social Media Marketing and Technology
CPRL 515	(3)	Fund-raising and Philanthropy
CPRL 532	(3)	Public Relations Event Management
CPRL 533	(3)	Communications in the Corporate Sector
CPRL 534	(3)	Communications in the Not-For-Profit Sector
CPRL 535	(3)	Public Opinion and Public Policy

Or any other 500-level course offered and approved by Career and Professional Development.

**4.1.3.1.9 Diploma in Management – Taxation Concentration***Currently under review. Admissions will not be accepted for the current academic year.*

This concentration provides students with a more general business view of taxation.

**Admission Requirements – Diploma in Management – Taxation Concentration**Please see [section 4.1.3.1: Graduate Programs > section 4.1.3.1.1: Admission Requirements – Diploma Programs.](#)**4.1.3.1.9.1 Diploma in Management — Taxation Concentration (30 credits)**

Currently under review. Admissions will not be accepted for this academic year.

Students who have not previously had significant exposure to taxation will have the opportunity to view tax in the context of general business and view taxation (and tax planning) as only one aspect of the business decision-making process. The student will be taught about taxation as an important factor affecting business and to properly integrate tax factors with business decisions without becoming a tax specialist.

Note: Corequisite courses are not included in the total credit requirement for the program

**Corequisites**

CEC2 532*	(3)	Business Economics
CMS2 500*	(3)	Mathematics for Management

\* or the Exemption by Examination Test

**Required Courses (24 credits)**

CACC 520	(3)	Accounting for Management
CCLW 511	(3)	Law 1
CCTX 511	(3)	Taxation 1
CCTX 532	(3)	Taxation 2
CFIN 512	(3)	Corporate Finance
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations

**Complementary Courses (6 credits)**

6 credits from:

CCFC 516	(3)	Forensic Accounting
CCFC 521	(3)	Corporate Governance

CCFC 522	(3)	Strategic Financial Management
CCLW 643	(3)	U.S. Taxation
CCLW 644	(3)	Corporate Reorganizations
CCTX 640	(3)	Taxation of Real Estate
CCTX 641	(3)	Federal and Provincial Taxes
CCTX 643	(3)	Taxation of International Operations
CGM2 510	(3)	Project Management: Tools & Techniques

**4131.11.10 Diploma in Management – Treasury – Finance Concentration**

*Currently under review. Admissions will not be accepted for the current academic year.*

**Admission Requirements – Diploma in Management – Treasury-Finance Concentration**

Please see [section 4.1.3.1: Graduate Programs > section 4.1.3.1.1: Admission Requirements – Diploma Programs.](#)

**4131.11.10.1 Diploma in Management — Treasury — Finance Concentration (30 credits)**

Currently under review. Admissions will not be accepted for this academic year.

If you are now working in this challenging area or plan to move in this direction, this specialization will provide you with an in-depth understanding of corporate finance and treasury management as well as such areas as investment analysis and international finance.

Note: Corequisite courses are not included in the total credit requirement for the program

**Corequisites**

CEC2 532*	(3)	Business Economics
CMS2 500*	(3)	Mathematics for Management

\* or the Exemption by Examination Test

**Required Courses (27 credits)**

CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CFIN 522	(3)	Applied Topics: Corporate Finance
CFIN 525	(3)	Treasury Management
CFIN 530	(3)	Investment Analysis
CFIN 540	(3)	Introduction to International Finance
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations

**Complementary Course (3 credits)**

3 credits from:

CCLW 511	(3)	Law 1
CFIN 590	(3)	Topics in Finance
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

**4.1.3.1.12 Diploma in Management – General**

This program provides students with a broad-based fundamental knowledge of business and sets the stage for further management education.

**Admission Requirements for the Diploma in Management – General**

Please see [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#).

**4.1.3.1.12.1 Diploma in Management – General (30 credits)**

The Diploma in Management - General represents a survey of disciplines and an introduction to functional areas in management. It appeals to those starting their own business or to those moving or aspiring to move into general management positions.

Note: Corequisite courses are not included in the total credit requirement for the program.

**Corequisites**

CEC2 532*	(3)	Business Economics
CMS2 500*	(3)	Mathematics for Management

\* or the Exemption by Examination Test

**Required Courses (21 credits)**

CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CMIS 541	(3)	Information Systems for Managers
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations
CPL2 552	(3)	Strategic Management

**Complementary Courses (9 credits)**

9 credits from:

CGM2 510	(3)	Project Management: Tools & Techniques
CGM2 590	(3)	Topics in Management
CPL2 510	(3)	Communication and Networking Skills

And any other 500-level course offered and approved by Career and Professional Development.

**4.1.3.1.13 Diploma in Public Relations and Communications Management**

This diploma is intended for those wishing to pursue a career in public relations and communications.

**Admission Requirements – Diploma in Public Relations and Communications Management**

In addition to the admission requirements stipulated in [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#), students must have a CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in their last two years of full-time academic studies in their undergraduate degree.

**4.1.3.1.13.1 Diploma in Public Relations and Communications Management (30 credits)**

This diploma program is intended for those wishing to pursue a career in public relations and communications, those whose management responsibilities include PR/communications, or those already working in the field who would like to further their academic background. Students gain knowledge in a range of specializations that will help them build their careers in the consulting, corporate or not-for-profit sectors. Material is updated regularly to include new technology and emerging issues. While skills are taught, major emphasis is placed on the strategic aspects of public relations.

**Required Courses (21 credits)**

CPRL 510	(3)	Fundamentals of Public Relations
CPRL 520	(3)	Applied Public Relations Communication
CPRL 530	(3)	Internal Stakeholder Communication
CPRL 531	(3)	Media Context and Applications
CPRL 535	(3)	Public Opinion and Public Policy

CPRL 540	(3)	Communication Planning
CPRL 541	(3)	Ethics in Public Relations

### Complementary Courses (9 credits)

#### 3-6 credits from:

CPRL 533	(3)	Communications in the Corporate Sector
CPRL 534	(3)	Communications in the Not-For-Profit Sector

#### 3-6 credits from:

CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 530	(3)	Web Analytics for Internet Business
CMIS 542	(3)	Strategic Internet Marketing
CMIS 544	(3)	Social Media Marketing and Technology
CMR2 542	(3)	Marketing Principles and Applications
CORG 551	(3)	Behaviour in Organizations
CPRL 515	(3)	Fund-raising and Philanthropy
CPRL 532	(3)	Public Relations Event Management
CPRL 590	(3)	Topics in Public Relations

Or any other 500-level course offered and approved by Career and Professional Development.

#### 4.1.3.1.14 Diploma in Supply Chain and Operations Management

This diploma offers high-level tools of analysis for acquiring an in-depth understanding of supply chain operations.

#### Admission Requirements – Diploma in Supply Chain and Operations Management

In addition to the admission requirements stipulated in [section 4.1.3.1: Graduate Programs > section 4.1.3.1.1: Admission Requirements – Diploma Programs](#), students must have a bachelor's degree in any discipline with a CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies in their undergraduate degree.

#### 4.1.3.1.14.1 Diploma in Supply Chain and Operations Management (30 credits)

The Diploma in Supply Chain and Operations Management offers students opportunities to specialize in areas such as quality management, lean manufacturing, service operations and project management. The program contents are included in the body of knowledge of a Green Belt and Project Management Institute.

Note: Corequisite courses are not included in the total credit requirement for the program.

#### Corequisite

CMS2 500*	(3)	Mathematics for Management
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\* or the Exemption by Examination Test

#### Required Courses (30 credits)

CGM2 510	(3)	Project Management: Tools & Techniques
CMS2 505	(3)	Quantitative Analysis Tools in Decision Making
CMS2 515	(3)	Operations Management
CMS2 524	(3)	Management of Service Operations
CMS2 525	(3)	Supply Chain Management
CMS2 530	(3)	Simulation Analysis and Modeling
CMS2 531	(3)	Re-Engineering and Integration of Business Systems
CMS2 532	(3)	Lean Operations Systems
CMS2 540	(3)	Six-Sigma Quality Management

CMS2 550	(3)	Supply Chain Field Project
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**4.1.3.1.15 Graduate Diploma in Taxation**

*Currently under review. Admissions will not be accepted for the current academic year.*

You will be learning practical knowledge you can apply immediately, whether you work in a professional practice, for a corporation, or a government agency.

**4.1.3.1.15.1 Graduate Diploma in Taxation (30 credits)**

Currently under review. Admissions will not be accepted for this academic year.

If you are interested in the Taxation area, please refer to the Diploma in Management with a concentration in Taxation. See School of Continuing Studies > Areas of Study > Career and Professional Development > Graduate Programs, Diplomas, and Graduate Certificates > Graduate Programs > Diploma in Management - Taxation Concentration.

The Graduate Diploma in Taxation is offered by the School of Continuing Studies under the academic supervision of Graduate and Postdoctoral Studies (GPS). This 10-course (30-credit) program offers the widest possible range of graduate-level courses in Canadian, U.S., and International taxation. From the first day, you will be learning practical knowledge you can apply immediately, whether you work in a professional practice, for a corporation, or a government agency.

**Qualifying Program (24 credits)**

The following Qualifying Program must be completed by degree holders other than CA and Law:

BUSA 368	(3)	Business Law 2
CACC 520	(3)	Accounting for Management
CCLW 511	(3)	Law 1
CCTX 511	(3)	Taxation 1
CCTX 532	(3)	Taxation 2
CEC2 532	(3)	Business Economics
CFIN 512	(3)	Corporate Finance
CMS2 500	(3)	Mathematics for Management

**Abbreviated Qualifying Program (12 credits)**

The Abbreviated Qualifying Program must be completed by lawyers

CACC 520	(3)	Accounting for Management
CCTX 511	(3)	Taxation 1
CCTX 532	(3)	Taxation 2
CFIN 512	(3)	Corporate Finance

**Diploma Program (30 credits)**

For CA's and those who have completed the Qualifying Program or the Abbreviated Qualifying Program

CCLW 640	(3)	Tax Aspects of Litigation
CCLW 641	(3)	Taxation Research Methodology
CCLW 643	(3)	U.S. Taxation
CCLW 644	(3)	Corporate Reorganizations
CCLW 645	(3)	Taxation: Partnerships and Trusts
CCTX 640	(3)	Taxation of Real Estate
CCTX 641	(3)	Federal and Provincial Taxes
CCTX 642	(3)	Interpretation of Tax Policy
CCTX 643	(3)	Taxation of International Operations
CCTX 644	(3)	Tax Aspects: Creative Financing

#### 4.1.3.1.16 Graduate Certificates

The Graduate Certificates are offered in 11 specializations that include: Entrepreneurship, Financial Planning, Health Services Management, Human Resources Management, International Business, Internet Business, Leadership, Marketing, Professional Accounting, and Public Relations Management.

The programs are offered by the School of Continuing Studies. The Graduate Certificates offered consist of five courses (15 credits) or eight courses (24 credits), depending on the specific program.

For a person with a Bachelor of Commerce degree and a solid academic background in business, these graduate-level programs are designed to provide the specialized knowledge you need for today's changing business world, in the shortest possible time.

##### 4.1.3.1.16.1 Admission Requirements for Graduate Certificates

To be admitted to the 15-credit Graduate Certificate programs, applicants must have a Bachelor of Commerce degree or equivalent (unless otherwise stipulated) and meet the language requirements. Students holding other degrees may follow a Qualifying program to gain access to the Graduate Certificate programs. Applicants should be aware that educational credentials obtained at non-Canadian institutions will also be assessed for equivalency with a McGill University degree. Consequently, a grade point conversion system is applied to programs using grading systems that differ from those utilized by McGill University. Therefore, any cumulative undergraduate average or standing that is not reported on a CGPA scale of 4.0 will have to be converted to a CGPA scale of 4.0.

Please see [section 4.1.3.5: Career and Professional Development Programs with a Minimum CGPA Requirement](#) for further details on applying to a program with a CGPA below the indicated required minimum.

##### 4.1.3.1.16.2 Graduate Certificate in Entrepreneurship

###### Admission Requirements – Graduate Certificate in Entrepreneurship

In addition to the admission requirements stipulated in [section 4.1.3.1.16.1: Admission Requirements for Graduate Certificates](#), students must have a Bachelor of Commerce degree with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies.

###### 4.1.3.1.16.2.1 Graduate Certificate in Entrepreneurship (15 credits)

###### Required Courses (12 credits)

CEN2 500	(3)	New Venture Formation
CEN2 505	(3)	Sales and Negotiation Strategies
CEN2 510	(3)	Practical Entrepreneurship Management
CPL2 553	(3)	Small Business Management

###### Complementary Course (3 credits)

3 credits from:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMR2 543	(3)	Marketing of Services
CMR2 556	(3)	Buyer Behaviour
CMR2 566	(3)	Global Marketing Management
CPL2 510	(3)	Communication and Networking Skills
CPL2 524	(3)	Introduction: International Business
CPL2 533	(3)	Developing Leadership Skills

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

##### 4.1.3.1.16.3 Graduate Certificate in Financial Planning

###### Admission Requirements – Graduate Certificate in Financial Planning

In addition to the admission requirements stipulated in [section 4.1.3.1.16.1: Admission Requirements for Graduate Certificates](#), students must have completed a Bachelor of Commerce (Finance) with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of academic studies, or a bachelor's degree in any discipline with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of academic studies and a Diploma in Finance, or a bachelor's degree in any discipline and a Certificate in Finance with a minimum CGPA of 3.0 out of 4.0.

###### 4.1.3.1.16.3.1 Graduate Certificate in Financial Planning (15 credits)

The Graduate Certificate in Financial Planning seeks to develop the already acquired finance competencies to analyze, integrate and synthesize information in a variety of fields including professional ethics and integrity, financial planning, insurance, marketing and taxation. Emphasis is placed on utilizing practical techniques which represent the wide range of businesses, public organizations, banks and insurance companies in which professional financial planners pursue their professional careers. Students must have completed a Bachelor of Commerce (Finance) with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of academic studies, or a bachelor's degree in any discipline with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of academic studies and a Diploma in Finance, or a bachelor's degree in any discipline and a Certificate in Finance with a minimum CGPA of 3.0 out of 4.0.

4.0 in the last two years of academic studies, or a Bachelor's Degree in any discipline with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of academic studies and a Diploma in Finance, or a Bachelor's Degree in any discipline and a Certificate in Finance with a minimum CGPA of 3.0 out of 4.0.

**Prerequisite**

CCTX 511	(3)	Taxation 1
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Note: Students who wish to apply for advanced standing for prerequisite courses must complete an Advanced Standing form at the time of admission. Prerequisite courses are not included in the total credit requirements for the program.

**Required Courses**

CCLW 511	(3)	Law 1
CCTX 532	(3)	Taxation 2
CEN2 505	(3)	Sales and Negotiation Strategies
CFIN 501	(3)	Retirement, Estate and Tax Planning
CPD2 505	(3)	Risk Management and Insurance

**4.1.3.1.16.4 Graduate Certificate in Health Services Management**

The new Graduate Certificate in Health Services Management consists of five courses. This 15-credit graduate-level program is designed to provide specialized business and management knowledge needed by practicing health care professionals.

**Admission Requirements – Graduate Certificate in Health Services Management**

In addition to the admission requirements stipulated in [section 4.1.3.1.16.1: Admission Requirements for Graduate Certificates](#), students must hold a bachelor's degree in any discipline with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies and three years of recent work experience in administrative, research, or clinical positions in a health-related environment; or a bachelor's degree in any discipline and a Certificate in Health and Social Service Management with a minimum CGPA of 3.0 out of 4.0. All applicants must provide their curriculum vitae and two letters of reference.

**4.1.3.1.16.4.1 Graduate Certificate Health Services Management (15 credits)**

This graduate certificate is designed for practising health care professionals who want to acquire leadership skills to pursue a career in management or for managers and administrators who wish to upgrade their business and management knowledge for a senior management role. Focus is on the current changes and challenges in health systems across Canada, such as new funding models, evolving organizational changes, human resource challenges, financial sustainability, and greater demand for integration. A problem-based approach to teaching and learning will be taken, whereby students identify a real workplace operational problem and apply the theoretical concepts they learn to analyze and apply innovative and practical solutions.

**Required Courses (9 credits)**

CACC 520	(3)	Accounting for Management
CMS2 533	(3)	Lean Operations and Performance Management in Health Services
CPL2 532	(3)	Leading Change

**Complementary Courses (6 credits)**

CGM2 510	(3)	Project Management: Tools & Techniques
CHLC 580	(3)	Health Services Management Field Project
CHLC 590	(3)	Topics in Health Care
CORG 553	(3)	Employee and Labour Relations
CORG 556	(3)	Managing and Engaging Teamwork
CPL2 510	(3)	Communication and Networking Skills

**4.1.3.1.16.5 Graduate Certificate in Human Resources Management****Admission Requirements – Graduate Certificate in Human Resources Management**

In addition to the admission requirements stipulated in [section 4.1.3.1.16.1: Admission Requirements for Graduate Certificates](#), students must hold a bachelor's degree (or equivalent) or a graduate degree (or equivalent) with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies.

## 4.13.1.165.1 Graduate Certificate in Human Resources Management (15 credits)

**Corequisite**

CORG 551*	(3)	Behaviour in Organizations
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\* This course can be taken with CORG 555

**Required Courses (12 credits)**

CORG 555	(3)	Strategic Human Resources Management
CORG 560	(3)	Staffing Organizations
CORG 561	(3)	Developing Human Resources
CORG 562	(3)	Total Compensation and Rewards

**Complementary Courses (3 credits)**

3 credits from:

CGM2 510	(3)	Project Management: Tools & Techniques
CORG 553	(3)	Employee and Labour Relations
CORG 554	(3)	Managing Occupational Health and Safety
CORG 565	(3)	Managing Human Resources Management Information
CORG 590	(3)	Topics in Human Resources Management
CPL2 510	(3)	Communication and Networking Skills
CPL2 532	(3)	Leading Change
CPL2 534	(3)	Leading in Diverse and Global Workplaces

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

**4.13.1.166 Graduate Certificate in International Business**

This program provides specialized knowledge in areas such as international finance and business relations, which is a necessity in today's changing global marketplace.

## 4.13.1.166.1 Graduate Certificate in International Business (15 credits)

**Required Courses (6 credits)**

CFIN 540	(3)	Introduction to International Finance
CPL2 524	(3)	Introduction: International Business

**Complementary Courses (9 credits)****6-9 credits**

from the following:

CMR2 566	(3)	Global Marketing Management
CPL2 554	(3)	International Business Policy
CPL2 561	(3)	North America and Global Economy

**0-3 credits**

from the following:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques

CMIS 541	(3)	Information Systems for Managers
CPL2 510	(3)	Communication and Networking Skills
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management
CPL2 590	(3)	Topics in International Business

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

#### **4.1.3.1.16.7 Graduate Certificate in Internet Business**

##### **Admission Requirements – Graduate Certificate in Internet Business**

In addition to the admission requirements stipulated in [section 4.1.3.1.16.1: Admission Requirements for Graduate Certificates](#), students must hold a Bachelor of Computer Science, a Bachelor of Software Engineering, or a Bachelor of Computer Engineering with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies.

##### **4.1.3.1.16.7.1 Graduate Certificate in Internet Business (15 credits)**

###### **Required Courses (12 credits)**

CMIS 530	(3)	Web Analytics for Internet Business
CMIS 542	(3)	Strategic Internet Marketing
CMIS 543	(3)	Internet Business Analysis and Optimization
CMIS 544	(3)	Social Media Marketing and Technology

###### **Complementary Course (3 credits)**

3 credits from:

CCS2 505	(3)	Applications Programming
CCS2 508	(3)	Web Application Development
CCS2 510	(3)	Computer Network and Internet Security
CCS2 535	(3)	Internet Business Project
CCS2 550	(3)	Multimedia Communication Design and Marketing
CCS2 590	(3)	Topics in Information Technology
CGM2 510	(3)	Project Management: Tools & Techniques

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

#### **4.1.3.1.16.8 Graduate Certificate in Leadership**

##### **Admission Requirements – Graduate Certificate in Leadership**

In addition to the admission requirements stipulated in [section 4.1.3.1.16.1: Admission Requirements for Graduate Certificates](#), students must have a bachelor's degree from any discipline with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies. Students must also meet the language requirements (see [section 4.1.2.6.2: Proof of Proficiency in English](#)).

##### **4.1.3.1.16.8.1 Graduate Certificate in Leadership (15 credits)**

###### **Prerequisite**

CORG 551*	(3)	Behaviour in Organizations
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\* or the Exemption by Examination Test

###### **Required Courses (12 credits)**

CPL2 531	(3)	Leadership Theory and Practice
CPL2 532	(3)	Leading Change
CPL2 533	(3)	Developing Leadership Skills
CPL2 534	(3)	Leading in Diverse and Global Workplaces

**Complementary Course (3 credits)**

3 credits from the following:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management
CPL2 595	(3)	Topics in Leadership

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

**4.13.1.16.9 Graduate Certificate in Marketing**

The Graduate Certificate in Marketing is geared toward individuals who wish to upgrade their existing knowledge and skills in the field.

The program is designed to provide students with the opportunity to develop a solid understanding of the theoretical foundations and practices of marketing at the graduate level.

**4.13.1.16.9.1 Graduate Certificate in Marketing (15 credits)**

The Graduate Certificate in Marketing has been developed for students who wish to upgrade their existing knowledge and skills in the field.

The program is designed to provide students with the opportunity to develop a solid understanding of the theoretical foundations and practices of marketing at the graduate level.

**Required Courses (12 credits)**

CMR2 548	(3)	Processes of Marketing Research
CMR2 556	(3)	Buyer Behaviour
CMR2 564	(3)	Marketing Communications: A Strategic Approach
CMR2 566	(3)	Global Marketing Management

**Complementary Course (3 credits)**

3 credits from:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CMR2 543	(3)	Marketing of Services
CMR2 590	(3)	Topics in Marketing
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

**4.13.1.16.10 Graduate Certificate in Professional Accounting**

The Graduate Certificate in Professional Accounting is a 24-credit graduate-level program intended for those who wish to pursue a career as a professional accountant. This program complies with the guidelines established by *l'Ordre des Comptables Professionnels Agréés du Québec* (OCPAQ) and must be completed prior to obtaining the Chartered Professional Accountant (CPA) license.

**4.13.1.16.10.1 Graduate Certificate in Professional Accounting (24 credits)**

The Graduate Certificate in Professional Accounting is a recognized professional education program (PEP) by *l'Ordre des comptables Professionnels Agréés du Québec* (OCPAQ). The program prepares students for a career as a professional accountant and to write the national CPA Common Final Exams. It allows students to develop professional skills that will be recognized nationally and internationally. Students are exposed to the latest concepts and practice-related issues and have the choice of studying in the areas of public accounting (assurance), performance measurement, taxation, or financial business analysis. The program is offered on a full-time basis in the Desautels Faculty of Management or on a part-time basis through the School of Continuing Studies.

**Prerequisite Courses for Canadian B.Com. Students (33 credits)**

(minimum B- required)

ACCT 351	(3)	Intermediate Financial Accounting 1
ACCT 352	(3)	Intermediate Financial Accounting 2
ACCT 361	(3)	Management Accounting
ACCT 362	(3)	Cost Accounting
ACCT 385	(3)	Principles of Taxation
ACCT 453	(3)	Advanced Financial Accounting
ACCT 463	(3)	Management Control
ACCT 475	(3)	Principles of Auditing
ACCT 486	(3)	Business Taxation 2
BUSA 364	(3)	Business Law 1
FINE 342	(3)	Corporate Finance

**Prerequisite Courses for Diploma in Accounting Students (42 credits)**

CCAU 511	(3)	Auditing 1
CCFC 511	(3)	Financial Accounting 1
CCFC 512	(3)	Financial Accounting 2
CCFC 513	(3)	Financial Accounting 3
CCLW 511	(3)	Law 1
CCMA 511	(3)	Managerial Accounting 1
CCMA 522	(3)	Managerial Accounting 2
CCMA 523	(3)	Managerial Accounting 3
CCTX 511	(3)	Taxation 1
CCTX 532	(3)	Taxation 2
CFIN 512	(3)	Corporate Finance
CFIN 522	(3)	Applied Topics: Corporate Finance
CMIS 541	(3)	Information Systems for Managers
CPL2 552	(3)	Strategic Management

**Required Courses (16 credits)**

ACCT 653	(3)	Issues in Professional Accounting 1
ACCT 654	(3)	Issues in Professional Accounting 2
ACCT 663	(3)	Strategic Aspects of Accounting 1
ACCT 664	(3)	Strategic Aspects of Accounting 2
ACCT 695	(4)	Integrative Analysis
ACCT 699*	(0)	Exam Preparation Seminar

\* this course has a credit weight of zero (0).

**Complementary Courses (8 credits)**

ACCT 683	(4)	Practice of Taxation
ACCT 685	(4)	Accounting and Performance Management
ACCT 687	(4)	Assurance Services

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ACCT 689	(4)	Financial Business Analysis
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*4131.16.11 Graduate Certificate in Public Relations Management*

**Admission Requirements – Graduate Certificate in Public Relations Management**

In addition to the admission requirements stipulated in [section 4.1.3.1.16.1: Admission Requirements for Graduate Certificates](#), students must have a Bachelor of Commerce degree (or equivalent) with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies.

4131.16.11.1 Graduate Certificate in Public Relations Management (15 credits)

**Required Courses (12 credits)**

CPRL 510	(3)	Fundamentals of Public Relations
CPRL 520	(3)	Applied Public Relations Communication
CPRL 530	(3)	Internal Stakeholder Communication
CPRL 531	(3)	Media Context and Applications

**Complementary Course (3 credits)**

3 credits from:

CGM2 510	(3)	Project Management: Tools & Techniques
CPRL 515	(3)	Fund-raising and Philanthropy
CPRL 532	(3)	Public Relations Event Management
CPRL 535	(3)	Public Opinion and Public Policy

*4131.16.12 Graduate Certificate in Taxation*

*Currently under review. Admissions will not be accepted for this academic year.*

**Admission Requirements – Graduate Certificate in Taxation**

In addition to the admission requirements stipulated in [section 4.1.3.1.16.1: Admission Requirements for Graduate Certificates](#), students must have a Bachelor of Commerce degree with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies.

4131.16.12.1 Graduate Certificate in Taxation (15 credits)

Currently under review. Admissions will not be accepted for this academic year

This program provides a solid academic background in business, and is designed to provide you with the specialized knowledge of taxation needed for today's changing business world.

**Required Courses (9 credits)**

CCLW 511	(3)	Law 1
CCTX 511	(3)	Taxation 1
CCTX 532	(3)	Taxation 2

**Complementary Courses (6 credits)**

6 credits from:

CCFC 516	(3)	Forensic Accounting
CCFC 521	(3)	Corporate Governance
CCFC 522	(3)	Strategic Financial Management
CCLW 643	(3)	U.S. Taxation
CCLW 644	(3)	Corporate Reorganizations
CCTX 640	(3)	Taxation of Real Estate
CCTX 641	(3)	Federal and Provincial Taxes
CCTX 643	(3)	Taxation of International Operations

CGM2 510	(3)	Project Management: Tools & Techniques
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**4.13.1.16.13 Graduate Certificate in Treasury – Finance**

*Currently under review. Admissions will not be accepted for the current academic year.*

**4.13.1.16.13.1 Graduate Certificate in Treasury — Finance (15 credits)**

*Currently under review. Admissions will not be accepted for this academic year*

**Required Courses (12 credits)**

CFIN 522	(3)	Applied Topics: Corporate Finance
CFIN 525	(3)	Treasury Management
CFIN 530	(3)	Investment Analysis
CFIN 540	(3)	Introduction to International Finance

**Complementary course (3 credits)**

3 credits from:

CCLW 511	(3)	Law 1
CFIN 590	(3)	Topics in Finance
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

**4.1.3.2 Academic Regulations**

In general, diplomas offered by the *Career and Professional Development* unit are comprised of ten courses. Some programs, however, have corequisite and prerequisite courses that must be completed by the students in order for them to obtain their certificate or diploma.

Students who believe that they have taken the equivalent of one or more of the corequisites to the program, or one or more of the prerequisite courses that are not part of the program to which they have applied, may take an *Exemption by Examination* test. Students who have failed any of the corequisite courses to the program, or any of the prerequisite courses that are not part of the program to which they have applied, are not eligible to take the Exemption by Examination test for the course(s) that they have failed.

The Exemption by Examination test is intended for students who do not have the requisite academic background required, but who believe that they have the requisite level of knowledge needed.

Students who successfully pass the Exemption by Examination test(s) with a minimum grade of 65% will not have to take the course(s) for which the test(s) was taken. Those who fail the Exemption by Examination test(s) will not be permitted to repeat the test(s); instead, they must enrol in the course(s) for which the particular test was taken. Students will be notified in writing of their test results. Test results are valid for one academic year. Students may obtain an application form from Client Services, or may download one from the website:

[www.mcgill.ca/continuingstudies/prospective-students/apply/exemption-examination](http://www.mcgill.ca/continuingstudies/prospective-students/apply/exemption-examination).

Students may register for the Exemption by Examination test on the following website:

[www.mcgill.ca/continuingstudies/prospective-students/apply/exemption-examination](http://www.mcgill.ca/continuingstudies/prospective-students/apply/exemption-examination). There is a CAD\$102.20 (non-refundable) application fee (payable by credit card) due at the time of registration. Students interested in a list of courses for which the Exemption by Examination test applies should refer to the website.

Exemption by Examination tests will be held on the following dates:

**Exemption by Examination**

Wednesday	April 1, 2015
Thursday	April 2, 2015
Wednesday	April 22, 2015
Thursday	April 23, 2015
Wednesday	August 12, 2015

**Exemption by Examination**

Thursday	August 13, 2015
Saturday	August 22, 2015
Wednesday	November 25, 2015
Thursday	November 26, 2015
Saturday	December 19, 2015
Wednesday	April 20, 2016
Thursday	April 21, 2016

 **Note:** The School of Continuing Studies reserves the right to reschedule test dates and to revise the application fee without prior notice.

**4.1.3.2.1 Admission Procedures for all Programs**

For more information, see [School of Continuing Studies > Getting Started > section 3.1: Admission Requirements](#).

**4.1.3.2.2 Proof of Proficiency in English**

The language of instruction for most courses and programs at McGill is English; however, students may submit any written work that is to be graded in English or French, except in cases where knowledge of the language is one of the objectives of the course. Applicants must demonstrate an adequate level of proficiency in English prior to admission, regardless of citizenship status or country of origin. McGill University has this language requirement in place to ensure that all students are provided with the opportunity to succeed in their chosen program. In all cases, the University reserves the right to require proof of English proficiency if it is deemed necessary. Below you will find information on when proof of proficiency is required.

If you answer “yes” to any of the following seven statements, you do **NOT** necessarily need to provide proof of English proficiency, but must provide documentation to support your answer.

- Have you lived and attended school, for at least four years, in a country where English is the acknowledged primary language?
- Have you completed both Secondary V and a DEC at a French CEGEP in Quebec?
- Have you completed a DEC at an English CEGEP in Quebec, during or later than 2003?
- Have you or will you complete a French Baccalaureate – Option Internationale (British or American section)?
- Have you or will you complete International Baccalaureate English A with a final result of 5 or better?
- Have you or will you complete the British Curriculum A-Level English with a final grade of “C” or better?
- Have you completed the British Curriculum GCSE/IGCSE/GCE O-Level English, English Language, English First Language, or English as a Second Language with a final grade of “B” or better?

If you answered “no” to all of the above, but answer “yes” to any of the following questions, you will be asked to provide supporting documentation to this effect and **may** still be asked to provide proof of English language proficiency.

- Do you consider English to be your mother tongue?
- Have you been attending school for at least four consecutive years at an accredited educational institution (in a non-English speaking country) where English is the language of instruction?
- Have you obtained an undergraduate degree from an accredited educational institution where the language of instruction in your program of study was English (minimum three years)?
- Have you obtained a graduate degree from an accredited educational institution where the language of instruction in your program of study was English (minimum two years)?

Applicants to *Career and Professional Development* who do not meet any of the above-listed conditions must demonstrate proficiency in English using **one** of the following options:

**1. TOEFL (Test of English as a Foreign Language) – Minimum acceptable scores:**

**iBT (Internet-based test):** 90 overall (a minimum individual component score of 21 in each of the four components, i.e., reading, writing, listening, and speaking)

 **Note:** An institutional version of the TOEFL is not acceptable.

**2. IELTS (International English Language Testing System):** a band score of 6.5 or better.

**3. MELAB (Michigan English Language Assessment Battery):** a minimum mark of 85%.

**4. APIEL (Advanced Placement International English Language):** a minimum score of 4.

**5. McGill SCS TELP (McGill SCS Test of English Language Proficiency):** a Category A result.

**6. McGill Certificate of Proficiency in English or McGill Certificate of Proficiency – English for Professional Communication: Certificate of Proficiency awarded.**

**7. University of Cambridge ESOL Certificate in Advanced English (CAE):** a grade of “B” (Good) or higher.

8. University of Cambridge ESOL Certificate of Proficiency in English (CPE): a grade of “C” (Pass) or higher.
9. Edexcel London Test of English – Level 4 – with an overall grade of at least “Merit Pass.”
10. Edexcel London Test of English – Level 5 – with an overall grade of at least “Pass.”



**Note:** Your test results must be reported directly to the University by the test centre; consequently, candidates' copies of results will not be accepted as proof of English language proficiency. It is your responsibility to ensure that the official test results in an official format are forwarded directly by the testing service to:

Client Services Office (Admissions)  
School of Continuing Studies  
688 Sherbrooke St. West, 11th Floor  
Montreal QC H3A 3R1

For TOEFL and APIEL, the institutional code at McGill University is 0935-00.

#### **4.1.3.2.2.1 Integrated English Language and Professional Studies (IELPS)**

Integrated English Language and Professional Studies (IELPS) serves to facilitate the joint application to existing programs leading to the Certificate of Proficiency in English (*Language and Intercultural Communication*) and to one or more of the certificates or diplomas offered by *Career and Professional Development*.

Students applying to their programs of choice through the IELPS will be required to submit only one application for both areas of study. IELPS is available to both local and international students. For further information, please visit our website at:

[www.mcgill.ca/continuingstudies/programs-and-courses/languages/english/integrated-english-language-and-professional-studies-ielps](http://www.mcgill.ca/continuingstudies/programs-and-courses/languages/english/integrated-english-language-and-professional-studies-ielps).

#### **4.1.3.2.3 Independent Studies**

Please consult [School of Continuing Studies > Getting Started > Admission Requirements > section 3.11: Special Student Status: Graduate-Level Courses](http://School of Continuing Studies > Getting Started > Admission Requirements > section 3.11: Special Student Status: Graduate-Level Courses) for information pertaining to Special Students.

#### **4.1.3.2.4 Academic Advisers**

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

Current and prospective students who wish to take the opportunity to meet with an academic adviser to obtain information on course and program selection, are encouraged to call the Client Services Office at 514-398-6200 to schedule an appointment. The Client Services Office welcomes walk-ins during regular business hours to obtain general advising or to meet with an academic adviser.

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

#### **4.1.3.2.5 Advanced Standing for the Diploma Programs**

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

Students may apply for admission to, and register in, more than one program concurrently. Where program course requirements overlap, credits may be granted up to a maximum of three courses (9 credits). Students may be granted exemption for overlapping courses in excess of 9 credits but must choose substitute courses with the approval of *Career and Professional Development*.

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

Please consult [School of Continuing Studies > Getting Started > Admission Requirements > section 3.11: Special Student Status: Graduate-Level Courses](http://School of Continuing Studies > Getting Started > Admission Requirements > section 3.11: Special Student Status: Graduate-Level Courses) for information pertaining to Special Students.

#### **Diploma in Management**

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

#### **Graduate Certificates**

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

#### **4.1.3.2.5.1 Supplements for all Programs**

**Please note:** Supplemental examinations are not available in courses offered by *Career and Professional Development* (i.e., if a student fails a course he/she must repeat it).

**4.1.3.2.6 Academic Standing Regulations****4.1.3.2.6.1 Diploma Programs**

1. Students must complete all courses with a minimum passing grade of B-. This includes all required courses, elective courses, corequisite courses, prerequisite courses, and courses outside the program to which the student has been admitted. Students will be allowed to fail no more than two courses. On the third failure, students will be asked to withdraw from the program immediately. In this context, an unsatisfactory grade is deemed to be any grade below that of a B-. Please note that even if an unsatisfactory grade is improved by means of repetition of the course(s), the original grade remains on the student's record and counts toward the total number of unsatisfactory grades.
2. Students have a maximum of four years to complete the Diploma in Management.

**4.1.3.2.6.2 Graduate Certificates**

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

**4.1.3.2.6.3 Special Students**

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

Students who have failed to comply with the minimum standards set by *Career and Professional Development* may not continue in their program and will have their registration cancelled. Once a student is asked to withdraw he/she will not be permitted to register in other courses or programs in *Career and Professional Development*, nor will they be permitted to exercise deferral privileges for the following term.

McGill University's School of Continuing Studies affirms the right of students to dispute substantive or procedural academic matters, including decisions about the student's continuation in a program; or concerning any other decision with respect to the application of academic regulations and requirements to a student. A formal academic appeal must be made in writing directly to the *Career and Professional Development Appeal Committee*. This request must be accompanied by supporting documents which substantiate reinstatement.

**4.1.3.2.6.4 Time Limits**

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

Students who do not register for any course in their program for one year will be required to reapply and meet any new program requirements.

**Corequisite**

This refers to academic requirements that may be completed before or concurrently.

**Corequisites for Programs**

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

**Prerequisites for Courses**

Admission to certain courses is restricted to students who have reached a certain level of knowledge by having completed other required work. In course terminology, this means that Course A is prerequisite to Course B if a satisfactory pass in Course A is required for admission to Course B. The prerequisite course(s) or conditions are specified in the course descriptions. Students must observe these prerequisites. If you fail to meet the prerequisite requirement, you will be denied permission to register in the course. Students unsure of their status with regard to a prerequisite must inquire at the School of Continuing Studies.

**Required Courses**

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

**Complementary Courses**

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

**Course Load**

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

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

- If a student has two failures, the course load would be reduced to two in the subsequent term.
- If a student has accumulated three failures, he/she will be asked to withdraw.

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

#### **Information Sessions**

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

#### **4.1.3.2.6.5 Registration in Graduate-Level Courses**

For more information, see [section 3.1: Admission Requirements](#).

#### **4.1.3.3 Engineering – Graduate Level**

*Career and Professional Development*, in cooperation with the Faculty of Engineering, offers graduate-level courses that may be credited in programs for the Masters in Engineering degree.

Students may not count such courses toward the fulfilment of a program unless:

1. they have been formally admitted to the program; and
2. the specific course has been approved for inclusion in their program by the Graduate Program Director of the department in which they are enrolled.

Students wishing information on admission requirements should contact the relevant departments.

#### **Ordre des Ingénieurs du Québec**

Students wishing to take courses to prepare for the professional examinations of the *Ordre des Ingénieurs du Québec* are asked to contact the *Ordre* at the following address:

L'Ordre des Ingénieurs du Québec  
Windsor Station  
1100 de la Gauchetière West, Room 350  
Montréal QC H3B 2S2

Telephone: 514-845-6141  
Website: [www.oiq.qc.ca/en/Pages/accueil.aspx](http://www.oiq.qc.ca/en/Pages/accueil.aspx)

#### **4.1.3.4 Language Requirements for Professions**

For more information, see [University Regulations and Resources](#) > *Continuing Studies* > *Graduation* > [section 1.7.5: Language Requirements for Professions](#).

#### **4.1.3.5 Career and Professional Development Programs with a Minimum CGPA Requirement**

If your CGPA is lower than the minimum requirement indicated for the program, please submit the following for consideration with your application and official transcript. Please note that this does not apply to applications to the Graduate Certificate in Professional Accounting as you must meet the minimum CGPA requirements indicated for this particular program.

**a) Letter of Intent:** A letter, 1–2 pages in length, single-spaced, written in English or French, which addresses the following:

- basis for interest in the program;
- knowledge that would be pertinent to the program; your interest in the field of study and the reasons for applying to our program;
- plans for integrating the training into your current or future career; a description of your professional experience and its relevance, if applicable, to the program;
- awards received or other contributions;
- any additional information relevant to your application.

**b) Curriculum Vitae**

**c) Two Letters of Reference:** At least one should be from a current or former employer.

**d) GMAT and/or GRE Test Score Results (optional):** Submit a copy of the official test score results.

Supporting documents should be delivered to:

Client Services Office  
Admissions and Convocation  
McGill University  
School of Continuing Studies  
688 Sherbrooke Street West

Room 1125  
Montreal QC H3A 3R1  
CANADA

See: [www.mcgill.ca/continuingstudies/prospective-students/apply/undergraduate-programs/supporting-documents](http://www.mcgill.ca/continuingstudies/prospective-students/apply/undergraduate-programs/supporting-documents)

#### 4.1.4 Professional Development and Non-Credit Offerings (CE Units and Other)

The Career and Professional Development unit also offers a wide variety of shorter-term courses and programs to meet the needs of working professionals, as well as the general public. If you are interested in acquiring new job-related skills or enhancing your existing credentials, the Career and Professional Development unit delivers engaging market-driven courses, seminars, and workshops taught by industry experts in areas such as:

- Aerospace
- Business Analysis
- Condominium Management
- Engineering
- Intellectual Property
- Project Management
- Public Speaking
- Training and Development

Please visit our website at [www.mcgill.ca/continuingstudies/programs-and-courses/courses-workshops](http://www.mcgill.ca/continuingstudies/programs-and-courses/courses-workshops) for a complete summary of our offerings.

##### 4.1.4.1 Professional Development Opportunities

*Career and Professional Development* offers enriching programs, courses, workshops, seminars, and lectures of interest to:

- Accounting and taxation professionals
- Aerospace industry professionals
- Business analysts and professionals
- Contract and project managers
- Distribution, construction, and manufacturing professionals
- Engineers and geologists
- Entertainment, internet/software, and publishing professionals
- IT professionals
- Lawyers and legal and public-sector professionals
- Managers and supervisors in all industries
- Marketing and brand practitioners
- Patent and trademark agents
- Pharmaceutical and biotech professionals
- Project managers
- Property management professionals
- Service industry professionals

##### 4.1.4.2 General Information

###### 4.1.4.2.1 Registration

All students who wish to register must submit the registration form and supporting documents either in person, by email, by fax, or by mail. Registration forms can be downloaded from the Professional Development [website](#) for the appropriate courses/programs.

Registration for non-credit courses, seminars, and workshops is open to anyone 18 years of age or older. Please consult the list of available courses/programs at [www.mcgill.ca/continuingstudies/programs-and-courses/courses-workshops](http://www.mcgill.ca/continuingstudies/programs-and-courses/courses-workshops) or call 514-398-5454 for further information.

###### 4.1.4.2.2 Fees

Full payment for non-credit courses, seminars, and workshops is due at the time of registration and can be made by cheque, Visa, or MasterCard. For further information on fees for non-credit courses, please refer to the Professional Development website for the appropriate courses/programs.

###### 4.1.4.2.3 Course Cancellations and Withdrawals

*Career and Professional Development* reserves the right to cancel courses prior to the first lecture due to low enrolment.

For non-credit courses carrying CEUs, students must notify *Career and Professional Development*, in writing, of their intention to cancel their registration. A cancellation fee will be assessed after the first day of class and before the third class. No refunds are available after the third class (for exact amounts please refer to the *Professional Development* website: [www.mcgill.ca/continuingstudies/current-students/registration/course-withdrawal](http://www.mcgill.ca/continuingstudies/current-students/registration/course-withdrawal)). Failure to attend classes does not constitute a cancellation or withdrawal from the course.

For the cancellation policy for Intellectual Property courses, please see [www.mcgill.ca/continuingstudies/programs-and-courses/intellectual-property/professional-development-courses-workshops-and-certificat](http://www.mcgill.ca/continuingstudies/programs-and-courses/intellectual-property/professional-development-courses-workshops-and-certificat).

#### 4.1.4.2.4 Grading and Evaluation

All courses carrying CEUs have an evaluation process. If you do not wish to be evaluated, you must complete a “Non Evaluation Request Form” prior to the third lecture. A mark of “NE” (NOT EVALUATED) will be placed on your academic record.

#### 4.1.4.2.5 Professional Associations

Many of the courses are recognized by external professional and industry bodies for accreditation toward their designations or programs.

For more information, see [School of Continuing Studies > Getting Started > Admission Requirements > section 3.12: Professional Associations](#).

#### 4.1.4.3 Non-Credit Online Courses

Guaranteed to fit your busy schedule, our online programs and courses let you set your own pace and learn from the comfort of home. Learn more [here](#).

##### Introduction to Post-Traumatic Stress Disorder

This online course allows participants to gain fundamental knowledge about post-traumatic stress disorder (PTSD) as described in DSM-IV-TR. Participants - professionals or students in mental health - will learn how to recognize the symptoms associated with PTSD and assess their frequency and intensity. This course also allows participants to familiarize themselves with the concepts of distress and peritraumatic dissociation. By the end of this course, participants will be able to offer additional support to victims of traumatic experiences, with the capacity to assess:

- PTSD (in a clinical context and in a triage situation following a wide-scale traumatic event such as a terrorist attack);
- peritraumatic stress;
- peritraumatic dissociation.

This course uses the APA's (American Psychiatric Association) DSM-IV-TR (Diagnostic and Statistical Manual) diagnostic criteria to define the symptoms of post-traumatic stress disorder.

This course is recognized for the purposes of continuing education in psychotherapy by the l'[Ordre de Psychologues du Québec](#) (OPQ). Recognition No: RA00756-14 (7 hours)

Please visit our [website](#) for more information and to register.

#### 4.1.4.4 Course Offerings: Non-Credit Courses

##### Non-Credit Courses

CBUS 204	Effective Public Speaking
CBUS 210D1/CBUS 210D2	Comprehensive Business Analysis
CENG 221D1/CENG 221D2	Project Management
CENG 224	Agile Project Management
CBUS 101	Gestion financière de la copropriété au Québec
CBUS 103	Gestion juridique de la copropriété au Québec
CBUS 105	Gestion technique du bâtiment de la copropriété
CBUS 107	Gestion de la vie quotidienne d'une copropriété
CBUS 110	Current Trends in Digital Communication
CBUS 111	Content Creation
CBUS 112	Social Media Strategies and Community Management
CBUS 113	Strategic Digital Communications
CBUS 114	Content Management and Architecture
CBUS 120	Fundamentals of Management Consulting
CBUS 220	Professional Ethics in Management and Consulting
CBUS 216	Interpersonal Skills for Professionals
CBUS 221	Leading Sustainable Change

**Non-Credit Courses**

CBUS 225

Project Management in Practice

**4.1.4.5 Professional Development Courses****4.1.4.5.1 Intellectual Property****Summer Courses in Intellectual Property**

*Career and Professional Development* offers a series of summer courses on Patents, Trade-marks, and Copyright that is jointly sponsored by the Intellectual Property Institute of Canada (IPIC) and McGill's School of Continuing Studies. IPIC is an association of professionals practising in matters relating to the protection of intellectual property rights (patents, trade-marks, copyrights, and industrial designs).

Please visit our website at

<http://www.mcgill.ca/continuingstudies/programs-and-courses/intellectual-property/professional-development-courses-workshops-and-certificat> for a detailed course brochure. You can find out more about IPIC online at [www.ipic.ca](http://www.ipic.ca).

**Understanding Patents – An Introductory Course – July 20–24, 2015**

An intensive, practical course that offers insights and strategies relating to patent issues. *Understanding Patents* is a must for **engineers involved in patents and patenting, patent agents in training, new patent agents, lawyers (in-house or corporate counsel), licensing executives, and contract managers**—anybody who encounters patents in their work and needs to have a better understanding of the nature and scope of the patent system, how patents are obtained, and how to manage a patent portfolio.

**Understanding Trade-marks – An Introductory Course – July 27–31, 2015**

An intensive, practical course that offers valuable insights and strategies related to acquiring, managing, and protecting trade-mark assets, as well as dealing with contentious proceedings. It is intended primarily for trade-mark agents and trainees, in-house trade-mark managers, notaries, in-house counsel, and lawyers who practise or intend to practise privately or corporately in the trade-mark area, as well as marketing and brand practitioners.

**Copyright Master Class – August 5–7, 2015**

This intensive course provides an in-depth analysis of copyright law with the focus on practical issues and understanding of how copyright works in a variety of business settings. Designed primarily for business managers and in-house counsel working in publishing, music, information technology, broadcasting, film/TV, performing arts; lawyers, trade-mark agents, licensing executives, government policy makers; academics and librarians. The course will be of greatest benefit to participants who have been previously exposed to copyright concepts and issues.

**4.1.4.6 Professional Development Certificates (CE Units)**

Professional Development Certificates are non-credit transcript micro-programs which allow participants to obtain CEUs. They are targeted at professionals who already have some experience in a specific industry or professional field, and wish to sharpen their professional skills and competencies, as well as validate them through academic recognition.

**Professional Development Certificates*****section 4.1.4.6.2: Professional Development Certificate in Condominium Management (16 CEUs)***

*This program is offered in French only.*

Ce programme permet aux gestionnaires des copropriétés résidentielles et commerciales, avec ou sans expérience, d'acquérir l'information, les connaissances et les compétences nécessaires à la gestion efficace des copropriétés. Les participants auront l'occasion de s'informer de l'état de la situation et d'avoir accès aux connaissances et compétences exigées des gestionnaires de copropriété. Les participants peuvent s'inscrire à un seul cours ou au programme complet.

Pour plus d'informations ou pour vous inscrire au programme, visitez notre site Web à [www.mcgill.ca/continuingstudies/fr/programmes-et-cours/gestion-de-propriete/certificat-en-gestion-de-copropriete-au-quebec](http://www.mcgill.ca/continuingstudies/fr/programmes-et-cours/gestion-de-propriete/certificat-en-gestion-de-copropriete-au-quebec). Pour en savoir plus sur l'*Ordre des Administrateurs agréés du Québec* (OAAQ), consultez le *site Web de l'organisation*.

**Qui sont les intéressés?**

Toutes les personnes intéressées par la gestion des copropriétés résidentielles et commerciales, les gestionnaires immobiliers avec ou sans expérience, les copropriétaires, les agents immobiliers.

***section 4.1.4.6.3: Professional Development Certificate in Digital Content and Community Management (22.5 CEUs)***

This program provides working professionals with the knowledge and skills to participate in social media on behalf of their organization or brand, to create effective content, to manage communities through on-line communication, and to manage content from a wide range of sources in order to optimize its potential for the organization. They will also learn to monitor and track digital content; to carry out environmental scanning; to track trends and conversations with a view to influencing opinion and behaviour and enhancing their organization's digital footprint and reputation; and to identify and connect with customers.

**Who Should Attend**

Working professionals in marketing, public relations, corporate, internal, or brand communications, journalism or fundraising who wish to acquire knowledge and skills in digital media, online community management, and content creation and management.

**section 4.1.4.6.4: Professional Development Certificate in Management Consulting (23.5 CEUs)**

The emphasis of this Professional Development Certificate in Management Consulting is placed on the following subjects:

- the consulting process;
- consulting methodologies and tools;
- the ethics of professional practice;
- project management;
- sustainable change;
- interpersonal skills.

The content of this program is aligned with the competency requirements of the *Canadian Association of Management Consultants* (CMC-Canada) and is recognized by CMC to fulfil the educational requirements for Certified Management Consultant (CMC) professional designation.

**Who Should Attend**

Experienced professionals who wish to pursue a career either as independent consultants or within a major consulting firm.

**section 4.1.4.6.5: Professional Development Certificate in Aviation Management Consulting (29-30.5 CEUs)**

*This program is currently not offered.*

**section 4.1.4.6.6: Professional Development Certificate in Project Management (32.5-44.5 CEUs)**

The main objective of this Professional Development Certificate in Project Management is to equip professionals with the knowledge and skills necessary to successfully manage projects of various nature and scale. Emphasis is placed on practical application of project management principles, tools, and methodology outlined in the industry standard, the *Project Management Institute*'s *A Guide to the Project Management Body of Knowledge* (PMBOK® Guide); techniques for building, leading, and motivating effective project teams; critical interpersonal skills, including communication, conflict resolution, writing and facilitation; strategic and adaptive project management approaches to achieve business results.

**Who Should Attend:**

Professionals who are new to project management or those wishing to enter the field and those seeking essential practical knowledge of how to manage projects; practicing project managers looking to enhance their skills and competencies.

For admission requirements for any of the Professional Development Certificates and other important information, please contact:

Telephone: 514-398-5454

Email: [pd.conted@mcgill.ca](mailto:pd.conted@mcgill.ca)

**4.1.4.6.1 Professional Development Certificates Admission Requirements and Application Procedures**

Please see the respective links below.

**Professional Development Certificate in Aviation Management Consulting:** *This program is currently not offered.*

**Professional Development Certificate in Condominium Management:**

[www.mcgill.ca/continuingstudies/fr/programmes-et-cours/gestion-de-propriete/certificat-en-gestion-de-copropriete-au-quebec](http://www.mcgill.ca/continuingstudies/fr/programmes-et-cours/gestion-de-propriete/certificat-en-gestion-de-copropriete-au-quebec)

**Professional Development Certificate in Digital Content and Community Management:**

[www.mcgill.ca/continuingstudies/programs-and-courses/public-relations/courses-and-workshops/digital](http://www.mcgill.ca/continuingstudies/programs-and-courses/public-relations/courses-and-workshops/digital)

**Professional Development Certificate in Management Consulting:**

[www.mcgill.ca/continuingstudies/programs-and-courses/business-and-management/courses-and-workshops/consulting](http://www.mcgill.ca/continuingstudies/programs-and-courses/business-and-management/courses-and-workshops/consulting)

**Professional Development Certificate in Project Management:**

[www.mcgill.ca/continuingstudies/programs-and-courses/project-management/courses-and-workshops/professional-development-certificate-p](http://www.mcgill.ca/continuingstudies/programs-and-courses/project-management/courses-and-workshops/professional-development-certificate-p)

**4.1.4.6.2 Professional Development Certificate in Condominium Management (16 CEUs)**

Only the French program, Certificat de développement professionnel en gestion de copropriété, is offered currently; it can be viewed at [www.mcgill.ca/study/2015-2016/fr/faculties/continuing/areas\\_of\\_study/cpd/scs\\_cpd\\_professional\\_development\\_certificates\\_overview](http://www.mcgill.ca/study/2015-2016/fr/faculties/continuing/areas_of_study/cpd/scs_cpd_professional_development_certificates_overview)

Condominium development has enjoyed remarkable growth in Quebec over the last decade: the number of Quebec households living in condos is expected to increase to 266,000 by 2016 (in comparison with 155,000 in 2006). This growth requires qualified professionals who can deal effectively with various aspects of managing a condominium. To address this growing demand, McGill School of Continuing Studies has introduced a non-credit program, which explores the complex challenges of condominium management and provides participants with information, knowledge, and practical skills.

**Required Courses (16 CEU)**

Note: Students taking this Certificate in English normally take English courses while those taking this Certificate in French normally take French courses.

\* Courses taught in French.

CBUS 100	(4)	Condominium Financial Management in Quebec
CBUS 101*	(4)	Gestion financière de la copropriété au Québec
CBUS 102	(4)	Condominium Law in Quebec
CBUS 103*	(4)	Gestion juridique de la copropriété au Québec
CBUS 104	(4)	Condominium Building and Maintenance Management
CBUS 105*	(4)	Gestion technique du bâtiment de la copropriété
CBUS 106	(4)	Managing Day-to-Day Condominium Operations
CBUS 107*	(4)	Gestion de la vie quotidienne d'une copropriété

#### **4.1.4.6.3 Professional Development Certificate in Digital Content and Community Management (22.5 CEUs)**

The objectives of this Professional Development Certificate in Digital Content and Community Management are to provide professionals with the knowledge and skills necessary to participate in social media on behalf of their organization or brand, to create effective content, to manage on-line communication, and to manage content from a wide range of sources in order to optimize its potential for the organization. Emphasis is placed on the following subjects: monitoring and tracking digital content; carrying out environmental scanning; tracking trends and conversations with a view to influencing opinion and behavior; and enhancing an organization's digital footprint and reputation.

#### **Required Courses**

CBUS 110*	(4.5)	Current Trends in Digital Communication
CBUS 111	(4.5)	Content Creation
CBUS 112	(4.5)	Social Media Strategies and Community Management
CBUS 113	(4.5)	Strategic Digital Communications
CBUS 114	(4.5)	Content Management and Architecture

\* Note: It is strongly recommended that CBUS 110: Current Trends in Digital Communication be taken before any other courses in the program.

#### **4.1.4.6.4 Professional Development Certificate in Management Consulting (23.5 CEUs)**

The Professional Development Certificate in Management Consulting is aimed at individuals who wish to pursue a career either as independent consultants or within a major consulting firm. Emphasis is placed on the following subjects: consulting process; consulting methodologies and tools; ethics of professional practice; project management; sustainable change; and interpersonal skills. This program fulfills the educational requirements for Certified Management Consultant (CMC) professional designation administered by the Canadian Association of Management Consultants.

#### **Required Courses**

CBUS 120	(6)	Fundamentals of Management Consulting
CBUS 216	(4.5)	Interpersonal Skills for Professionals
CBUS 220	(4)	Professional Ethics in Management and Consulting
CBUS 221	(6)	Leading Sustainable Change
CBUS 225	(3)	Project Management in Practice

#### **4.1.4.6.5 Professional Development Certificate in Aviation Management Consulting (29-30.5 CEUs)**

\*\*This program is currently not offered.\*\*

The Professional Development Certificate in Aviation Management Consulting is aimed at individuals who wish to pursue a career either as independent consultants or within a major consulting firm. Emphasis is placed on the following subjects: consulting process; consulting methodologies and tools; ethics of professional practice; aviation project management; sustainable change; interpersonal skills; and key aviation industry issues. This program fulfills the educational requirements for Certified Management Consultant (CMC) professional designation administered by the Canadian Association of Management Consultants.

#### **Required Courses (25.5 CEUs)**

CBUS 120	(6)	Fundamentals of Management Consulting
CBUS 216	(4.5)	Interpersonal Skills for Professionals
CBUS 220	(4)	Professional Ethics in Management and Consulting
CBUS 221	(6)	Leading Sustainable Change

CBUS 226	(5)	Aviation Project Management
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**Complementary Course (3.5 - 5 CEUs)**

One course from:

CBUS 217	(3.5)	Dynamic Pricing and Revenue Management
CBUS 218	(5)	Airport Commercial Management
CBUS 219	(3.5)	Fuel Efficiency and Conservation

**4.1.4.6.6 Professional Development Certificate in Project Management (32.5-44.5 CEUs)**

The main objective of the Professional Development Certificate in Project Management is to equip professionals with the knowledge and skills necessary to successfully manage projects of various types and scale. Emphasis is placed on the practical application of project management principles, tools, and methodology as outlined in the industry standard, the Project Management Institute's "A Guide to the Project Management Body of Knowledge" (PMBOK® Guide. Other topics include techniques for building, leading, and motivating effective project teams; critical interpersonal skills, including communication, conflict resolution, writing, and facilitation; and strategic and adaptive project management approaches to achieve business results. This program is offered in English and must be completed within 2 years.

**Required Courses (28.5 CEUs)**

CBUS 216	(4.5)	Interpersonal Skills for Professionals
CCOM 208	(4)	Professional Writing in Business
CENG 221D1	(8)	Project Management
CENG 221D2	(8)	Project Management

**Complementary Course (4 - 16 CEUs)**

CBUS 210D1	(8)	Comprehensive Business Analysis
CBUS 210D2	(8)	Comprehensive Business Analysis
CBUS 221	(6)	Leading Sustainable Change
CENG 224	(4)	Agile Project Management

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**4.2 DELF/DALF****4.2.1 DELF (Diplôme d'études en langue française) / DALF (Diplôme approfondi de langue française)**

Do you want to study at a university in France or in another francophone country? Would you like to work in French in Europe? McGill University is the National Examination Centre in Quebec for official French language certification. Individuals interested in pursuing official recognition of their proficiency in French as a second or foreign language can attain the *Diplôme d'études de langue française* (DELF) or the *Diplôme approfondi de langue française* (DALF) at McGill's School of Continuing Studies. Successful DELF and DALF candidates are exempt from writing entry-level language tests at all French universities, and both diplomas are recognized by the Council of Europe, by European employers, and by universities in other francophone countries.

**4.2.2 Introduction**

McGill University is the National Examination Centre in Québec for the DELF and the DALF. The *Diplôme d'études en langue française* (DELF), which has two levels, and the *Diplôme approfondi de langue française* (DALF) are given by the French Ministry of National Education to certify foreign candidates' skills in French. These diplomas are recognized by the Council of Europe and the *Ministère de l'Immigration, de la Diversité et de l'Inclusion*.

The DALF certifies the ability to successfully study in a French or francophone university. It exempts candidates from entry-level language tests in French universities.

The quality of the DELF and DALF certifications is recognized by French and European employers. There are DELF-DALF examination centres in 130 countries.

All candidates wishing to sit the DELF and DALF examinations must register with the Examination Centre (*Centre d'examens du Québec*) at McGill University.

#### 4.2.2.1 Location

Centre d'examens du Québec  
 Diplôme d'études en langue française/Diplôme approfondi de langue française  
 Translation and Written Communication  
 688 Sherbrooke West, Suite 1181  
 Montreal QC H3A 3R1

Telephone: 514-398-1484  
 Fax: 514-398-1769  
 Email: [translation.conted@mcgill.ca](mailto:translation.conted@mcgill.ca)  
 Website: [www.mcgill.ca/continuingstudies/programs-and-courses/languages/testing-and-certification/delfdalf-certification](http://www.mcgill.ca/continuingstudies/programs-and-courses/languages/testing-and-certification/delfdalf-certification)



**Note:** Enter "DELF-DALF" in the subject line of your email.

#### 4.2.2.2 Administrator

##### Administrator

James Archibald; B.A.(McG.), B.Ph.(Montr.), M. ès L., Dr. 3<sup>e</sup> cy.(Lille),  
 Ph.D.(Montr.) **Director, Translation and Written Communication**

#### 4.2.3 Diplomas

These diplomas, issued by the *Ministère de l'Éducation Nationale* (France), are open to students learning French or anyone interested in receiving official certification of their proficiency in French as a second or foreign language. Passing the DALF eliminates the need to take entry-level language tests in all French universities.

##### DELF, level 1

The DELF, level 1, covers the acquisition of basic skills in French: the ability to communicate in normal, everyday situations.

2 units:

- A1
- A2

##### DELF, level 2

The DELF, level 2, covers the further development of these skills. It presents a general overview of French-speaking civilization (in France, Quebec, etc.) and an introduction to the specialized usage of French in a discipline of the candidate's choice.

2 units:

- B1
- B2

##### DALF

The DALF covers specialized usage of French in a discipline of the candidate's choice. It represents an advanced level of knowledge of the French language in general context as well as the ability to cover specialized topics.

2 units:

- C1
- C2

##### Conditions

The DELF is composed of four (4) units. The DALF is composed of two (2) units. You may obtain them separately in the country or countries of your choice. Each unit represents approximately 100 hours of study and is certified by a diploma. All marks are final and not subject to appeal.

You can undertake the different units at your own pace; you will retain credit for all units that you have passed. If you wish, you can spread your study of the units over several years, or you can attempt the examinations for several units in the same session (for example, the two units of the DELF, level 1). No previous diploma is required for a candidate to register for the DELF/DALF exams, and neither is proof of specific preparation or level.

Registration forms are available at:

[www.mcgill.ca/continuingstudies/programs-and-courses/languages/testing-and-certification/delfdalf-certification/registration](http://www.mcgill.ca/continuingstudies/programs-and-courses/languages/testing-and-certification/delfdalf-certification/registration).

Telephone: 514-398-1484  
Fax: 514-398-1769  
Email: [translation.conted@mcgill.ca](mailto:translation.conted@mcgill.ca)

Detailed information, including dates, fees, and registration forms can be found on the following website:

McGill: [www.mcgill.ca/continuingstudies/programs-and-courses/languages/testing-and-certification/delfdalf-certification/registration](http://www.mcgill.ca/continuingstudies/programs-and-courses/languages/testing-and-certification/delfdalf-certification/registration)

More information about the exams can be found at:

France: *Centre international d'études pédagogiques*: DELF DALF  
[www.ciep.fr/en/delfdalf/index.php](http://www.ciep.fr/en/delfdalf/index.php)

Canada: DELF-DALF website:  
<http://delf-dalf.ambafrance-ca.org>

#### **DELF/DALF Equivalencies**

<b>DELF/DALF</b>	<b>Council of Europe</b>	<b>ALTE*</b>
DALF C2	C2	5
DALF C1	C1	4
DELF B2 (formerly Units A5 and A6)	B2	3
DELF B1 (formerly Units A3 and A4)	B1	2
DELF A2	A2	1
DELFA1	A1	

\* Association of Language Testers in Europe

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### **4.3 Education**

#### **4.3.1 Education (School of Continuing Studies) at McGill**

Are you teaching full-time? Would you like to upgrade your skills, learn new teaching strategies, or gain experience in a specialized subject area? The Faculty of Education offers part-time professional development opportunities administered through the School of Continuing Studies. These programs allow educators to enhance their existing knowledge and skills while moving into new areas of the education spectrum.

Offered in conjunction with McGill's Faculty of Education, the in-depth programs provide in-service teachers, facilitators, and academic advisers with compelling coverage of many important education issues. Programs such as Human Relations and Family Life Education, Counselling Applied to Teaching, and Inclusive Education can expand professional horizons while equipping educators to better manage changing classroom realities.

First Nations and Inuit Education (FNIE) offers multiple programs in the areas of Aboriginal education, language, and culture. The Faculty of Education, in collaboration with various Aboriginal communities and institutions, offers both community-based and campus-based programs. FNIE's teacher-education programs lead to initial teacher certification, the Bachelor of Education for Certified Teachers, and professional development.

#### **4.3.2 Location**

Faculty of Education  
3700 McTavish Street, Room 243  
Montreal QC H3A 1Y2

Telephone: 514-398-7042  
Fax: 514-398-4679  
Email: [sao.education@mcgill.ca](mailto:sao.education@mcgill.ca)  
Website: [www.mcgill.ca/continuingstudies/about-scs/academic-areas/education](http://www.mcgill.ca/continuingstudies/about-scs/academic-areas/education)

#### **4.3.3 About Education Programs**

As classroom and cultural realities change, in-service teachers and other educators can learn new strategies and expand their career options by studying with education experts at McGill. The Faculty of Education offers numerous professional development opportunities administered through the School of Continuing Studies to enhance existing knowledge and to develop new expertise in areas such as Counselling Applied to Teaching; First Nations and Inuit education,

language, and cultural issues; Inclusive Education; and Human Relations and Family Life Education. These enriching programs and courses are ideal for individuals who wish to upgrade their skills while studying on a part-time basis.

#### 4.3.3.1 Programs for Professional Development in Education

The Faculty of Education offers the following programs:

##### Programs for Professional Development in Education

*section 4.3.3.5.2: Diploma in Human Relations and Family Life Education (30 credits)*

*section 4.3.3.6.1: Graduate Certificate in Counselling Applied to Teaching (15 credits)*

*section 4.3.3.7.1: Certificate in Inclusive Education (30 credits)*

*section 4.3.3.8.1: Certificate in Education for First Nations and Inuit (60 credits)*

*section 4.3.3.8.2: Certificate in Aboriginal Literacy Education (30 credits)*

*section 4.3.3.8.3: Certificate in Middle School Education in Aboriginal Communities (30 credits)*

*section 4.3.3.8.4: Certificate in First Nations and Inuit Educational Leadership (30 credits)*

*section 4.3.3.8.5: Bachelor of Education for Certified Teachers — Elementary Education — Native and Northern (90 credits)*

*section 4.3.3.8.6: Certificate in Aboriginal Education for Certified Teachers (30 credits)*

*section 4.3.3.8.7: Certificate in First Nations and Inuit Student Personnel Services (30 credits)*

#### 4.3.3.2 Admission Requirements and Procedures

Applications for admission to the programs offered by the Faculty of Education through the School of Continuing Studies can be made at the McGill website: [www.mcgill.ca/applying](http://www.mcgill.ca/applying). Your application cannot be considered until all requirements have been met. Please complete the application form and submit required documents to the appropriate department in the Faculty of Education, 3700 McTavish Street, Montreal QC H3A 1Y2.

Applicants to First Nations and Inuit programs must contact the Department of Integrated Studies in Education for admission information at 514-398-4527.

##### Documents Required

In addition to those listed on the application website, please refer to specific requirements listed for each program. All applications require an official transcript, application fee of \$80.00 (non-refundable), proof of Canadian citizenship, permanent code, and proof of residency to qualify for the Quebec rate of tuition.

##### Application Deadlines

Fall term: June 1

Winter term: October 1

Spring/Summer term: February 1

#### 4.3.3.3 Professional Development Opportunities

The Faculty of Education offers enriching programs and courses administered through the School of Continuing Studies for:

- Educational leaders
- Elementary and middle-school teachers
- Hospital, institutional, and social service facilitators
- School personnel advisers
- Special needs and adult educators
- Student counsellors

#### 4.3.3.4 Bachelor of Education (Vocational) (90 credits)

*Admission to this program has been suspended.*

#### 4.3.3.5 Diploma in Human Relations and Family Life Education

This program is intended to train people who wish to conduct Family Life Education programs in schools, hospitals, religious institutions, and social service centres.

##### 4.3.3.5.1 Admission Requirements

1. An undergraduate degree with a CGPA of at least 2.7 out of 4.0

2. Two letters of recommendation
3. An autobiographical sketch that should include a statement of interest in the program
4. TOEFL minimum score of 86 (iBT; 550 on the PBT) for non-Canadian students from countries where English is not the first language and who have not completed a recognized university degree taught in English. The Department reserves the right to request an interview of any applicant.

A total of 30 credits is required to complete the program. Students should consult with advisers concerning appropriate course profiles.

Further information may be obtained from the Program Coordinator, Department of Educational and Counselling Psychology at 514-398-4248.

#### **4.3.3.5.2 Diploma in Human Relations and Family Life Education (30 credits)**

The Diploma in Human Relations and Family Life Education is designed for people who, though qualified to work in their respective professional domains, may wish to acquire auxiliary skills in basic human communication, group animation, and effective interviewing.

##### **Required Courses (21 credits)**

EDPC 501	(3)	Helping Relationships
EDPC 502	(3)	Group Processes and Individuals
EDPC 503	(3)	Human Sexuality: Professionals
EDPC 504	(3)	Practicum: Interviewing Skills
EDPC 507	(3)	Practicum: Group Leadership Skills
EDPC 540	(3)	Foundation of Family Life Education
EDPE 560	(3)	Human Development

##### **Complementary Courses (9 credits)**

9 credits from the following courses:

EDPC 505	(3)	Crisis Intervention Processes
EDPC 508	(3)	Seminar in Special Topics
EDPC 509	(3)	Individual Reading Course
EDPC 510	(3)	Family Life Education and Marriage
EDPC 511	(3)	Demystifying Death & Dying
EDPE 564	(3)	Family Communication
EDPE 595	(3)	Seminar in Special Topics
EDPE 596	(3)	Seminar in Special Topics

In addition to the above, other complementary courses may be approved by the Program Director.

#### **4.3.3.6 Graduate Certificate in Counselling Applied to Teaching**

The goal of this program is to enhance teachers' knowledge and skills in a variety of areas.

##### **Admission Requirements**

1. An undergraduate degree with a CGPA of at least 3.0 out of 4.0 (some courses will be taken concurrently with the diploma and graduate studies; therefore, students must have demonstrated equivalent levels of accomplishment in their undergraduate studies)
2. Certification as a teacher, a current teaching or student services position in a school or community organization serving children and adolescents, or other justification for admission to the program (in all cases, the program reserves final discretion about the appropriateness of alternative qualifications to a teaching certificate)
3. A three- to five-page statement of experience working with children and adolescents, career aspirations, and reasons for seeking admission to this program
4. At least two letters of recommendation addressing academic ability, qualifications for working with children and adolescents in a helping role, and general character
5. TOEFL minimum score of 86 (iBT; 550 on the PBT) for non-Canadian students from countries where English is not the first language and who have not completed a recognized university degree taught in English

The Department reserves the right to request an interview of any applicant.

##### **Contact**

Further information may be obtained from the Program Coordinator, Department of Educational and Counselling Psychology at 514-398-4248.

#### 4.3.3.6.1 Graduate Certificate in Counselling Applied to Teaching (15 credits)

The goal of this program is to enhance teachers' knowledge and skills in interpersonal relations, communication, interviewing, group organization and leadership, crisis intervention, and career thinking and planning. Each of these knowledge areas addresses the recognition of situations when it is appropriate to make a referral to a personal or career counsellor, psychologist, or other professional. The program addresses both elementary and secondary education.

This graduate certificate does not qualify graduates to practise professional counselling or psychology (e.g., conducting psychological assessments or psychotherapy), or to refer to themselves by the term Counsellor or Psychologist: these are legally reserved titles. Programs leading to licensing as Counsellor or Psychologist are presented under Educational and Counselling Psychology (Counselling Psychology and School/Applied Child Psychology) or Psychology (Clinical Psychology) in Graduate and Postdoctoral Studies.

#### Required Courses (6 credits)

EDPC 542	(3)	Counselling Role of the Teacher
EDPC 562	(3)	Career Education and Guidance

#### Complementary Courses (9 credits)

Choose from the following:

Note: These or other courses may be offered in alternate years.

EDPC 501	(3)	Helping Relationships
EDPC 502	(3)	Group Processes and Individuals
EDPC 504	(3)	Practicum: Interviewing Skills
EDPC 505	(3)	Crisis Intervention Processes
EDPC 507	(3)	Practicum: Group Leadership Skills
EDPI 543	(3)	Family, School and Community

#### 4.3.3.7 Certificate in Inclusive Education

This certificate is designed to prepare educators to work effectively with students who have special needs.

##### Admission Requirements

To be eligible for admission, applicants must:

**1. Either:**

- a) have a diploma of collegial studies (DEC) AND submit a letter from an educational institution indicating applicant's employment as a teacher, non-teaching professional, or teaching assistant; or the applicant's school involvement as a parent or a community member;
- or**
- b) have a teaching certificate from Quebec (*permis d'enseigner*) or equivalent;
- or**
- c) be a Mature Student (over 21 years of age) AND submit a letter from an educational institution indicating applicant's employment as a teacher, non-teaching professional, or teaching assistant; or the applicant's school involvement as a parent or a community member. Students in this profile do not require a DEC. Two pieces of personal identification must be attached.

**2. Submit one letter of reference.**

**3. Submit a personal statement regarding interest in the program.**

**4. Have a TOEFL minimum score of 86 (iBT; 550 on the PBT) for non-Canadian students from countries where English is not the first language and who have not completed a recognized university degree taught in English.**

The Department reserves the right to request an interview of any applicant.

For further information on other supporting documents required, please see [School of Continuing Studies](#) > *Getting Started* > *Admission Requirements* > *section 3.7: Program Transfers*.

#### 4.3.3.7.1 Certificate in Inclusive Education (30 credits)

The Certificate in Inclusive Education is intended for regular class teachers, special educators, adult educators, and other educational personnel. The program provides a sequence of courses that will ensure a sound foundation for adapting curriculum and instruction for students with varying abilities, learning styles, and special needs. It strives to meet the needs of educators who must adapt to their changing roles in contemporary schools: (a) for general educators, to educate students with diverse needs in their heterogeneous classrooms, and (b) for special educators, to collaborate with other professionals working with exceptional students.

**Required Courses (24 credits)**

EDPI 309	(3)	Diverse Learners
EDPI 341	(3)	Instruction in Inclusive Schools
EDPI 344	(3)	Assessment for Instruction
EDPI 440	(3)	Managing the Inclusive Classroom
EDPI 441	(3)	Students with Behavior Difficulties
EDPI 442	(3)	Students with Learning Difficulties
EDPI 526	(3)	Talented and Gifted Students
EDPI 543	(3)	Family, School and Community

**Complementary Courses (6 credits)**

6 credits chosen from the following:

EDPE 496	(3)	Individual Reading Course
EDPI 446	(3)	Special Topics
EDPI 450	(3)	Computers and Special Needs
EDPI 527	(3)	Creativity and its Cultivation
EDPI 539	(3)	Field Work 1
EDPI 540	(3)	Field Work 2

Other courses may be approved by the Program Director. Further information may be obtained from the Program Coordinator, Dean Thomson, 514-398-4248. Courses listed above are not necessarily offered on a regular basis. Check Minerva for course availability.

**4.3.3.8 Programs for First Nations and Inuit****First Nations and Inuit Education (FNIE)**

The Faculty of Education collaborates with various Indigenous communities and institutions offering programs whose courses are given either at McGill or off campus. FNIE works in collaboration with the:

- Kativik School Board;
- Cree School Board;
- Kahnawake Education Centre;
- Kanehsatake Education Centre;

and various other Indigenous communities in Quebec to deliver teacher education and various professional development programs. The teacher education programs lead to teacher certification either in First Nations and Inuit communities or in the province of Quebec. In addition, FNIE works with departments to meet other educational needs of Indigenous peoples.

Further information may be obtained through the [Department of Integrated Studies](#) in Education at 514-398-4527.

For detailed descriptions of the requirements for these programs, please refer to [Faculty of Education > Undergraduate > : Programs for First Nations and Inuit](#).

**4.3.3.8.1 Certificate in Education for First Nations and Inuit (60 credits)**

This 60-credit program provides an opportunity for Algonquin, Cree, Inuit, Mi'kmaq, Mohawk, and Naskapi people to become qualified as teachers. It is offered on a part-time basis in Indigenous communities throughout Quebec in collaboration with, for example, the Cree School Board, the Kativik School Board and various Mi'kmaq, Mohawk, Algonquin and education authorities.

Quebec graduates of this program receive Quebec Ministère de l'Éducation, du Loisir et du Sport (MELS) certification to teach at the elementary school level in First Nations and Inuit schools.

On completion of the Certificate requirements, trainees may apply for admission to the Bachelor of Education - Kindergarten and Elementary Education - First Nations and Inuit Studies or Bachelor of Education for Certified Teachers program and consult the Program Adviser to determine Advanced Standing.

**Time Limit**

The time limit for completion of the 60-credit Certificate in Education for First Nations and Inuit is 12 years. The University reserves the right to request that a student retake a course or courses after a five-year period if it is felt that too long a break has occurred in the ongoing nature of the training.

The following program requirements are for all students except those specializing in teaching physical education.

**Required Courses (24 credits)**

EDEC 203	(3)	Communication in Education
EDEM 202	(3)	Native Family Dynamics & Supporting Institutions
EDPE 300	(3)	Educational Psychology
EDPI 341	(3)	Instruction in Inclusive Schools

12 credits of practicum courses:

EDEC 201	(1)	First Year Professional Seminar
EDEC 253	(1)	Second Professional Seminar (Kindergarten/Elementary)
EDFE 200	(2)	First Field Experience (K/Elem & Secondary)
EDFE 256	(3)	Second Field Experience (Kindergarten/Elementary)
EDFE 300	(5)	Aboriginal Education Field Experience

**Complementary Courses (36 credits)**

6 credits from the following language courses according to language group and fluency:

**Algonquin**

EDEC 270	(3)	Algonquin Heritage Language 1
EDEC 271	(3)	Algonquin Heritage Language 2
EDEC 272	(3)	Algonquin Language 1
EDEC 273	(3)	Algonquin Language 2

**Cree**

EDEC 241	(3)	Cree Language 1
EDEC 242	(3)	Cree Language 2

**Inuktitut**

EDEC 289	(3)	Inuktitut Orthography and Grammar
EDEC 342	(3)	Intermediate Inuktitut/Amerindian Language
EDEC 344	(3)	Advanced Inuktitut/Amerindian Language

**Mi'kmaq**

EDEC 237	(3)	Mi'kmaq Heritage Language 1
EDEC 238	(3)	Mi'kmaq Heritage Language 2
EDEC 239	(3)	Mi'kmaq Language 1
EDEC 240	(3)	Mi'kmaq Language 2

**Mohawk**

EDEC 275	(3)	Mohawk Heritage Language 1
EDEC 276	(3)	Mohawk Heritage Language 2
EDEC 277	(3)	Mohawk Language 1

EDEC 278	(3)	Mohawk Language 2
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**Naskapi**

EDEC 227	(3)	Naskapi Language 1
EDEC 228	(3)	Naskapi Language 2

30 credits from one of the three following Stream course lists:

Stream A: Generalist

Stream B: Physical Education

Stream C: Culture and Language

In order to ensure appropriate choices, students select from the list of Complementary Courses in consultation with the Program Adviser.

**Stream A: Generalist**

30 credits from the following list:

EDEA 242	(3)	Cultural Skills 1
EDEC 243	(3)	Teaching: Multigrade Classrooms
EDEC 260	(3)	Philosophical Foundations
EDEC 262	(3)	Media, Technology and Education
EDEE 223	(3)	Language Arts
EDEE 230	(3)	Elementary School Mathematics 1
EDEE 245	(3)	Orientation to Education
EDEE 248	(3)	Reading and Writing Inuktitut/Cree
EDEE 253	(3)	Kindergarten Classroom Pedagogy
EDEE 270	(3)	Elementary School Science
EDEE 273	(3)	Elementary School Science 2
EDEE 280	(3)	Geography, History and Citizenship Education
EDEE 283	(3)	Social Studies Pedagogy
EDEE 325	(3)	Children's Literature
EDEE 332	(3)	Teaching Elementary Mathematics 2
EDEE 355	(3)	Classroom-based Evaluation

**Stream B: Physical Education**

24 credits from the following list:

EDEC 243	(3)	Teaching: Multigrade Classrooms
EDEC 262	(3)	Media, Technology and Education
EDEE 223	(3)	Language Arts
EDEE 245	(3)	Orientation to Education
EDKP 204	(3)	Health Education
EDKP 224	(3)	Foundations of Movement Education
EDKP 241	(3)	Aboriginal Physical Activities
EDKP 292	(3)	Nutrition and Wellness
EDKP 307	(3)	Evaluation in Physical Education
EDKP 342	(3)	Physical Education Methods

EDKP 494	(3)	Physical Education Curriculum Development
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and 6 credits from the following Physical Education courses:

EDKP 214	(2)	Basketball
EDKP 217	(2)	Track & Field / Cross Country
EDKP 218	(2)	Volleyball
EDKP 223	(2)	Games: Principles and Practice 1
EDKP 226	(1)	Quebec Education Program Orientation
EDKP 229	(1)	Ice Hockey 1
EDKP 240	(1)	Winter Activities

### **Stream C: Culture and Language**

30 credits from the following list:

EDEA 242	(3)	Cultural Skills 1
EDEA 243	(3)	Cultural Skills 2
EDEE 248	(3)	Reading and Writing Inuktitut/Cree
EDEE 270	(3)	Elementary School Science
EDEE 283	(3)	Social Studies Pedagogy
EDEE 332	(3)	Teaching Elementary Mathematics 2
EDEE 353	(3)	Third Year Professional Seminar (Kindergarten/Elementary)
EDEE 355	(3)	Classroom-based Evaluation
EDEE 370	(0)	
EDEE 371	(0)	
EDEE 373	(3)	Traditional Healing
EDEE 383	(3)	Oral and Family History
EDKP 241	(3)	Aboriginal Physical Activities

#### **4.3.3.8.2 Certificate in Aboriginal Literacy Education (30 credits)**

This 30-credit program is designed for Algonquin, Cree, Inuit, Mi'kmaq, and Kanienkehaka (Mohawk) students who wish to gain a deeper understanding of their Indigenous language, especially in its written form. It is aimed mainly at those who will be teaching their Indigenous language.

This certificate may be taken concurrently and completed within the Bachelor of Education for Certified Teachers program if the requirements for B.Ed. are fulfilled.

#### **Required Courses (6 credits)**

EDEC 342	(3)	Intermediate Inuktitut/Amerindian Language
EDEC 344	(3)	Advanced Inuktitut/Amerindian Language

#### **Complementary Courses (18 credits)**

18 credits selected as described below.

#### **Language Courses**

6 credits from the following language courses (or other courses as approved by the Director of Programs in First Nations and Inuit Education) including a beginning course (3 credits) in the Indigenous language as a first language (e.g., EDEC 241 Cree Language 1) and a second-level course (3 credits) in the same language (e.g., EDEC 242 Cree Language 2).

EDEC 227	(3)	Naskapi Language 1
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EDEC 228	(3)	Naskapi Language 2
EDEC 239	(3)	Mi'kmaq Language 1
EDEC 240	(3)	Mi'kmaq Language 2
EDEC 241	(3)	Cree Language 1
EDEC 242	(3)	Cree Language 2
EDEC 272	(3)	Algonquin Language 1
EDEC 273	(3)	Algonquin Language 2
EDEC 277	(3)	Mohawk Language 1
EDEC 278	(3)	Mohawk Language 2
EDEC 289	(3)	Inuktitut Orthography and Grammar

**Education Courses**

12 credits from the list below:

EDEA 242	(3)	Cultural Skills 1
EDEC 220	(3)	Curriculum Development
EDEC 403	(3)	The Dialects of Inuktitut
EDEE 223	(3)	Language Arts
EDEE 240	(3)	Use and Adaptation of Curricula
EDEE 243	(3)	Reading Methods in Inuktitut/Cree
EDEE 248	(3)	Reading and Writing Inuktitut/Cree
EDEE 345	(3)	Literature and Creative Writing 1
EDEE 346	(3)	Literature and Creative Writing 2
EDEE 347	(3)	Grammar and Composition 1
EDEE 348	(3)	Grammar and Composition 2
EDEE 373	(3)	Traditional Healing
EDEE 383	(3)	Oral and Family History
EDES 365	(3)	Experiences in Communications
EDPE 304	(3)	Measurement and Evaluation

**Electives (6 credits)**

6 credits of suitable courses approved by the Director of Programs in First Nations and Inuit Education.

**4.3.3.8.3 Certificate in Middle School Education in Aboriginal Communities (30 credits)**

This 30-credit program focuses on developing the particular skills and abilities required of the Indigenous teacher in the middle school of his/her community. It does not lead to provincial certification. Rather, it prepares Indigenous teachers, who are bilingual or have some knowledge of their Indigenous language and who have already established themselves as teachers, to teach students at this level in ways that are developmentally and culturally appropriate. The program focuses on the particular psychological, emotional, and social needs of Aboriginal adolescents and the teacher's role in facilitating the transition between elementary and high school.

This certificate may be taken concurrently and completed within the Bachelor of Education for Certified Teachers program if the requirements for the B.Ed. are fulfilled.

**Required Courses (15 credits)**

EDEC 245	(3)	Middle School Teaching
EDEC 246	(3)	Middle School Curriculum
EDFE 210	(3)	Middle School Practicum
EDPE 377	(3)	Adolescence and Education

3 credits from the list below:

EDEC 302	(3)	Language and Learning - Curriculum
EDSL 305	(3)	L2 Learning: Classroom Settings

### **Major Subject Area (6 credits)**

6 credits in the major subject area of the Bachelor of Education for Certified Teachers selected in consultation with the Director of Programs in First Nations and Inuit Education.

### **Minor Subject Area (6 credits)**

6 credits in the minor subject area of the Bachelor of Education for Certified Teachers selected in consultation with the Director of Programs in First Nations and Inuit Education.

### **Education Courses (3 credits)**

3 credits from the list below or from other courses as approved by the Director of Programs in First Nations and Inuit Education.

EDEA 241	(3)	Basic Art Media for Classroom
EDEC 220	(3)	Curriculum Development
EDEC 243	(3)	Teaching: Multigrade Classrooms
EDEE 291	(3)	Cultural Values and Socialization
EDEE 444	(3)	First Nations and Inuit Curriculum
EDKP 241	(3)	Aboriginal Physical Activities
EDPT 200	(3)	Integrating Educational Technology in Classrooms
EDSL 247	(3)	Second Language Education in Aboriginal Communities
EDSL 305	(3)	L2 Learning: Classroom Settings

### **4.3.3.8.4 Certificate in First Nations and Inuit Educational Leadership (30 credits)**

This 30-credit program is designed for First Nations and Inuit organizations to develop their role as leaders within the educational community. The program will focus on developing the core competencies of educational leaders, e.g., decision making and problem solving; fostering a self-reflective leader able to partner with parents to create community outreach; cultivating awareness of the holistic learning and developmental cycles of a child and the role of the educational leader in enhancing that development; maintaining the continuity of community and cultural values and aspirations within the structure of the administration of the school and other educational milieu; and understanding and supporting the pedagogical objectives and the administrative framework of the educational system.

This certificate may be taken concurrently and completed within the Bachelor of Education for Certified Teachers if the requirements for the B.Ed. are fulfilled. It may also be followed concurrently with the Certificate in Education - First Nations and Inuit.

### **Required Courses (15 credits)**

EDEC 221	(3)	Leadership and Group Skills
EDEC 222	(3)	Personnel Management and Support
EDEC 233	(3)	First Nations and Inuit Education
EDEC 311	(3)	Resource Management
EDEC 312	(3)	Practicum in Educational Leadership

### **Complementary Courses (15 credits)**

15 credits from the list below or any other course approved by the Director of Programs in First Nations and Inuit Education.

EDEC 220	(3)	Curriculum Development
EDEC 244	(3)	Issues in Aboriginal Education
EDEE 240	(3)	Use and Adaptation of Curricula
EDEE 245	(3)	Orientation to Education

EDEE 340	(3)	Special Topics: Cultural Issues
EDEM 202	(3)	Native Family Dynamics & Supporting Institutions
EDES 365	(3)	Experiences in Communications
EDPI 341	(3)	Instruction in Inclusive Schools

**4.3.3.8.5 Bachelor of Education for Certified Teachers — Elementary Education — Native and Northern (90 credits)**

This 90-credit program is designed for teachers who are already certified to teach in elementary schools and who wish to earn a Bachelor of Education degree. Normally, a minimum of 60 credits must be taken in the program, and no more than 30 credits may be transferred from other institutions. Credits may be transferred from programs leading to the certificates in Educational Technology, Second Language Teaching, Inclusive Education, or Aboriginal Literacy Education taken concurrently. Credit may also be transferred from the Certificate in Education for First Nations and Inuit, which is normally completed before the B.Ed. Students completing the Bachelor of Education for Certified Teachers following the Certificate in Education for First Nations and Inuit will have accumulated a total of 120 credits, 60 for the certificate and a further 60 for the B.Ed.

The Certificate in Aboriginal Literacy Education, the Certificate in Middle School Education in Aboriginal Communities, or the Certificate in First Nations and Inuit Educational Leadership may be taken concurrently and completed within the Bachelor of Education for Certified Teachers if the required B.Ed. profile is fulfilled.

This program does not lead to further certification.

**Complementary Courses**

Candidates enrolled in the program complete 90 credits within the following general pattern.

**Academic Concentration (30 credits)**

30 credits in five (5) subject areas relevant to elementary education in a 12-9-3-3-3 pattern (i.e., 12 credits in one subject, 9 credits in a second subject, and 3 credits in each of three (3) other subject areas), or 30 academic credits in three subject areas in a 15-9-6 pattern.

Note: Subject areas relevant to elementary education, in broad terms, are the Arts (Art, Music and Drama), English, French, Science, Mathematics, Physical Education, Moral and Religious Education, Social Studies, Educational Technology, or an Aboriginal language.

**Cultural Development (15 credits)**

15 credits of courses that will enhance the candidate's cultural development. These are to be chosen in consultation with the Director of Programs in First Nations and Inuit Education.

**Education Concentration (30 credits)**

30 credits. Normally the Education concentration is completed within the Certificate in Education for First Nations and Inuit.

**Electives (15 credits)**

15 credits selected by the candidate after consultation with the Director of Programs in First Nations and Inuit Education.

**4.3.3.8.6 Certificate in Aboriginal Education for Certified Teachers (30 credits)**

This 30-credit program provides training to assist mainstream teachers in becoming more effective teachers in First Nations and Inuit communities. It is designed to address subjects of particular interest and need in First Nations and Inuit schools, such as cultural socialization, cooperative learning, second-language teaching, and curriculum development.

**Required Courses (18 credits)**

EDEC 220	(3)	Curriculum Development
EDEC 233	(3)	First Nations and Inuit Education
EDEE 240	(3)	Use and Adaptation of Curricula
EDEE 291	(3)	Cultural Values and Socialization
EDEE 444	(3)	First Nations and Inuit Curriculum
EDSL 247	(3)	Second Language Education in Aboriginal Communities

**Complementary Courses (12 credits)**

12 credits selected as described below.

**Language**

3 credits of an introductory language course in the language of the community.

### **Education**

9 credits of Education courses selected from the list below or any other suitable course approved by the Director of Programs in First Nations and Inuit Education.

EDEA 242	(3)	Cultural Skills 1
EDEC 200	(3)	Introduction to Inuit Studies
EDEE 290	(3)	Cooperative Learning
EDEM 202	(3)	Native Family Dynamics & Supporting Institutions

#### **4.3.3.8.7 Certificate in First Nations and Inuit Student Personnel Services (30 credits)**

This program is offered by the Department of Educational and Counselling Psychology through First Nations and Inuit Education.

This 30-credit program is designed to provide Aboriginal school personnel advisers with a training program that will enable them to learn about the principles and practice of personnel services as generally applied in educational settings, to help Aboriginal student personnel advisers develop their personal skills, and to modify or adapt their services and the content to best suit the cultural and educational needs of Aboriginal students; to encourage Aboriginal student personnel advisers to take leadership in developing educational programs that address the social needs of their communities, to upgrade their academic qualifications and professional development; and to develop and make available, in English and in the languages of instruction, collections of professional and scholarly knowledge about students' needs, and services in First Nations and Inuit communities.

Bearers of this certificate will be qualified to work as educational and school personnel advisers within the employ of an Aboriginal educational authority.

### **Required Courses (21 credits)**

EDPC 201	(3)	Introduction to Student Advising
EDPC 202	(3)	Helping Skills Practicum 1
EDPC 203	(3)	Helping Skills Practicum 2
EDPC 205	(3)	Career/Occupational Development
EDPC 208	(3)	Native Families' Dynamics
EDPC 209	(3)	Basic Crisis Intervention Skills
EDPC 210	(3)	Field Experience

### **Complementary Courses (9 credits)**

9 credits selected from the list below or any other suitable course approved by the Program Coordinator.

Registration in EDEM 202, EDKP 204, or any other courses offered by departments other than Educational and Counselling Psychology, or in other programs of this Department is dependent on availability (e.g., through a concurrently offered program) or through an arrangement made with that department or program. The Program Coordinator will attempt to make these contacts whenever required.

EDEM 202	(3)	Native Family Dynamics & Supporting Institutions
EDKP 204	(3)	Health Education
EDPI 211	(3)	Social and Emotional Development

#### **4.3.3.9 Academic Regulations**

It is the responsibility of the student to read, understand, and abide by the regulations and procedures in this publication.

##### **Academic Standing**

A minimum grade of C is required in all required courses. A grade of D will be allowed in one elective course that is not a prerequisite to other courses taken in the program. Students may repeat failed courses only once. A minimum Cumulative Grade Point Average (CGPA) of 2.00 is required to be placed in Satisfactory Standing.

##### **Time Limits**

Thirty-credit programs taken on a part-time basis must normally be completed within five years of admission to the program. Programs taken on a full-time basis must normally be completed within 28 months of admission to the program. Students exceeding time limits may request an extension, in writing, which may be granted under special circumstances with the approval of the Director. Students who do not register for any course in their program for one year will be required to re-apply, meeting any new program requirements.

The time limit for completion of the 60-credit Certificate in First Nations and Inuit Education is 12 years. The University reserves the right to request that a student retake a course or courses after a five-year period if it is felt that too long a break has occurred in the ongoing nature of the training.

#### **Student Teaching Practicums**

In programs where there is a compulsory practicum (field experience / student teaching) a satisfactory Pass (P) is required. If a student fails this component of the program, the student will be required to withdraw from the program, but may appeal to the Undergraduate Student Affairs Committee for readmission. Satisfactory progress in the student's coursework is a prerequisite for placement in the Practicum.

#### **Advanced Standing and Transfer Credits**

Advanced Standing and transfer credits may be granted to students who provide evidence of equivalent course(s) completed at McGill University or elsewhere. Students should note that courses taken more than five (5) years ago will not be recognized for Advanced Standing. Permission must be obtained from the program director concerned. Normally, a maximum of 9 credits is permitted. In order for credits to be accepted, a grade of C or better must have been obtained.

#### **Advising**

Academic advisers are available to answer inquiries by calling the appropriate department.

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### **4.4 Faculty Partnerships and Summer Studies**

#### **4.4.1 Faculty Partnerships and Summer Studies**

McGill Faculties and Schools do a phenomenal job in their respective domains, regularly winning prestigious awards and attaining the highest rankings on Canadian and international lists. The Faculty Partnerships and Summer Studies unit creates synergies between the School of Continuing Studies and McGill's academic units in order to deliver McGill's renowned expertise to new university and external audiences.

In these dynamic projects, SCS provides the program or course coordination, registration, and logistical support while the School or Faculty provides the subject matter and teaching expertise. The SCS-administered offerings include many continuing education and enrichment programs for a wide range of professions and professional orders in the Montreal area and beyond.

This unit also organizes the development, coordination, and administration of Summer Studies courses, offered from May to August. Based on sound educational and business planning, these courses deliver high-quality learning opportunities for local, out-of-province, and international students and professionals.

#### **4.4.2 Location**

Faculty Partnerships and Summer Studies  
688 Sherbrooke Street West, Room 1029  
Montreal QC H3A 3R1

Telephone: 514-398-5212  
Fax: 514-398-5224  
Email: [summer.studies@mcgill.ca](mailto:summer.studies@mcgill.ca)  
Website: [www.mcgill.ca/continuingstudies/about-scs/academic-areas/faculty-partnerships-and-summer-studies](http://www.mcgill.ca/continuingstudies/about-scs/academic-areas/faculty-partnerships-and-summer-studies)

#### **4.4.3 Administrative Officers**

##### **Administrative Officers**

Guy Mineau; B.Sc., M.Sc., Ph.D.(Montr.)

Director, Faculty Partnerships and Summer Studies

Jasna Hancevic; BCom(McG.), M.Sc.(UQAM)

Program Administrator, Faculty Partnerships and Summer Studies

TBA

Administrative Coordinator, Faculty Partnerships and Summer Studies

#### **4.4.4 General Information**

##### **4.4.4.1 Registration**

Non-McGill students wishing to register for credit courses during the Summer term should consult the Summer Studies website at [www.mcgill.ca/summer](http://www.mcgill.ca/summer) for further instructions. Returning McGill students who wish to register for credit courses during the Summer term should do so online using Minerva. For more information regarding Special Courses and Programs, please consult the list of available special courses/programs at [www.mcgill.ca/continuingstudies/about-scs/academic-areas/faculty-partnerships-and-summer-studies](http://www.mcgill.ca/continuingstudies/about-scs/academic-areas/faculty-partnerships-and-summer-studies) and [www.mcgill.ca/summer/courseselection/special](http://www.mcgill.ca/summer/courseselection/special).

As registration requirements and criteria for Special Courses and Programs are specific, students are asked to call the [Faculty Partnerships and Summer Studies](#) Office at 514-398-5212 for further information.

#### 4.4.4.2 Fees

Full payment for non-credit courses, seminars, and workshops is due at the time of registration and can be made by cheque, Visa, or MasterCard. For information on fees for Special Courses and Programs, please contact the [Faculty Partnerships and Summer Studies](#) Office at 514-398-5212. For further information on fees for Summer term credit courses, please refer to the [Student Accounts](#) website for Summer Studies tuition and fees.

#### 4.4.4.3 Course Cancellations and Withdrawals

*Faculty Partnerships and Summer Studies* reserves the right to cancel courses prior to the first lecture due to low enrolment. For the cancellation policy for credit courses, please refer to [University Regulations and Resources](#) > *Continuing Studies* > *Registration for Continuing Studies Students* > [section 1.3.4: Course Withdrawals and Refunds](#).

Students registered in any Special Courses and Programs who wish to cancel their registration must notify *Faculty Partnerships and Summer Studies*, in writing, at least seven days prior to the start of the course. After this deadline, an administration fee will be charged to cancel your registration. Please check with [Faculty Partnerships and Summer Studies](#) at 514-398-5212 for further details. If no notice is given prior to the start of the program and you fail to attend, you will be liable for the full course fee. Failure to attend classes does not constitute a cancellation or withdrawal from the course.

### 4.4.5 Course Offerings: Credit Courses

Credit Courses		
CHEM 181	(3)	World of Chemistry: Food
CHEM 183	(3)	World of Chemistry: Drugs

## 4.5 Languages

### 4.5.1 Languages at the School of Continuing Studies

Do you want to get ahead in your job or at school, integrate better into Quebec society, or qualify for certain McGill programs? With dynamic instructors and a stimulating educational framework, the School of Continuing Studies offers proven methods for expanding your language skills. Thousands of working professionals, new Montrealers, and students from over 60 countries can attest to how our language programs have been an important catalyst in their lives.

There are a variety of courses and programs available for individuals interested in immersing themselves in various languages, including **English**, **French**, and **Spanish**, either on a part-time or full-time basis. In addition to regular language offerings, customized courses can be delivered in English, French, and other languages to local and international groups. These customized programs are tailor-made to meet the specific language and communication needs of corporations, organizations, government agencies, and institutions.

Whatever your language needs are, we have the proven track record to deliver exceptional results.

#### 4.5.1.1 Location

Language and Intercultural Communication  
688 Sherbrooke Street West, Suite 1181  
Montreal QC H3A 3R1  
  
Telephone: 514-398-1212  
Fax: 514-398-1769  
Email: [language.conted@mcgill.ca](mailto:language.conted@mcgill.ca)  
Website: [www.mcgill.ca/continuingstudies/about-scs/academic-areas/language-and-intercultural-communication](http://www.mcgill.ca/continuingstudies/about-scs/academic-areas/language-and-intercultural-communication)

#### 4.5.1.2 Administrative Officers, Language and Intercultural Communication

Administrative Officers	Director
Firas Alhafidh; B.A.(Jordan), M.A.(Santiago), DEA(Seville)	
Effie Dracopoulos; B.A.(C'dia), M.Ed.(TÉLUQ)	Associate Director
Kevin Callahan; B.A.(Tor.), M.A.(C'dia), Cert. TESL(McG.)	Senior Program Coordinator, English Programs
Nadine Wielgopolski; B.A.(Ott.), M.Ed.(Ott.)	Faculty Lecturer, Partnerships Development
Kevin Stanley; B.A.(Vic., BC), M.A.(C'dia)	Assistant Program Coordinator, English Special Projects

**Administrative Officers**

Margaret Levey; B.A.(McG.), M.A.(C'dia)

Manon Gadbois; B.A.(UQAM), M.A.(Montr.)

Emmanuelle Guidez; B.A., M.A.(France)

Marie-Claude Beauchamp; B.A., M.A., B.Ed.(McG.)

Louise Kyrtatas; B.A., M.A.(C'dia)

Verena Waterstradt; B.Adm.(Fachhochschule für Verwaltung und Rechtspflege Berlin)

Isaac Garcia-Sitton; B.A., M.B.A.(Lindenwood)

Benjamin Isaac; B.A.(C'dia), M.F.A.(MIUAD)

France Bruneau

Adriana Starnino

Paola Samano; B.A.(HEC)

Christa Grant

**Assistant Program Coordinator, English Part-Time Program****Assistant Program Coordinator, French Part-Time Program and Special Projects****Assistant Program Coordinator, French Intensive Program and Special Projects****Academic Coordinator, Language Programs****Faculty Lecturer, Program Coordinator, Technology Integration & Online Program****Program Administrator****Senior Manager****Assistant Program Administrator****Administrative and Student Affairs Coordinator****Administrative Coordinator****Administrative Coordinator****Administrative Coordinator**

For the latest updates on programs and course offerings, please visit our website:

[www.mcgill.ca/continuingstudies/about-scs/academic-areas/language-and-intercultural-communication](http://www.mcgill.ca/continuingstudies/about-scs/academic-areas/language-and-intercultural-communication).**4.5.2 English Language Programs**

The School of Continuing Studies' ***Language and Intercultural Communication*** unit offers high-quality English language instruction to meet the needs of a wide-ranging clientele such as professionals, international students, incoming McGill students, and new Montrealers. The ***Language and Intercultural Communication*** unit's part-time and full-time programs help learners achieve competence in both oral and written English, and lead to the McGill Certificate of Proficiency. Using stimulating and effective teaching methods as well as the latest technology, the ***Language and Intercultural Communication*** unit's dynamic teaching team helps learners improve their English as quickly and as efficiently as possible, opening doors to new professional, academic, and cultural opportunities in Quebec and beyond.

**4.5.2.1 Academic, Cultural, and Professional Development Opportunities**

The School of Continuing Studies ***Language and Intercultural Communications*** unit offers enriching second-language instruction for:

- international students;
- business professionals;
- elementary and high school teachers;
- college and university professors;
- individuals transferred to Montreal;
- recent immigrants;
- incoming McGill students;
- other School of Continuing Studies learners.

**4.5.2.2 Certificate of Proficiency – English for Professional Communication Overview**

This 30-credit part-time program is aimed at the community at large, including the employees of McGill University.

**4.5.2.2.1 Certificate of Proficiency — English for Professional Communication (30 credits)**

This award-winning part-time certificate program has been designed to enable students to master English oral and written linguistic and communication skills necessary to function effectively in a professional anglophone environment.

The program is the equivalent of one year of full-time university studies, requires the completion of ten 3-credit courses, and starts at the low-intermediate level (courses CEEN 211 and CEEN 212). Students with a basic or an elementary knowledge of English will need to complete non-credit prerequisite courses before entering the program. The overall program structure is divided into two modules:

- 1) The Non-Credit Module comprises three prerequisite courses (one at the basic level and two at the elementary level) of 60 hours each.
- 2) The Credit Module consists of ten 3-credit courses of 39 hours each. It includes courses at the 200, 300, and 400 levels.

The program is offered three times a year: in Fall and Winter for a period of 12 weeks (Non-Credit Module) and 13 weeks (Credit Module), and in Spring for a period of nine weeks. Courses are offered during the evening and on Saturday mornings.

Every student registered in a credit or non-credit course has exclusive access to online pedagogical material and other resources through the myCourses platform. This allows students to participate in virtual projects and/or reinforce their language training on an individual basis and at their own pace. The communication tools integrated in myCourses further consolidate the individual pedagogical support offered by the lecturer.

The program leads, under certain conditions, to the Certificate of Proficiency - English for Professional Communication. See School of Continuing Studies > Areas of Study > Languages > The Language and Intercultural Communication Unit - English Language Programs > Certificate of Proficiency - English for Professional Communication Overview > Certificate of Proficiency – English for Professional Communication: Academic Regulations.

The level of this certificate corresponds to the Advanced Level recognized by the American Council on the Teaching of Foreign Languages (ACTFL).

#### **Prerequisite Courses - Non-Credit Module**

CEGL 102	(11)	Basic English
CEGL 104	(11)	Elementary English 1
CEGL 106	(11)	Elementary English 2

#### **Required Courses (30 credits)**

CEEN 211	(3)	Functional English Grammar/Writing 1
CEEN 212	(3)	English Communication Practice 1
CEEN 221	(3)	Functional English Grammar/Writing 2
CEEN 222	(3)	English Communication Practice 2
CEEN 331	(3)	Functional English Grammar/Writing 3
CEEN 332	(3)	English Communication Practice 3
CEEN 411	(3)	English Grammar and Writing Techniques
CEEN 412	(3)	English Oral Communication Techniques
CEEN 421	(3)	English Written Communication Contexts
CEEN 422	(3)	English Oral Communication Contexts

#### **Complementary Courses**

CEEN 301	(3)	English Grammar in Context
CEEN 401	(3)	English Vocabulary in Context
CEEN 402	(3)	English Communication and Cultural Patterns
CEEN 403	(3)	Strategic Communication in English

#### Notes:

\* 1 Students who begin their studies with courses CEEN 221/CEEN 222 and who would like to be admitted to the Certificate of Proficiency – English for Professional Communication must take two complementary courses (CEEN 301 or CEEN 401 or CEEN 402 or CEEN 403), or equivalent courses as approved by the Language and Intercultural Communication unit, to satisfy the requirements of the program. These courses may be taken as part of the advanced module of the program. For more information, please contact the Language and Intercultural Communication unit.

\* 2 Students who begin their studies with courses CEEN 331/CEEN 332 and who would like to be admitted to the Certificate of Proficiency – English for Professional Communication must take four complementary courses (CEEN 301 and CEEN 401 and CEEN 402 and CEEN 403), or equivalent courses as approved by the Language and Intercultural Communication unit, to satisfy the requirements of the program. These courses may be taken as part of the advanced module of the program. For more information, please contact the Language and Intercultural Communication unit.

\* 3 Students who begin their studies with courses CEEN 411/CEEN 412 are not eligible for admission to the Certificate of Proficiency – English for Professional Communication. However, these students may register as "Special Students" and may be eligible to receive the McGill Attestation of Proficiency in English if they successfully complete all four (4) courses of the Advanced module (CEEN 411, CEEN 412, CEEN 421, and CEEN 422) with a minimum grade of B- (65%).

#### **4.5.2.2 Certificate of Proficiency – English for Professional Communication: Academic Regulations**

##### **Admission Requirements**

To be admitted to the *Certificate of Proficiency – English for Professional Communication*:

- Students must sit the Entrance Placement Test (EPT) and place into a level no higher than Intermediate High (CEEN 331/CEEN 332); see [section 4.5.2.2.3: Certificate of Proficiency – English for Professional Communication: Entrance Placement Test \(EPT\)](#) for details.
- Students must be at least 18 years of age and hold a CEGEP diploma (DEC) or equivalent.
- Students 21 years of age and over who do not have the normal academic background for admission may be admitted as Mature students.
- Students between 18 and 21 years of age who do not have a CEGEP (DEC) diploma or equivalent may be accepted into a qualifying program to be determined by the *Language and Intercultural Communication* unit. Formal admission to the certificate program will normally follow upon satisfactory completion of the qualifying program.
- Students below 18 years of age without a CEGEP diploma (DEC) will not be admitted to a certificate program, nor will they be permitted to take courses.

#### Admission Procedures

For more information, please see [School of Continuing Studies > Getting Started > Admission Requirements > section 3.5: Admission Procedures: Continuing Studies Undergraduate, Graduate, and Diploma Programs](#).

All students seeking admission to the *Certificate of Proficiency – English for Professional Communication* must also submit their Entrance Placement Test (EPT) result. Students who are eligible for admission to the program are strongly advised to submit an Application for Admission within their first session of studies.

#### Residency Requirements and Advanced Standing

- Students are required to complete at least 70% of the program requirements at McGill University.
- Advanced Standing of up to nine (9) credits may be granted for successfully completed equivalent courses taken at the university level within the last five years.
- Students are permitted to be away from the program for three (3) consecutive sessions without reapplying and retaking the Entrance Placement Test.

#### Time Limits

The program must be completed within four years from the date of admission. Students may request in writing an extension of this time limit, which may be granted under special circumstances with the approval of the Director.

#### Academic Standing Requirement

A student who obtains a grade of C (55%) or more in a given course is considered to have passed the course and is awarded three (3) university credits. Nevertheless, according to internal program regulations, a student must obtain a grade of B- (65%) or more in each course to be permitted to register for the next level and to qualify for the Certificate of Proficiency – English for Professional Communication.

An attendance of 2/3 of all lectures is mandatory.

A maximum of two unsatisfactory grades per course/level is permitted in a Certificate of Proficiency program. A student who cannot pass to a higher level after two attempts must have the permission of the relevant program coordinator in order to have permission to remain in the program. Overall, a maximum of three unsatisfactory grades is permitted in any of the Certificate of Proficiency programs.

**It is the student's responsibility to ensure that course and program requirements are met.** Students who fail to meet these requirements will be denied permission to continue in the course/program.

In order to be eligible for graduation, students must complete all program requirements with a cumulative grade point average (CGPA) of at least 2.0, which will be computed over all courses (including supplemental and unsatisfactory grades) taken in the program.

#### Special Students

Students not wishing to be admitted to the program may register as a "Special Student" in a course, provided they have taken the Entrance Placement Test (EPT), or have completed the necessary prerequisites. Please consult [School of Continuing Studies > Getting Started > Admission Requirements > section 3.10: Special Student Status: Undergraduate Courses](#) for further information pertaining to Special Students.

Special Students, although not formally admitted to the program, are expected to demonstrate seriousness of academic purpose, and are governed by the Academic Standing Requirements mentioned above.

#### 4.5.2.2.3 Certificate of Proficiency – English for Professional Communication: Entrance Placement Test (EPT)

All new students are required to take an Entrance Placement Test (EPT) to assess their level of proficiency. The EPT is valid for a period of one (1) year from the test date. Students who do not register for a course within this time will be required to retake the EPT.

The Entrance Placement Test lasts approximately two hours.

Since the test is written by large groups of students, test-takers are advised to arrive 20 minutes before the scheduled time and bring two pieces of photo ID, a sharp HB pencil, and an eraser.

The fee for the test is \$35 (non-refundable and may be subject to change), payable at the time of registration for the test. Entrance Placement Test results will be available on the third business day following the test date as well as at the time of course registration. In order to register for a course, new students must schedule an appointment.

For information on the Entrance Placement Test dates, please refer to our website:

[www.mcgill.ca/continuingstudies/about-scs/academic-areas/language-and-intercultural-communication](http://www.mcgill.ca/continuingstudies/about-scs/academic-areas/language-and-intercultural-communication).

#### 4.5.2.2.4 The Language and Intercultural Communication Unit: Customized English Language Training

*The Language and Intercultural Communication unit* offers customized English language training for specific professional and academic purposes.

Our programs are tailor-made to meet specific linguistic and communicative needs of local and international groups. We welcome groups of:

- employees from corporations, government agencies, organizations, institutions;
- elementary, high school, and college teachers, as well as university professors, who are required to teach in English;
- other professionals who are required to work, or who are currently working in an English-speaking environment;
- high school graduates and/or university students.

For more information, please refer to our website: [www.mcgill.ca/continuingstudies/about-scs/academic-areas/language-and-intercultural-communication](http://www.mcgill.ca/continuingstudies/about-scs/academic-areas/language-and-intercultural-communication).

#### **4.5.2.3 Intensive English Program: Certificate of Proficiency in English – Language and Culture Overview**

The *Certificate of Proficiency in English – Language and Culture* is designed to offer thorough and integrated instruction in English as a Second/Foreign language over eight levels (elementary to advanced).

##### **4.5.2.3.1 Intensive English Program: Certificate of Proficiency in English — Language and Culture (160 CEU)**

The program includes specific objectives and learning strategies for each level in speaking, listening, writing, reading, and pronunciation. It also includes special cultural modules for certain levels. It is designed for the acquisition of the linguistic, communicative, pragmatic, and sociocultural competency needed in academic and professional contexts and in sociocultural settings.

Time is taken during class and in the language laboratory to focus on each student's linguistic needs and development. A pronunciation clinic is also available for those who wish to give special attention to this aspect of the English language. Students benefit from small class sizes and enjoy sharing a unique learning experience with classmates from every corner of the world. Classes are held from 9:30 a.m. to 3:30 p.m., Monday to Friday. There are six sessions each year offered during the Summer, Fall, and Winter semesters.

We offer eight levels of study from Elementary to Advanced. A student's level will be determined by the results of the Entrance Placement Test (held approximately one week before courses start). Upon completion of the two Advanced levels with a minimum grade of B- (65%), students are eligible for the McGill Certificate of Proficiency in English – Language and Culture. This Certificate fulfils the language requirements for admission to McGill University undergraduate and graduate degree programs.

Application to the program must include full payment of tuition fees for one session. Tuition fees for subsequent sessions may be paid at a later date, determined by the University. Tuition fees do not include textbooks, medical insurance, travel or accommodation costs, or any class outings. Please note that credit card transactions cannot be conducted by telephone or by mail. Applications can be mailed, sent by courier, or faxed to the Client Services Office.

#### **Program Structure**

Each of the courses below represents one "level" of the eight levels of the program.

#### **Required Courses**

(160 CEU)

CEGL 213	(20)	Intensive English - Elementary 1
CEGL 223	(20)	Intensive English - Elementary 2
CEGL 313	(20)	Intensive English - Intermediate 1
CEGL 323	(20)	Intensive English - Intermediate 2
CEGL 333	(20)	Intensive English - Intermediate 3
CEGL 355	(20)	Intensive English - Bridge to Proficiency
CEGL 413	(20)	Intensive English - Advanced A
CEGL 423	(20)	Intensive English - Advanced B

#### **4.5.2.3.2 Intensive English Program: Certificate of Proficiency in English – Language and Culture: Academic Regulations**

##### **4.5.2.3.2.1 Admission requirements**

- Students must be at least 18 years old.
- Students must have completed a secondary level of education, or the equivalent.
- Students must write an Entrance Placement Test to assess their level of proficiency. This test is valid for a maximum of one (1) year. After this period, students must retake the test.

##### **4.5.2.3.2.2 Admission procedures**

Students wishing to register in the *Certificate of Proficiency in English – Language and Culture* must complete an application form and return it with:

- payment of the application fee (CAD\$80 – non-refundable and subject to change without notice) and tuition fees in Canadian funds by Visa/MasterCard, certified cheque, or money order payable to McGill University;
- proof of age (copy of passport or birth certificate). Applicants must be at least 18 years of age;
- proof of completion of secondary level of education or its equivalent;

- payment of mandatory Blue Cross insurance for international students for all sessions.

Admission to the program is on a first-come, first-served basis. **This is a limited enrolment program.** Students must attend class before the third day or forfeit their registration. To cancel a session, the Client Services Office must receive a written request **before the end of the third day of class.** The student will be refunded the remaining tuition and medical insurance fees minus a cancellation charge of CAD\$200 (subject to change without notice). Refund cheques are mailed within four to six weeks.

For information on the term dates, please refer to

[www.mcgill.ca/continuingstudies/programs-and-courses/languages/english/certificate-proficiency-eng-language-and-culture](http://www.mcgill.ca/continuingstudies/programs-and-courses/languages/english/certificate-proficiency-eng-language-and-culture).

#### 4.5.2.3.3 Academic Standing Requirements

A student who obtains a grade of C (55%) or more in a given course is considered to have passed the course. Nevertheless, according to internal program regulations, a student must obtain a grade of B- (65%) or more to be permitted to register for the next level. Attendance of 80% of all lectures is required in order to proceed from one course level to the next.

A maximum of two unsatisfactory grades per course/level is permitted in a Certificate of Proficiency program. A student who cannot pass to a higher level after two attempts must have the permission of the relevant program coordinator in order to remain in the program. Overall, a maximum of three unsatisfactory grades is permitted in any of the Certificate of Proficiency programs.

**It is the student's responsibility to meet the program prerequisites.** Students who fail to meet these requirements will be denied permission to continue in the course in which they have registered. Students are expected to speak English in the classroom and on the school premises, with the exception of the first weeks in Elementary 1. Students entering Elementary 1 are expected to have some prior basic knowledge of English.

#### 4.5.2.3.4 Requirements of Eligibility for the McGill Certificate of Proficiency in English – Language and Culture

- Students must complete both advanced courses of the program and receive a minimum grade of B- (65%) in each to qualify for the *Certificate of Proficiency in English – Language and Culture*.

#### 4.5.2.3.3 Placement Tests for the Certificate of Proficiency in English – Language and Culture

The purpose of the placement test is to assess a student's level of language proficiency. The results of the test are valid for one year. Taking the test does not guarantee a place in a course. New students are required to take the test before they can register for their courses. Students who have not taken courses in the Language and Intercultural Communication unit within one year are required to retake a placement test.

#### 4.5.2.3.4 International Students

If you are not a Canadian citizen or Permanent Resident and wish to study for longer than one semester, you must apply for one year admission in order to obtain a **Study Permit and a Quebec Certificate of Acceptance**.

Students wishing to study for one semester need only apply for a Temporary Resident Visa.

McGill does not issue any immigration documents. Students are advised to begin this process as soon as possible, and to be patient. For further details contact the School's Client Services Office, the Canadian Embassy, or the Consulate in your country of residence.

By Senate regulations, **ALL** international students and their dependants are required to participate in the University's Blue Cross medical insurance plan. The plan meets the Immigration Québec health insurance requirements.

Students who are citizens and residents of one of the following countries and are registered as full-time students are eligible for coverage under the provincial health care plan (Québec Medicare) and are therefore not required to purchase Blue Cross medical insurance: France, Denmark, Sweden, Norway, Finland, Luxembourg, and Portugal. In such cases, students must apply for the Québec Medicare plan and provide proof to the Client Services Office.

Those who study for more than one semester must purchase medical insurance for one academic year. These fees must be included with the tuition payment in one cheque to McGill University. Access to McGill Health Services is available upon payment of an additional Student Services fee.

#### 4.5.2.3.5 Housing

The *Language and Intercultural Communication unit* can refer students to an organization that will place them in the home of an English-speaking family. This arrangement provides an ideal opportunity to speak English in a domestic setting. As well, Off-Campus Housing offers information on lodgings close to campus. University residences are available to students during the Summer session only. For more information, visit our website at [www.mcgill.ca/continuingstudies/prospective-students/english-and-french-intensive-application/frequently-asked-questions-faq](http://www.mcgill.ca/continuingstudies/prospective-students/english-and-french-intensive-application/frequently-asked-questions-faq) or contact the *Language and Intercultural Communication unit*.

#### 4.5.2.4 Certificate of Proficiency in Written English – Workplace Communication Overview

The non-credit *Certificate of Proficiency in Written English – Workplace Communication* is designed to offer an intense training in written English as a Second/Foreign Language, from the mid-intermediate to the advanced level. For each level, the program includes specific language objectives, various forms of writing commonly used in the workplace, and strategies.

Many students studying English as a Second Language succeed in reaching an adequate level of oral fluency. However, they experience some difficulty in developing solid written communication skills which require more time and effort. This imbalance in language acquisition is a handicap in the workplace, where effective writing is a critical aspect of success for both employees and employers. With the rise of globalization, telecommuting and digital communications, good writing skills have indeed become vital in the modern workplace.

All courses in this program are offered in an online learning format.

For more information:

Email: [englishonline.scs@mcgill.ca](mailto:englishonline.scs@mcgill.ca)

Website: [www.mcgill.ca/continuingstudies/programs-and-courses/languages/online/written-english-workplace-communication](http://www.mcgill.ca/continuingstudies/programs-and-courses/languages/online/written-english-workplace-communication)

#### 4.5.2.4.1 Certificate of Proficiency in Written English — Workplace Communication (48 CEU)

The non-credit Certificate of Proficiency in Written English - Workplace Communication is designed to offer an intense training in written English as a Second/Foreign Language, from the mid-intermediate to the advanced level. For each level, the program includes specific language objectives, various forms of writing commonly used in the workplace, and strategies for effective written communication. It is designed for the acquisition of the linguistic, communicative, and pragmatic competency needed in workplace contexts, and comprises a stringent pedagogical follow-up. The program's three levels are compatible with national and international frameworks of reference for languages, such as the Canadian Language Benchmarks (CLB), the American Council on the Teaching of Foreign Languages (ACTFL) Proficiency Guidelines, and the Common European Framework of Reference for Languages (CEFR).

#### Required Courses

CEGL 215	(8)	English Grammar at Work
CEGL 216	(8)	English Grammar and Writing in Context 1
CEGL 315	(8)	English Grammar and Writing in Context 2
CEGL 316	(8)	English Vocabulary for Workplace
CEGL 415	(8)	English Writing Techniques for Workplace
CEGL 416	(8)	English Written Communication Strategies for Workplace

#### 4.5.2.5 Certificate in Teaching English to Speakers of Other Languages (TESOL) (12 CEU)

The non-credit Certificate in Teaching English to Speakers of Other Languages (TESOL) is a mini-program that comprises four (4) 30-hour courses (12 CEUs) that may be taken separately or concurrently. It is aimed at the professional development of adult educators as well as primary and secondary school ESL teachers who are non-native speakers of English. As part of their professional development, teachers will refine their English language skills, explore Canadian teaching methods, approaches, and practices, have professional and social exchanges with their Canadian counterparts, experience Canadian culture, and participate in professional development workshops and practise teaching sessions in English.

#### Required Courses

CEGL 402	(3)	Effective Communication for Teachers
CEGL 403	(3)	Teaching and Learning Methodologies
CEGL 404	(3)	Practicum and Specialized Workshops for Teachers
CEGL 405	(3)	Intercultural Communication Challenges in TESL

#### 4.5.2.6 Professional Development Certificates (CE Units)

Professional Development Certificates are non-credit transcript micro-programs which allow participants to obtain CEUs. They are targeted at professionals who already have some experience in a specific industry or professional field, and wish to sharpen their professional skills and competencies, as well as validate them through academic recognition.

##### Professional Development Certificates

###### *section 4.5.2.6.1: Professional Development Certificate in English for Healthcare (20 CEUs)*

The non-credit Professional Development Certificate in English for Healthcare program is designed to offer English language training for professional and specific purposes. The main objective of the program is to develop learners' oral workplace communication skills in English for the purpose of better serving their Anglophone clientele in healthcare settings. It is designed for the acquisition of linguistic, communicative, and pragmatic competence in English.

###### *section 4.5.2.6.2: Professional Development Certificate in English for Healthcare Administration (20 CEUs)*

The non-credit Professional Development Certificate in English for Healthcare Administration program is designed to offer English language training for professional and specific purposes. The main objective of the program is to develop learners' oral workplace communication skills in English for the purpose of better serving their Anglophone clientele in healthcare and social services settings. It is designed for the acquisition of linguistic, communicative, and pragmatic competence in English.

###### *section 4.5.2.6.3: Professional Development Certificate in English for Social Services (20 CEUs)*

The non-credit Professional Development Certificate in English for Social Services program is designed to offer English language training for professional and specific purposes. The main objective of the program is to develop learners' oral workplace communication skills in English for the purpose of better serving their Anglophone clientele in social services settings. It is designed for the acquisition of linguistic, communicative, and pragmatic competence in English.

For admission requirements for any of these Professional Development Certificates and other important information, please contact:

Telephone: 514-398-1212

Email: [language.conted@mcgill.ca](mailto:language.conted@mcgill.ca)

#### **4.5.2.6.1 Professional Development Certificate in English for Healthcare (20 CEUs)**

The non-credit Professional Development Certificate in English for Healthcare program is designed to offer English language training for professional and specific purposes. The main objective of the program is to develop learners' oral workplace communication skills in English for the purpose of better serving their Anglophone clientele in healthcare settings. It is designed for the acquisition of linguistic, communicative, and pragmatic competence in English.

N.B. Candidates whose Entrance Placement Test results place them at a level lower than the Advanced level may take up to 12 program prerequisite courses in preparation for entry in to the Advanced level.

Program Prerequisites (0-60 CEUs) chosen from the following:

CEGL 170	(6)	Elementary 1 Essential English for Health Services
CEGL 171	(4)	Elementary 1 English Conversation for Health Services
CEGL 172	(6)	Elementary 2 Essential English for Health Services
CEGL 173	(4)	Elementary 2 English Conversation for Health Services
CEGL 174	(6)	Elementary 3 Essential English for Health Services
CEGL 175	(4)	Elementary 3 English Conversation for Health Services
CEGL 270	(6)	Intermediate 1 Essential English for Health Services
CEGL 271	(4)	Intermediate 1 English Conversation for Health Services
CEGL 272	(6)	Intermediate 2 Essential English for Health Services
CEGL 273	(4)	Intermediate 2 English Conversation for Health Services
CEGL 274	(6)	Intermediate 3 Essential English for Health Services
CEGL 275	(4)	Intermediate 3 English Conversation for Health Services

#### **Required Courses (20 CEUs)**

CEGL 370	(6)	Advanced 1 Essential English for Healthcare
CEGL 371	(4)	Advanced 1 English Conversation for Healthcare
CEGL 372	(6)	Advanced 2 Essential English for Healthcare
CEGL 373	(4)	Advanced 2 English Conversation for Healthcare

#### **4.5.2.6.2 Professional Development Certificate in English for Healthcare Administration (20 CEUs)**

The non-credit Professional Development Certificate in English for Healthcare Administration program is designed to offer English language training for professional and specific purposes. The main objective of the program is to develop learners' oral workplace communication skills in English for the purpose of better serving their Anglophone clientele in healthcare and social services settings. It is designed for the acquisition of linguistic, communicative, and pragmatic competence in English.

N.B. Candidates whose Entrance Placement Test results place them at a level lower than the Advanced level may take up to 12 program prerequisite courses in preparation for entry in to the Advanced level.

Program Prerequisites (0-60 CEUs) chosen from the following:

CEGL 170	(6)	Elementary 1 Essential English for Health Services
CEGL 171	(4)	Elementary 1 English Conversation for Health Services
CEGL 172	(6)	Elementary 2 Essential English for Health Services
CEGL 173	(4)	Elementary 2 English Conversation for Health Services
CEGL 174	(6)	Elementary 3 Essential English for Health Services
CEGL 175	(4)	Elementary 3 English Conversation for Health Services
CEGL 270	(6)	Intermediate 1 Essential English for Health Services

CEGL 271	(4)	Intermediate 1 English Conversation for Health Services
CEGL 272	(6)	Intermediate 2 Essential English for Health Services
CEGL 273	(4)	Intermediate 2 English Conversation for Health Services
CEGL 274	(6)	Intermediate 3 Essential English for Health Services
CEGL 275	(4)	Intermediate 3 English Conversation for Health Services

#### Required Courses (20 CEUs)

CEGL 390	(6)	Advanced 1 Essential English for Healthcare Administration
CEGL 391	(4)	Adv 1 English Conversation for Healthcare Administration
CEGL 392	(6)	Advanced 2 Essential English for Healthcare Administration
CEGL 393	(4)	Adv 2 English Conversation for Healthcare Administration

#### 4.5.2.6.3 Professional Development Certificate in English for Social Services (20 CEUs)

The non-credit Professional Development Certificate in English for Social Services program is designed to offer English language training for professional and specific purposes. The main objective of the program is to develop learners' oral workplace communication skills in English for the purpose of better serving their Anglophone clientele in social services settings. It is designed for the acquisition of linguistic, communicative, and pragmatic competence in English.

N.B. Candidates whose Entrance Placement Test results place them at a level lower than the Advanced level may take up to 12 program prerequisite courses in preparation for entry into the Advanced level.

Program Prerequisites (0-60 CEUs) chosen from the following:

CEGL 170	(6)	Elementary 1 Essential English for Health Services
CEGL 171	(4)	Elementary 1 English Conversation for Health Services
CEGL 172	(6)	Elementary 2 Essential English for Health Services
CEGL 173	(4)	Elementary 2 English Conversation for Health Services
CEGL 174	(6)	Elementary 3 Essential English for Health Services
CEGL 175	(4)	Elementary 3 English Conversation for Health Services
CEGL 270	(6)	Intermediate 1 Essential English for Health Services
CEGL 271	(4)	Intermediate 1 English Conversation for Health Services
CEGL 272	(6)	Intermediate 2 Essential English for Health Services
CEGL 273	(4)	Intermediate 2 English Conversation for Health Services
CEGL 274	(6)	Intermediate 3 Essential English for Health Services
CEGL 275	(4)	Intermediate 3 English Conversation for Health Services

#### Required Courses (20 CEUs)

CEGL 380	(6)	Advanced 1 Essential English for Social Services
CEGL 381	(4)	Advanced 1 English Conversation for Social Services
CEGL 382	(6)	Advanced 2 Essential English for Social Services
CEGL 383	(4)	Advanced 2 English Conversation for Social Services

#### 4.5.3 French Language Programs

The School of Continuing Studies' *Language and Intercultural Communication* unit offers high-quality French language instruction to meet the needs of a wide-ranging clientele such as professionals, new Montrealers, and students who want to accelerate their integration into Quebec or another French-speaking community. *Language and Intercultural Communication*'s part-time and full-time programs help learners achieve competence in both oral and written French, and lead to the McGill Certificate of Proficiency. Using stimulating and effective teaching methods as well as the latest technology, the *Language and*

*Intercultural Communication* unit's dynamic teaching team helps learners improve their French as quickly and as efficiently as possible, opening doors to new professional, academic, and cultural opportunities in Quebec and beyond.

#### **4.5.3.1 Academic, Cultural, and Professional Development Opportunities**

The School of Continuing Studies *Language and Intercultural Communication* unit offers enriching second-language instruction for:

- International students
- Business professionals
- Elementary and high school teachers
- College and university professors
- Individuals transferred to Montreal
- Recent immigrants
- Incoming McGill students
- Other School of Continuing Studies learners

#### **4.5.3.2 Certificate of Proficiency – French for Professional Communication Overview**

This 30-credit part-time program is aimed at the community at large, including the employees of McGill University.

##### **4.5.3.2.1 Certificate of Proficiency — French for Professional Communication (30 credits)**

This award-winning part-time certificate program has been designed to enable students to master, in both oral and written French, the linguistic and communicative skills necessary to function effectively in a professional francophone environment.

The program is the equivalent of one year of full-time university studies, requires the completion of ten 3-credit courses, and starts at the low-intermediate level (courses CEFN 211 and CEFN 212). Students with a basic or an elementary knowledge of French will need to complete credit prerequisite courses before entering the program. Those credit courses won't be accepted as part of the Certificate. The overall program structure is divided into two modules:

- 1) The Preparatory Module comprises four prerequisite courses (one at the basic level and three at the elementary level) of 39 hours each.
- 2) The Intermediate and Advanced Credit Module consists of ten 3-credit courses of 39 hours each. It includes courses at the 200, 300, and 400 levels.

The program is offered three times a year: in Fall and Winter for a period of 13 weeks (Preparatory and Intermediate and Advanced Credit Modules). In Spring, both Modules last nine weeks. Courses are offered during the evening and on Saturday mornings.

Every student registered in a credit or non-credit course has exclusive access to online pedagogical material and other resources through the myCourses platform. This allows students to participate in virtual projects and/or reinforce their language training on an individual basis and at their own pace. The communication tools integrated in myCourses further consolidate the individual pedagogical support offered by the lecturer.

The program leads, under certain conditions, to the Certificate of Proficiency - French for Professional Communication (see "Academic Regulations"). The level of this certificate corresponds to the Advanced Level recognized by the American Council on the Teaching of Foreign Languages (ACTFL). For information on term dates, please refer to the Department's website.

##### **Prerequisite courses**

CEFN 102	(3)	Basic French
CEFN 104	(3)	Elementary French
CEFN 106	(3)	Fundamentals of French Grammar and Writing
CEFN 107	(3)	Fundamentals of French Oral Communication

##### **Required courses - Intermediate and Advanced (30 credits)**

CEFN 211	(3)	Functional French Grammar/Writing 1
CEFN 212	(3)	French Communication Practice 1
CEFN 221	(3)	Functional French Grammar/Writing 2
CEFN 222	(3)	French Communication Practice 2
CEFN 331	(3)	Functional French Grammar/Writing 3
CEFN 332	(3)	French Communication Practice 3
CEFN 411	(3)	French Grammar/Writing Techniques
CEFN 412	(3)	French Oral Communication Techniques

CEFN 421	(3)	French Written Communication Contexts
CEFN 422	(3)	French Oral Communication Contexts

### Complementary courses

CEFN 401	(3)	French Vocabulary in Context
CEFN 402	(3)	Persuasive French in Communication

### Notes:

\* 1 Students who begin their studies with courses CEFN 221/CEFN 222 and who would like to be admitted to the Certificate of Proficiency - French for Professional Communication must take two complementary courses (CEFN 401 and CEFN 402), or equivalent courses as approved by the Language and Intercultural Communication unit, to satisfy the requirements of the program. These courses may be taken as part of the advanced module of the program. For more information, please contact the Language and Intercultural Communication unit.

\* 2 Students who begin their studies with courses CEFN 331/CEFN 332 and who would like to be admitted to the Certificate of Proficiency - French for Professional Communication must take up to two Comprehensive Challenge Exams which correspond to the previous level (CEFN 221/CEFN 222), and two complementary courses (CEFN 401 and CEFN 402), or equivalent courses as approved by the Language and Intercultural Communication unit, in order to satisfy the requirements of the program. These courses may be taken as part of the advanced module of the program. For more information, please contact the Language and Intercultural Communication unit.

\* 3 Students who begin their studies with courses CEFN 411/CEFN 412 are not eligible for admission to the Certificate of Proficiency - French for Professional Communication. However, these students may register as Special Students and may be eligible to receive the McGill Attestation of Proficiency in French if they successfully complete all four (4) courses of the Advanced Module (CEFN 411, CEFN 412, CEFN 421, and CEFN 422) with a minimum grade of B- (65%).

### 4.5.3.2.2 Certificate of Proficiency – French for Professional Communication: Academic Regulations

#### Admission Requirements

To be admitted to the *Certificate of Proficiency – French for Professional Communication*:

- Students must sit the Entrance Placement Test (EPT) and place into a level no higher than Intermediate high (CEFN 331/CEFN 332); see [section 4.5.3.2.3: Certificate of Proficiency – French for Professional Communication: Entrance Placement Test \(EPT\)](#) for details.
- Students must be at least 18 years of age and hold a CEGEP diploma (D.E.C.) or equivalent.
- Students 21 years of age and over who do not have the normal academic background for admission may be admitted as mature students.
- Students between 18 and 21 years of age who do not have a CEGEP (D.E.C.) diploma or equivalent may be accepted into a qualifying program to be determined by the *Language and Intercultural Communication unit*. Formal admission to the certificate program will normally follow upon satisfactory completion of the Qualifying Program.
- Students below 18 years of age without a CEGEP diploma (D.E.C.) will not be admitted to a certificate program, nor will they be permitted to take courses.

#### Admission Procedures

For more information, please see [School of Continuing Studies](#) > Getting Started > Admission Requirements > [section 3.5: Admission Procedures: Continuing Studies Undergraduate, Graduate, and Diploma Programs](#).

All students seeking admission to the *Certificate of Proficiency – French for Professional Communication* must also submit their Entrance Placement Test (EPT) result. Students who are eligible for admission to the program are strongly advised to submit an Application for Admission within their first session of studies.

#### Residency Requirements and Advanced Standing

- Students are required to complete at least 70% of the program requirements at McGill University.
- Advanced Standing of up to nine (9) credits may be granted for successfully completed equivalent courses taken at the university level within the last five years.
- Students are permitted to be away from the program for three (3) consecutive sessions without reapplying and retaking the Entrance Placement Test.

#### Time Limits

The program must be completed within four years from the date of admission. Students may request in writing an extension of this time limit, which may be granted under special circumstances with the approval of the Director.

#### Academic Standing Requirements

A student who obtains a grade of C (55%) or more in a given course is considered to have passed the course and is awarded three (3) university credits. Nevertheless, according to internal program regulations, a student must obtain a grade of B- (65%) or more in each course to be permitted to register for the next level and to qualify for the Certificate of Proficiency – French for Professional Communication.

An attendance of 2/3 of all lectures is mandatory.

A maximum of two unsatisfactory grades per course/level is permitted in a Certificate of Proficiency program. A student who cannot pass to a higher level after two attempts must have the permission of the relevant program coordinator in order to have permission to remain in the program. Overall, a maximum of three unsatisfactory grades is permitted in any of the Certificate of Proficiency programs.

**It is the student's responsibility to ensure that course and program requirements are met.** Students who fail to meet these requirements will be denied permission to continue in the course/program.

In order to be eligible for graduation, students must complete all program requirements with a cumulative grade point average (CGPA) of at least 2.0, which will be computed over all courses (including supplemental and unsatisfactory grades) taken in the program.

#### **Special Students**

Students not wishing to be admitted to the program may register as a "Special Student" in a course, provided they have taken the Entrance Placement Test (EPT), or have completed the necessary prerequisites. Please consult [School of Continuing Studies > Getting Started > Admission Requirements > section 3.10: Special Student Status: Undergraduate Courses](#) for further information pertaining to Special Students.

Special Students, although not formally admitted to the program, are expected to demonstrate seriousness of academic purpose, and are governed by the Academic Standing Requirements mentioned above.

#### **4.5.3.2.3 Certificate of Proficiency – French for Professional Communication: Entrance Placement Test (EPT)**

All new students are required to take an Entrance Placement Test (EPT) to assess their level of proficiency. The EPT is valid for a period of one (1) year from the test date. Students who do not register for a course within this time will be required to retake the EPT. Students who have no knowledge of French can sign a waiver attesting that they are beginners. Students who decide to sign this waiver after having read its contents carefully will be registered in a Basic French course. However, the Director has the right to transfer any student to another level if the waiver does not reflect the true level of the student.

The Entrance Placement Test lasts approximately two hours.

Since the test is written by large groups of students, test-takers are advised to arrive 20 minutes before the scheduled time and bring two pieces of photo ID, a sharp HB pencil, and an eraser.

The fee for the test is \$35 (non-refundable and may be subject to change), payable at the time of registration for the test. Entrance Placement Test results will be available on the third business day following the test date as well as at the time of course registration. In order to register for a course, new students must schedule an appointment.

For information on the Entrance Placement Test dates, please refer to our website:  
[www.mcgill.ca/continuingstudies/programs-and-courses/languages/french/certificate-proficiency---french-professional-communication/en](http://www.mcgill.ca/continuingstudies/programs-and-courses/languages/french/certificate-proficiency---french-professional-communication/en).

#### **4.5.3.2.4 Certificate of Proficiency – French for Professional Communication: Customized French Language Training**

*The Language and Intercultural Communication* unit offers customized French language training for specific professional and academic purposes.

Our programs are tailor-made to meet specific linguistic and communicative needs of local and international groups. We welcome groups of:

- employees from corporations, government agencies, organizations, institutions;
- elementary, high school, and college teachers, as well as university professors, who are required to teach in French;
- other professionals who are required to work, or who are currently working in a French-speaking environment;
- high school graduates and/or university students.

For more information, please refer to our website:

[www.mcgill.ca/continuingstudies/programs-and-courses/languages/french/certificate-proficiency---french-professional-communication](http://www.mcgill.ca/continuingstudies/programs-and-courses/languages/french/certificate-proficiency---french-professional-communication).

#### **4.5.3.3 Intensive French Program: Certificate of Proficiency in French – Language and Culture Overview**

The certificate is designed to offer thorough and integrated instruction of French as a second/foreign language over five levels (beginner to advanced).

##### **4.5.3.3.1 Intensive French Program: Certificate of Proficiency in French — Language and Culture (100 CEU)**

The program objectives include learning strategies for speaking, listening, writing, reading and pronunciation. It also includes special cultural modules for certain levels. Through this program, students will acquire the linguistic, communicative, pragmatic, and cultural competence needed to interact comfortably in work and social settings. Time is taken during class in the language laboratory to focus on each student's linguistic needs and development. Students benefit from small class sizes and enjoy sharing a unique learning experience with classmates from every corner of the world.

We offer five levels of study from Beginner to Advanced. Classes are held from 9:00 a.m. to 3:00 p.m., Monday to Friday. There are six sessions each year: offered during the Summer, Fall and Winter semesters. A student's level will be determined by the results of the Entrance Placement Test (held approximately one week before courses start). Upon completion of the last two levels of the program, with a minimum grade of B- (65%), students are eligible for the McGill Certificate of Proficiency in French - Language and Culture. The program also offers two complementary courses. These are designed to answer the student's specific needs. These courses will only be offered if the results of the placement test show that it is required and if the needs arise.

Application to the program must include full payment of tuition fees for one session. Tuition fees for subsequent sessions may be paid at a later date, determined by the University. Tuition fees do not include text books, medical insurance, travel or accommodation costs, or any class outings. Please note that credit card transactions cannot be conducted by telephone or by mail. Applications can be mailed, sent by courier, or faxed to the Client Service Office.

The courses are held during the day. Students benefit from small class sizes and enjoy sharing their learning experience with classmates who have come from all over the world. Some cultural activities are held after class during the week.

## Program Structure

Each of the courses below represents one "level" of the five levels of the program.

### Required Courses

(100 CEU)

CFRN 203*	(20)	Intensive French - Beginner
CFRN 323	(20)	Intensive French - Elementary
CFRN 333	(20)	Intensive French - Intermediate 1
CFRN 343**	(20)	Intensive French - Intermediate 2
CFRN 423	(20)	Intensive French - Advanced

### Notes:

\* CFRN 223 (20 CEU) Intensive French - Elementary Low

\* CFRN 223 (20 CEU) must be taken if a mark between 55 and 64% is obtained for CFRN 203 OR may be taken in place of CFRN 203 with permission of the program Director.

\*\* CFRN 355 (20 CEU) Intensive French - Intermediate High

\*\* CFRN 355 (20 CEU) must be taken if a mark between 55 and 64% is obtained for CFRN 343 OR may be taken in place of CFRN 343 with permission of the program Director.

### 4.5.3.3.2 Intensive French Program: Certificate of Proficiency in French – Language and Culture: Academic Regulations

#### 4.5.3.3.2.1 Admission requirements

- Students must be at least 18 years old.
- Students must have completed a secondary level of education, or the equivalent.
- Students must write a Placement Test to assess their level of proficiency. This test is valid for a maximum of one (1) year. After this period, students must retake the test.

#### 4.5.3.3.2.2 Admission procedures

Students wishing to register in the *Certificate of Proficiency in French – Language and Culture* must complete an application form and return it with:

- payment of the application fee (CAD\$80 – non-refundable and may be subject to change without notice) and tuition fees in Canadian funds by Visa/MasterCard, certified cheque, or money order payable to McGill University;
- proof of age (copy of passport or birth certificate). Applicants must be at least 18 years of age;
- proof of completion of secondary level of education or its equivalent;
- payment of mandatory Blue Cross insurance for international students for all sessions.

Admission to the program is on a first-come, first-served basis. **This is a limited enrolment program.** *Students must attend class before the third day or forfeit their registration.* To cancel a session, the Client Services Office must receive a written request **before the end of the third day of class.** The student will be refunded the remaining tuition and medical insurance fees minus a cancellation charge of CAD\$200 (subject to change without notice). Refund cheques are mailed within four to six weeks.

For information on the term dates, please refer to

[www.mcgill.ca/continuingstudies/programs-and-courses/languages/french/certificate-proiciency-fr-language-and-culture](http://www.mcgill.ca/continuingstudies/programs-and-courses/languages/french/certificate-proiciency-fr-language-and-culture).

#### 4.5.3.3.2.3 Academic Standing Requirements

A student who obtains a grade of C (55%) or more in a given course is considered to have passed the course. Nevertheless, according to internal program regulations, a student must obtain a grade of B- (65%) or more to be permitted to register for the next level. Attendance of 80% of all lectures is required in order to proceed from one course level to the next.

A maximum of two unsatisfactory grades per course/level is permitted in a Certificate of Proficiency program. A student who cannot pass to a higher level after two attempts must have the permission of the relevant program coordinator in order to have permission to remain in the program. Overall, a maximum of three unsatisfactory grades is permitted in any of the Certificate of Proficiency programs.

**It is the student's responsibility to meet the program prerequisites.** Students who fail to meet these requirements will be denied permission to continue in the course in which they have registered. The French Language Programs have some internal rules which students must respect. Students are expected to speak French in the classroom and on the school premises, with the exception of the first weeks in Beginners' level.

Active participation is required in class.

**4.5.3.2.4 Requirements of Eligibility for the McGill Certificate of Proficiency in French – Language and Culture**

- Students must complete both CFRN 343 and CFRN 423 courses of the program and receive a minimum grade of B- (65%) in each to qualify for the Certificate of Proficiency – Language and Culture. Please note that CFRN 423 is recognized by the *Ministère de l'Immigration, de la Diversité et de l'Inclusion* (MIDI) as equivalent to level 7 of the *Échelle québécoise des niveaux de compétence en français des personnes immigrantes adultes* or Quebec Scale.

**4.5.3.3 Placement Tests for the Certificate of Proficiency in French – Language and Culture**

All new students must take a placement test in order to determine their level and assess their needs. Students must have been admitted to the program in order to take the placement test, which is held approximately one week before classes start. The results of the test are valid for one year. Taking the test does not guarantee a place in a course. Students who have not taken courses in the *Language and Intercultural Communication unit* within one year are required to retake a placement test.

**4.5.3.4 International Students**

If you are not a Canadian citizen or Permanent Resident and wish to study for longer than one semester, you must apply for one-year admission in order to obtain a **Study Permit and a Quebec Certificate of Acceptance**.

Students wishing to study for one semester need only apply for a Temporary Resident Visa.

McGill does not issue any immigration documents. Students are advised to begin this process as soon as possible and to be patient. For further details, contact the School's Client Services Office, the Canadian Embassy, or the Consulate in your country of residence.

By Senate regulations, **ALL** international students and their dependants are required to participate in the University's Blue Cross medical insurance plan. The plan meets the Immigration Québec health insurance requirements.

Students who are citizens and residents of one of the following countries and are registered as full-time students are eligible for coverage under the provincial health care plan (Québec Medicare) and are therefore not required to purchase Blue Cross medical insurance: France, Denmark, Sweden, Norway, Finland, Luxembourg, and Portugal. In such cases, students must apply for the Québec Medicare plan and provide proof to the School's Client Services Office.

Those who study for more than one semester must purchase medical insurance for one academic year. These fees must be included with the tuition payment in one cheque to McGill University. Access to McGill Health Services is available upon payment of an additional Student Services fee.

**4.5.3.5 Housing**

The *Language and Intercultural Communication unit* can refer students to an organization that can place them in the home of a French-speaking family. This arrangement provides an ideal opportunity to speak French in the home setting and sample our Québécois hospitality. As well, Off-Campus Housing offers information on lodgings close to campus. University residences are available to students during the Summer session only. For more information, visit our website at [www.mcgill.ca/continuingstudies/prospective-students/english-and-french-intensive-application/frequently-asked-questions-faq](http://www.mcgill.ca/continuingstudies/prospective-students/english-and-french-intensive-application/frequently-asked-questions-faq) or contact the *Language and Intercultural Communication unit*.

**4.5.3.4 Certificate of Proficiency in Written French - Workplace Communication Overview**

The non-credit *Certificate of Proficiency in Written French – Workplace Communication* is designed to offer an intense training in written English as a Second/Foreign Language, from the mid-intermediate to the advanced level. For each level, the program includes specific language objectives, various forms of writing commonly used in the workplace, and strategies.

Many students studying French as a Second Language succeed in reaching an adequate level of oral fluency. However, they experience some difficulty in developing solid written communication skills which require more time and effort. This imbalance in language acquisition is a handicap in the workplace, where effective writing is a critical aspect of success for both employees and employers. With the rise of globalization, telecommuting and digital communications, good writing skills have indeed become vital in the modern workplace.

All courses in this program are offered in an online learning format.

For more information:

Email: [frenchonline.scs@mcgill.ca](mailto:frenchonline.scs@mcgill.ca)

Website: [www.mcgill.ca/continuingstudies/programs-and-courses/languages/online/written-french-workplace-communication](http://www.mcgill.ca/continuingstudies/programs-and-courses/languages/online/written-french-workplace-communication)

**4.5.3.4.1 Certificate of Proficiency in Written French — Workplace Communication (48 CEU)**

The non-credit *Certificate of Proficiency in Written French - Workplace Communication* is designed to offer an intense training in written French as a Second/Foreign Language, from the mid-intermediate to the advanced level. For each level, the program includes specific language objectives, various forms of writing commonly used in the workplace, and strategies for effective written communication. It is designed for the acquisition of the linguistic, communicative, and pragmatic competency needed in workplace contexts, and comprises a stringent pedagogical follow-up. The program's three levels are compatible with national and international frameworks of reference for languages, such as the Canadian Language Benchmarks (CLB), the American Council on the Teaching of Foreign Languages (ACTFL) Proficiency Guidelines, and the Common European Framework of Reference for Languages (CEFR).

**Required Courses**

CFRN 215	(8)	French Grammar at Work
CFRN 216	(8)	French Grammar and Writing in Context 1
CFRN 315	(8)	French Grammar and Writing in Context 2
CFRN 316	(8)	French Vocabulary for Workplace

CFRN 415	(8)	French Writing Techniques for Workplace
CFRN 416	(8)	French Written Communication Strategies for Workplace

#### 4.5.4 TEFaQ (Test d'évaluation du français adapté au Québec)

The TEFaQ is a French language proficiency test recognized by the *Ministère de l'Immigration, de la Diversité et de l'Inclusion* as a measure of proficiency for its CSQ immigration selection process.

The test contains four sections:

- Oral Comprehension (40 minutes)
- Oral Expression (15 minutes)
- Written Comprehension (60 minutes)
- Written Expression (60 minutes)

The test is offered by McGill University on behalf of the *Chambre de commerce et d'industrie de région Paris Île-de-France* (CCI Paris Île-de-France). For more detailed information on this test, please refer to: [www.francais.cci-paris-idf.fr/tefaq-et-e-tefaq](http://www.francais.cci-paris-idf.fr/tefaq-et-e-tefaq) or McGill's School of Continuing Studies at:

Telephone: 514-398-2681

Email: [tefaq.scs@mcgill.ca](mailto:tefaq.scs@mcgill.ca)

Website: [www.mcgill.ca/continuingstudies/programs-and-courses/languages/testing-and-certification/tefaq](http://www.mcgill.ca/continuingstudies/programs-and-courses/languages/testing-and-certification/tefaq)

#### 4.5.5 Spanish Language Programs and Courses (Offered by Translation and Written Communication)

For more information about McGill's School of Continuing Studies offering of Spanish Language Programs and Courses, offered by the Translation and Written Communication unit, refer to [School of Continuing Studies](#) > Areas of Study > Translation and Written Communication > About Translation and Written Communication Programs and Courses > [section 4.8.4.3: Spanish Language Programs and Courses](#).

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### 4.6 McGill Community for Lifelong Learning (MCLL)

#### 4.6.1 The McGill Community for Lifelong Learning (MCLL)

MCLL is primarily for people of retirement age who want to continue learning for the joy of it, and share their knowledge, ideas and experience with others. Whatever your interests or educational background, if you are intellectually curious, you will enjoy expanding your knowledge with others in a friendly and stimulating environment. You will also make new friends and have the satisfaction of being a student again in the surroundings of a university—with no exams!

Key to MCLL's sense of community is the commitment of members who, in addition to attending study groups, contribute their time in other ways. Members provide the team of moderators and lecturers, serve on the elected Council and committees, and take care of many administrative tasks.

The two cornerstones of learning at MCLL are peer learning and active participation. It is these principles that differentiate our programs from traditional university courses and classes. You will have the opportunity to choose from 30 to 50 study groups in a broad range of topics such as art, music, culture, literature, history, politics, health and science. There are also workshops on computer skills.

Our home base is at 688 Sherbrooke Street West (corner of University), part of the McGill downtown campus.

#### 4.6.2 Location

McGill Community for Lifelong Learning (MCLL)

688 Sherbrooke Street West, Suite 229

Montreal QC H3A 3R1

Telephone: 514-398-8234

Coordinator: 514-398-3627

Fax: 514-398-2757

Email: [mcll.scs@mcgill.ca](mailto:mcll.scs@mcgill.ca)

Website: [www.mcgill.ca/continuingstudies/programs-and-courses/mcll](http://www.mcgill.ca/continuingstudies/programs-and-courses/mcll)

Study groups are held in MCLL's own premises during the daytime, on the second floor at: 688 Sherbrooke (corner of University), a location with easy access to the McGill metro station or the 24 bus.

#### 4.6.3 Administrative Officers

##### Administrative Officers

Alex Megelas; B.A.(Bishop's), M.A.(C'dia)

Ana Milic

##### Program Coordinator

##### Administrative Coordinator

#### 4.6.4 Study Group Subjects

Each semester 25–60 study groups are offered, which cover a wide range of subjects, such as:

- art and architecture;
- computer skills;
- creative writing;
- current events;
- film studies;
- history;
- literature;
- music;
- philosophy;
- psychology;
- science and society;

and other topics.

Many topics are interdisciplinary. The Curriculum Committee welcomes proposals for new study groups and is also ready to help moderators prepare proposals.

#### 4.6.5 MCLL Schedule

MCLL study groups meet for a term of ten weeks (two hours per week, per subject) in Fall, Winter, and Spring.

Classes for 2015–2016 are tentatively scheduled as follows:

- **April 6, 2015 to June 12, 2015**
- **July 8, 2015 to August 19, 2015**
- **September 14, 2015 to November 20, 2015**
- **January 11, 2016 to March 19, 2016**

#### 4.6.6 Self-Administration

MCLL is self-administered by a Council elected by its members. The Council works in collaboration with the School of Continuing Studies. There are various committees, managed by the Council, to which many members contribute their talents. The committees are: Curriculum, Development, Planning, Special Events, Newsletter, Membership, and Communications. In addition, many members contribute to the day-to-day administration of the Institute.

MCLL is governed according to its bylaws, approved by the University Senate and Board of Governors. Full details are described in the *McGill Community for Lifelong Learning Member Handbook*.

#### 4.6.7 Special Events

In each study group, you will meet other adult learners who have similar interests and a keen sense of curiosity. In addition, there are various social and educational special events that are organized by and for the membership during the Fall, Winter, and Spring terms. These additional events introduce you to many more members who, like you, have a sense of curiosity and determination to exercise it.

Special events that have been organized in the past include lectures by McGill faculty, Saturday musical events, outings to the Macdonald campus and Botanical Gardens, and luncheons to celebrate the holiday season.

#### 4.6.8 Membership Fees

Because MCLL is grounded in a strong sense of community and because there are many activities offered outside of the study groups, members pay a membership fee rather than a fee for each individual study group. This fee entitles you to participate in study groups for the duration of the semester, includes McGill library privileges, and allows you to attend other special activities.

The current membership fee is \$105 per semester. An Associate membership is available for \$20. Associates receive the calendar and newsletter and may attend lectures and special events.



**Please note:** Fees are subject to annual review.

#### 4.6.9 Registration

A detailed calendar of study groups is available on the web prior to the beginning of each term. Registration can be processed either online, by mail, or in person.

Go to our website: [www.mcgill.ca/continuingstudies/programs-and-courses/mcll](http://www.mcgill.ca/continuingstudies/programs-and-courses/mcll) to view the calendar. To receive the calendar and registration instructions by mail, please contact us:

Telephone: 514-398-8234

Fax: 514-398-2757

Email: [mcll.scs@mcgill.ca](mailto:mcll.scs@mcgill.ca)

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### 4.7 Personal and Cultural Enrichment

#### 4.7.1 Personal and Cultural Enrichment (PACE)

Are you seeking to expand a skill set for your current or developing career, or wish to know more about a topic for personal enrichment? You can find it at the School of Continuing Studies' **Personal and Cultural Enrichment (PACE)** program.

PACE workshops, lectures, and sessions are exceptional learning opportunities which emphasize an interactive format. PACE facilitators are drawn from an extensive pool of academic, artistic, and professional talent who bring their respective expertise to an informal learning environment. Many of these sessions are available either as individual modules or with a discount as part of a series.

Programming is rooted in three main themes:

1. Arts & Culture
2. Social Issues & Community Engagement
3. Life Transitions

Open to the entire university community and the general public, PACE events take place at different venues on and off the McGill campus. Join us to find your PACE!

Website: [www.mcgill.ca/continuingstudies/programs-and-courses/personal-and-cultural-enrichment-pace](http://www.mcgill.ca/continuingstudies/programs-and-courses/personal-and-cultural-enrichment-pace)

#### 4.7.2 Course Offerings: Credit Courses

##### Credit Courses

CPAC 101	(1)	Topics in Citizenship and Social Engagement
CPAC 102	(1)	Topics in Volunteerism and Community Development

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### 4.8 Translation and Written Communication

#### 4.8.1 Translation and Written Communication

Are you fluent in English, French, and/or Spanish? Do you have an affinity for languages and written expression? The Translation and Written Communication unit offers certificate and diploma programs that can provide you with the skills and experience necessary to succeed as a translator. With a focus on translation

principles, language analysis, and hands-on translation of texts from a variety of fields, our programs prepare you for the challenges and rewards of a career in translation.

To accommodate the needs of working professionals and individuals keen to enter a new career, the *Certificate in Translation* and *Graduate Diploma in Translation* courses are offered in the evening. In classes limited to 25, students build core translation knowledge and skills, translating to or from English, French, or Spanish. At the graduate level, students produce a portfolio of their translation projects for evaluation that can also be used to assist their entry into the language industry as qualified translators.

For people seeking to improve their Spanish skills, we offer a four-level Spanish language program leading to a *Certificate of Proficiency in Spanish*. Intermediate-level speakers who do business in Latin America can advance their careers by earning the *Graduate Certificate in Professional Communication, Spanish*—a brand new program.

Individuals who would like to refine their academic writing skills or learn to write for a professional audience can do so at The McGill Writing Centre (MWC), which offers credit and non-credit courses for both degree program and continuing education students. The MWC also offers workshops, seminars, and tutorials. For more information, refer to [School of Continuing Studies > Areas of Study > section 4.9.1: McGill Writing Centre](#).

#### 4.8.2 Location

Translation and Written Communication  
688 Sherbrooke Street West, Room 1181  
Montreal QC H3A 3R1  
Canada

Telephone: 514-398-1484  
Fax: 514-398-1769

Email: [translation.conted@mcgill.ca](mailto:translation.conted@mcgill.ca)  
Website: [www.mcgill.ca/continuingstudies/about-scs/academic-areas/translation-written-communication](http://www.mcgill.ca/continuingstudies/about-scs/academic-areas/translation-written-communication)

#### 4.8.3 Administrative Officers

##### Administrative Officers

James Archibald; B.A.(McG.), B.Ph.(Montr.), M. ès L., Dr. 3<sup>e</sup> cy.(Lille), Ph.D.(Montr.) **Director, Translation and Written Communication**

Sue Laver; B.A.(S. Fraser), M.A.(East Anglia), Ph.D.(McG.) **Director, McGill Writing Centre**

#### 4.8.4 Translation and Written Communication Programs and Courses

Translation and Written Communication offers a wide variety of programs and courses to meet the needs of translators and language professionals keen to enhance career opportunities while studying part-time.

At the **undergraduate** level, students can attain a *Certificate in Translation* with English, French, or Spanish options, and at the **graduate** level, students can attain a *Graduate Diploma in Translation* with English, French, or Spanish options. Translation and Written Communication also offers a four-level Spanish language program leading to a *Certificate of Proficiency in Spanish* as well the *Graduate Certificate in Professional Communication – Spanish*. Individuals interested in pursuing official certification of proficiency in French as a second or foreign language can obtain a *DELF* or *DALF* diploma.

##### 4.8.4.1 Programs and Courses

##### NON-CREDIT PROGRAMS AND COURSES

Spanish Certificate of Proficiency

##### POST-CERTIFICATE COURSES

Advanced Spanish Conversation

Spanish for Business

Spanish Translation

##### CREDIT PROGRAMS

###### [section 4.8.4.4.1: Certificate in Translation](#)

(English to French, French to English, Spanish to French, Spanish to English, French/English to Spanish)

**CREDIT PROGRAMS***section 4.8.4.4.2: Graduate Diploma in Translation*

(English to French, French to English, Spanish to French, Spanish to English)

*: Graduate Certificate in Professional Communication — Spanish (18 credits)*See *section 4.8.4.3: Spanish Language Programs and Courses* for general information and academic requirements.**4.8.4.2 Professional Development and Job Opportunities***Translation and Written Communication* offers enriching translation and language instruction for:

- general and technical translators;
- language industry professionals;
- legal, medical, and scientific translators;
- bilingual journalists and writers;
- public relations specialists;
- travel-industry professionals;
- spanish-language students;
- individuals seeking French language certification (DELF/DALF).

**4.8.4.3 Spanish Language Programs and Courses**

The School offers a variety of Spanish Language programs and courses for people seeking to improve their Spanish language skills. Whether you are interested in learning the language, or pursuing Spanish language studies at an advanced level, these programs and courses can suit both your personal and professional needs.

**4.8.4.3.1 Classification Tests for Non-Credit, Part-Time Spanish Courses**For more information, see [www.mcgill.ca/continuingstudies/programs-and-courses/languages/spanish/spanish-language-courses](http://www.mcgill.ca/continuingstudies/programs-and-courses/languages/spanish/spanish-language-courses).

New students wishing to take our non-credit Spanish courses, other than Level One, are required to take a Spanish Classification Test before they can register. The Spanish Classification Test lasts approximately one hour and is held at 688 Sherbrooke Street West. We ask that you arrive 10 minutes before the scheduled time. Please bring a sharp HB pencil and eraser. For a limited time, the Spanish Classification Test is free. Please see

[www.mcgill.ca/continuingstudies/programs-and-courses/languages/spanish/spanish-language-courses](http://www.mcgill.ca/continuingstudies/programs-and-courses/languages/spanish/spanish-language-courses) for more information. Classification Test results will be available at the time of registration. Students should schedule their registration appointments no less than two days after the date of their Classification Test.

**4.8.4.3.1.1 Classification Test Dates – Spanish**For more information, see [www.mcgill.ca/continuingstudies/programs-and-courses/languages/spanish/spanish-language-courses](http://www.mcgill.ca/continuingstudies/programs-and-courses/languages/spanish/spanish-language-courses).**4.8.4.3.2 Academic Regulations – Non-credit Language Programs and Courses**

All non-credit language courses and programs are open to any person who is at least 18 years of age and fulfills the prerequisite requirements. A minimum grade of C is required in order to proceed from one language course level to the next. A maximum of three unsatisfactory grades is permitted in a certificate of proficiency program. Students who have more than three unsatisfactory grades on their record will be required to withdraw from the program.

It is the student's responsibility to respect all prerequisites. Students who fail to meet these requirements may be denied permission to continue in the course in which they have registered.

**4.8.4.3.3 Certificate of Proficiency in Spanish**

The School offers the Certificate of Proficiency in Spanish program: Level 1 to Level 4 courses are offered on a part-time basis, evenings and weekends (45 hours). Students who wish to receive this certificate must fulfil the following requirements:

- a. Complete Level 4 of the program with the McGill School of Continuing Studies.
- b. Obtain a minimum grade of **B+** in the Level 4 course.
- c. Attend at least 2/3 of all lectures.

Students who have studied Spanish at some other institution may be exempted from one or two levels depending on the progress they have made.

**4.8.4.3.4 Graduate Certificate in Professional Communication – Spanish: General Academic Requirements****General Academic Requirements**

This 18-credit program consists of two major constituent parts:

- *Module 1:* four required courses (12 credits)
- *Module 2:* a selection of complementary courses each covering a specific area of interest. Students must take two (2) complementary courses (6 credits)

Applicants must hold an undergraduate degree from a recognized university and demonstrate proof of proficiency in Spanish at an advanced level prior to entry into the program students must take the Entrance Exam. Students who fail the exam may be advised to take a Qualifying Program consisting of courses offered in the *Certificate of Proficiency in Spanish*.

#### Description

The 18-credit *Graduate Certificate in Professional Communication – Spanish* provides students with the tools for more effective intercultural or international professional communication in a variety of occupational domains. It is intended to perfect students' linguistic competence in communication-specific areas and create a deeper understanding of linguistic and cultural diversity.

All students must successfully pass the Entrance Examination. Otherwise they may be advised to take a qualifying course or program.

The two modules of the *Spanish for Professional Communication – Spanish* program provide an effective way of attaining an advanced-superior level of proficiency (C1 + C2) in Spanish for specific purposes, thus endowing students with the necessary *savoir-faire* for professional communication.

#### 4.8.4.3.4.1 Admission Requirements

To be admitted to the Graduate Certificate in Professional Communication – Spanish:

1. Applicants must have an undergraduate degree from an approved university with a cumulative grade point average (CGPA) of 3.0 or more and with a concentration in Spanish language/literature or the equivalent. If the degree is in another field, applicants may be required to follow a Qualifying Program in the Spanish language consisting of courses to be determined by the Department.
2. Applicants must pass the Entrance Exam **or** provide proof of advanced knowledge of the Spanish language (i.e., a B.A. with a concentration in Spanish, the DELE Diploma de Español – B2, the EC Common Reference Level of B2, or the *Certificate of Proficiency in Spanish*).

Students who do not register within one year of the date of admission will be required to re-apply.

\* If your CGPA is lower than the above requirement, please submit the following for consideration with your application and official transcript:

a) **Letter of Intent:** A letter, one to two pages in length, double-spaced, written in English or French, which addresses the following:

- basis for interest in the program;
- your knowledge that would be pertinent to the program;
- your interest in the field of study and the reasons for applying to our program;
- plans for integrating the training into your current or future career;
- a description of your professional experience and its relevance, if applicable, to the program;
- awards received or other contributions;
- any additional information relevant to your application.

b) **Curriculum Vitae**

c) **Two Letters of Reference:** At least one should be from a current or former employer.

Supporting documents should be delivered to:

Client Services Office  
Admissions & Convocation  
School of Continuing Studies  
688 Sherbrooke Street West, Room 1125  
Montreal QC H3A 3R1  
Canada

If you have studied outside of Canada, you are strongly advised to request an evaluation of your degree called *Évaluation comparative des études effectuées hors du Québec*, from the *ministère de l'Immigration, de la Diversité et de l'Inclusion*. For further details you may contact their office at: 514-864-9191 or visit them on the web at: [www.immigration-quebec.gouv.qc.ca/en/education/comparative-evaluation/index.html](http://www.immigration-quebec.gouv.qc.ca/en/education/comparative-evaluation/index.html).

If you have completed an undergraduate degree from a recognized university outside of Canada and are applying to this program for which a minimum CGPA is required, please visit the following website for International Degrees' CGPA calculation:

[www.mcgill.ca/gradapplicants/apply/prepare/requirements/international-degree-equivalency](http://www.mcgill.ca/gradapplicants/apply/prepare/requirements/international-degree-equivalency).

#### 4.8.4.3.4.2 Admission Procedures

Please see [School of Continuing Studies](#) > [Getting Started](#) > [Admission Requirements](#) > [section 3.5: Admission Procedures: Continuing Studies Undergraduate, Graduate, and Diploma Programs](#).

#### 4.8.4.3.4.3 Residency Requirements and Advanced Standing

Students are required to complete at least five courses in the program at McGill University. Advanced Standing of one course may be awarded for successfully completed equivalent study done at another university within the last five years.

Students who have been granted Advanced Standing and/or exemptions are not permitted to register for the courses for which they have been granted said Advanced Standing and/or exemptions. An official description of the courses taken elsewhere and the marks obtained must be submitted along with a written application for Advanced Standing before completing the first year of the program.

#### 4.8.4.3.4.4 Time Limits

The program must normally be completed within two years of the date of admission. Students exceeding the time limit may request an extension, in writing, which may be granted under special circumstances, with the approval of the Director.

#### 4.8.4.3.4.5 Academic Standing Requirements

1. Students are required to obtain a minimum grade of B- in each course in the program. This is in accordance with the Grading System common to Graduate level programs in the University. To obtain the Graduate Certificate students are required to have a CGPA of 3.0 or higher.
2. Students may repeat the same course once.
3. Students who have more than one unsatisfactory grade in the program will be required to withdraw from the program.
4. Students must attend 2/3 of all lectures.

#### 4.8.4.3.4.6 Special Students

Special Students may register by **department approval only** and must meet the minimum requirements to register for courses. A Special Student takes regular credit courses, but is not recognized as working toward the Graduate Certificate. Special Student status is limited to four (4) courses in a program. Students are encouraged to apply to the program before completing four (4) courses.

#### 4.8.4.3.4.7 Graduate Certificate in Professional Communication — Spanish (18 credits)

The 18-credit Graduate Certificate in Professional Communication — Spanish provides students with the tools for more effective intercultural or international professional communication in a variety of occupational domains. It is intended to perfect students' linguistic competence in Spanish in communication specific areas and create a deeper understanding of linguistic and cultural diversity. The program provides an effective way of attaining an advanced superior level of proficiency (C1+C2) in Spanish for specific purposes, thus endowing students with the necessary *savoir-faire* for professional communication.

Note: All students must successfully pass the Entrance Examination. Otherwise they may be advised to take a qualifying course or program.

#### Required Courses (12 credits)

CSPN 541	(3)	Language and Culture for Professional Communication
CSPN 542	(3)	Written Communication Contexts
CSPN 543	(3)	Oral Communication Contexts
CSPN 544	(3)	Professional Discourse

#### Complementary Courses (6 credits)

CCTR 522	(3)	Advanced Précis - Writing (Spanish)
CCTR 523	(3)	Text Revision in Spanish/Révision de textes en Espagnol
CCTR 524	(3)	Differential History of Spanish
CSPN 540	(3)	Organizational Culture in the Hispanic World

#### 4.8.4.4 Translation Programs

This certificate offers two unique translation programs:

1. Certificate in Translation (English to French, French to English; Spanish to French, Spanish to English, French/English to Spanish): a 30-credit, undergraduate-level program. Courses are offered evenings (39 hours).
2. Graduate Diploma in Translation (English to French, French to English, Spanish to French, Spanish to English): a 30-credit, graduate-level program. Courses are offered evenings (39 hours).

#### 4.8.4.4.1 Certificate in Translation

This certificate program is designed to provide students with the fundamentals of translation.

##### 4.8.4.4.1.1 Translation Programs: General Academic Requirements

###### 4.8.4.4.1.1.1 Admission Requirements

To be admitted to the Certificate Program in Translation:

1. A considerable degree of fluency and correctness is required in English, French, and/or Spanish with emphasis on the written language;
2. Students must pass an Entrance Examination;

3. Students must hold a CEGEP diploma (D.C.S. or equivalent);
4. Students 21 years of age and over who do not have the normal academic background for admission may be admitted as Mature students;
5. Students between 18 and 21 years of age who do not have a CEGEP diploma or equivalent may be accepted into a qualifying program to be determined by Translation and Written Communication. Formal admission to the certificate program will normally follow upon satisfactory completion of the qualifying program.

#### 4.8.4.4.1.1.2 Admission Procedures

For more information, see [School of Continuing Studies > Getting Started > Admission Requirements > section 3.5: Admission Procedures: Continuing Studies Undergraduate, Graduate, and Diploma Programs](#).

#### 4.8.4.4.1.1.2.1 Residency Requirements and Advanced Standing

Students are required to complete at least 70% of the total program requirements at McGill University. Advanced Standing of up to 9 credits may be awarded for successfully completed equivalent study done at the university level, within the last five years. Students are permitted to be away from the program for no more than one year without reapplying.

#### 4.8.4.4.1.1.2.2 Time Limits

The program must normally be completed within four years of admission. Students exceeding the time limit may request an extension, in writing, which may be granted under special circumstances, with the approval of the Director.

#### 4.8.4.4.1.1.2.3 Academic Standing Requirements

1. Students are required to obtain a minimum grade of B- in each course in the program;
2. Students who have more than one unsatisfactory grade in the program will be required to withdraw from the program;
3. In order to be eligible for the certificate, students must obtain a minimum cumulative grade point average (CGPA) of 3.0 over 4.0 in the program (to be calculated over all courses including unsatisfactory grades and failures);
4. Students must attend at least 2/3 of all lectures.

#### 4.8.4.4.1.1.2.4 Second Certificate

Students having completed the Certificate in Translation, and wishing to complete a second certificate in another language of specialization, will be granted a maximum of 9 credits (three courses) Advanced Standing for duplicate courses already completed.

#### 4.8.4.4.1.1.2.5 Special Students

1. Special Students may take courses in the program provided they have passed the Entrance Examination. Please consult [School of Continuing Studies > Getting Started > Admission Requirements > section 3.10: Special Student Status: Undergraduate Courses](#) for further information pertaining to Special Students.
2. Special Students, although not formally admitted to the program, are expected to demonstrate seriousness of academic purpose. Special Students are permitted to repeat the same course only once.
3. Special Students taking courses in the Certificate in Translation program will be governed by the *Academic Standing Requirements* mentioned in [section 4.8.4.4.1.1: Translation Programs: General Academic Requirements](#).

#### *4.8.4.4.1.2 Certificate in Translation — English to French Option (30 credits)*

This program is designed to provide students with the fundamentals of written translation. The Certificate in Translation (English to French Option) requires the completion of 30 credits (ten courses). Non-credit preparatory courses must be completed by students who do not succeed in the Entrance Examination.

In the first stages of the program, equal time is devoted to translation in the languages of choice. The Comparative Stylistics course is designed to alert students to the uses of language and to the problems of translation; the translation courses provide practical experience in the actual translation of texts in a variety of fields. In the final stage, students are divided according to the language of specialization they have chosen.

#### **Entrance Examination**

#### **Preparatory Course(s)**

CCTR 222	(10)	English Usage for Translators
CCTR 223	(10)	Le bon usage pour traducteurs

#### **Required Courses (27 credits)**

CCTR 225	(3)	French Translation 1
CCTR 226	(3)	English Translation 1
CCTR 232*	(3)	Documentation and Terminology/Documentation et terminologie
CCTR 233	(3)	Techniques: Rédaction pour traducteurs
CCTR 310*	(3)	Comparative Stylistics 2

CCTR 325	(3)	French Translation 2
CCTR 326	(3)	English Translation 2
CCTR 433	(3)	French Translation 3
CCTR 435	(3)	French Translation 4

**Complementary Course (3 credits)**

CCOM 205	(3)	Communication in Management 1
CCTR 230*	(3)	Précis-Writing / Contraction: texte
CCTR 330*	(3)	Text Revision/Révision: Texte 01
CCTR 331*	(3)	Translation Theory/Practice
CCTR 333	(3)	Spanish Translation to French
CCTR 334	(3)	Spanish Translation to English
CCTR 360	(3)	Spanish Translation 2
CCTR 401**	(3)	Independent Studies: Translation
CCTR 441	(3)	Traduction Littéraire-Français
CCTR 442	(3)	Literary Translation-English
CCTR 500**	(3)	Translation Practicum

\* Bilingual course

\*\* Undergraduate degree and/or departmental approval required.

**4.8.4.4.1.3 Certificate in Translation — French to English Option (30 credits)**

This program is designed to provide students with the fundamentals of written translation. The Certificate in Translation (French to English Option) requires the completion of 30 credits (ten courses). Non-credit preparatory courses must be completed by students who do not succeed in the Entrance Examination.

In the first stages of the program, equal time is devoted to translation in the languages of choice. The Comparative Stylistics course is designed to alert students to the uses of language and to the problems of translation; the translation courses provide practical experience in the actual translation of texts in a variety of fields. In the final stage, students are divided according to the language of specialization they have chosen.

**Entrance Examination****Preparatory Course(s)**

CCTR 222	(10)	English Usage for Translators
CCTR 223	(10)	Le bon usage pour traducteurs

**Required Courses (27 credits)**

CCTR 225	(3)	French Translation 1
CCTR 226	(3)	English Translation 1
CCTR 232*	(3)	Documentation and Terminology/Documentation et terminologie
CCTR 234	(3)	Writing Techniques for Translators
CCTR 310*	(3)	Comparative Stylistics 2
CCTR 325	(3)	French Translation 2
CCTR 326	(3)	English Translation 2
CCTR 434	(3)	English Translation 3
CCTR 436	(3)	English Translation 4

**Complementary Course (3 credits)**

CCOM 205	(3)	Communication in Management 1
CCTR 230*	(3)	Précis-Writing / Contraction: texte
CCTR 330*	(3)	Text Revision/Révision: Texte 01
CCTR 331*	(3)	Translation Theory/Practice
CCTR 333	(3)	Spanish Translation to French
CCTR 334	(3)	Spanish Translation to English
CCTR 360	(3)	Spanish Translation 2
CCTR 401**	(3)	Independent Studies: Translation
CCTR 441	(3)	Traduction Littéraire-Français
CCTR 442	(3)	Literary Translation-English
CCTR 500**	(3)	Translation Practicum

\* Bilingual course

\*\* Undergraduate degree and/or departmental approval required.

#### **4.8.4.4.1.4 Certificate in Translation — Spanish to French Option (30 credits)**

The Certificate in Translation (Spanish to French Option) requires the completion of 30 credits (ten courses). Non-credit preparatory courses must be completed by students who do not succeed in the Entrance Examination.

In the first stages of the program, equal time is devoted to translation in the languages of choice. In the final stage, students are divided according to the language of specialization they have chosen. The Comparative Stylistics course is designed to alert students to the uses of language and to the problems of translation; the translation courses provide practical experience in the actual translation of texts in a variety of fields.

#### **Entrance Examination**

##### **Required Courses (27 credits)**

CCTR 227	(3)	Spanish Translation 1
CCTR 232	(3)	Documentation and Terminology/Documentation et terminologie
CCTR 233	(3)	Techniques: Rédaction pour traducteurs
CCTR 317	(3)	Comparative Stylistics: Spanish/English/French
CCTR 331	(3)	Translation Theory/Practice
CCTR 333	(3)	Spanish Translation to French
CCTR 340	(3)	Introduction to Spanish Text Revision
CCTR 360	(3)	Spanish Translation 2
CCTR 437	(3)	Spanish Translation 3

##### **Complementary Courses (3 credits)**

3 credits from the following:

CCOM 205	(3)	Communication in Management 1
CCTR 230	(3)	Précis-Writing / Contraction: texte
CCTR 401**	(3)	Independent Studies: Translation
CCTR 441	(3)	Traduction Littéraire-Français
CCTR 442	(3)	Literary Translation-English
CCTR 500**	(3)	Translation Practicum

\*\* Undergraduate degree and/or departmental approval required.

#### **4.8.4.4.1.5 Certificate in Translation — Spanish to English Option (30 credits)**

The Certificate in Translation (Spanish to English Option) requires the completion of 30 credits (ten courses). Non-credit preparatory courses must be completed by students who do not succeed in the Entrance Examination.

In the first stages of the program equal time is devoted to translation in the languages of choice. In the final stage, students are divided according to the language of specialization they have chosen. The Comparative Stylistics course is designed to alert students to the uses of language and to the problems of translation; the translation courses provide practical experience in the actual translation of texts in a variety of fields.

### Entrance Examination

#### Required Courses (27 credits)

CCTR 227	(3)	Spanish Translation 1
CCTR 232	(3)	Documentation and Terminology/Documentation et terminologie
CCTR 234	(3)	Writing Techniques for Translators
CCTR 317	(3)	Comparative Stylistics: Spanish/English/French
CCTR 331	(3)	Translation Theory/Practice
CCTR 334	(3)	Spanish Translation to English
CCTR 340	(3)	Introduction to Spanish Text Revision
CCTR 360	(3)	Spanish Translation 2
CCTR 437	(3)	Spanish Translation 3

#### Complementary Courses (3 credits)

3 credits from the following:

CCOM 205	(3)	Communication in Management 1
CCTR 230	(3)	Précis-Writing / Contraction: texte
CCTR 401**	(3)	Independent Studies: Translation
CCTR 441	(3)	Traduction Littéraire-Français
CCTR 442	(3)	Literary Translation-English
CCTR 500**	(3)	Translation Practicum

\*\* Undergraduate degree and/or departmental approval required.

#### 4.8.4.4.1.6 Certificate in Translation — French/English into Spanish Option (30 credits)

The Certificate in Translation (French/English into Spanish Option) requires the completion of 30 credits (ten courses). Non-credit preparatory courses must be completed by students who do not succeed in the Entrance Examination.

In the first stages of the program, equal time is devoted to translation in the languages of choice. In the final stage, students are divided according to the language of specialization they have chosen. The Comparative Stylistics course is designed to alert students to the uses of language and to the problems of translation; the translation courses provide practical experience in the actual translation of texts in a variety of fields.

### Entrance Examination

#### Required Courses (27 credits)

CCTR 227	(3)	Spanish Translation 1
CCTR 232	(3)	Documentation and Terminology/Documentation et terminologie
CCTR 237	(3)	Writing Techniques (Spanish)
CCTR 317	(3)	Comparative Stylistics: Spanish/English/French
CCTR 331	(3)	Translation Theory/Practice
CCTR 340	(3)	Introduction to Spanish Text Revision
CCTR 360	(3)	Spanish Translation 2
CCTR 437	(3)	Spanish Translation 3
CCTR 438	(3)	Spanish Translation 4

#### Complementary Courses (3 credits)

3 credits from the following:

CCOM 205	(3)	Communication in Management 1
CCTR 230	(3)	Précis-Writing / Contraction: texte
CCTR 401*	(3)	Independent Studies: Translation
CCTR 441	(3)	Traduction Littéraire-Français
CCTR 442	(3)	Literary Translation-English
CCTR 500*	(3)	Translation Practicum

\* Undergraduate degree and/or departmental approval required.

#### **4.8.4.4.2 Graduate Diploma in Translation**

This Graduate Diploma in Translation provides academic training in translation at the professional level.

##### **4.8.4.4.2.1 Graduate Diploma in Translation: General Academic Requirements**

###### **General Academic Requirements**

The Diploma Program is divided into three (3) major constituent parts. The first part consists of the required courses; the second of the complementary courses; and the third of the comprehensive evaluation through the presentation of a student portfolio.

Students must successfully complete six (6) required courses. In addition to the required courses, Diploma candidates must choose four (4) complementary courses in the option of their specialization. Students in the Spanish option must take CCTR 523 *Text Revision in Spanish* from the required courses as well as a minimum of three (3) complementary courses from the Spanish language section. Students with proficient knowledge of a third language may take one (1) course (3 credits) from the list of third language courses in translation offered in the certificate program. However, students in the Spanish option of the diploma program do not qualify to take the Spanish courses in the Certificate in Translation program for credit.

Upon completion of the academic program, students will present a comprehensive portfolio of their accomplishments for evaluation. Under the guidance of an adviser, students will prepare for this purpose a "best work" portfolio of the courses taken throughout their program. Based on the information gathered over the duration of the program, students will explain their progress and place the relevance of each of their courses into perspective. The "best work" portfolio provides students with the opportunity to show work done in their third language.

###### **4.8.4.4.2.1.1 Admission Requirements**

To be admitted to the Graduate Diploma in Translation:

1. Applicants must be proficient in the two languages of their concentration: English/French, Spanish/French, or Spanish/English, as applicable. Reading knowledge of the third language is necessary for students in the Spanish option;
2. Applicants must have an undergraduate degree from an approved university with a minimum cumulative grade point average (CGPA) of 3.0 out of 4.0 OR a minimum grade point average (GPA) of 3.2 out of 4.0, in the last two years of full-time academic studies.\* In addition, applicants must have completed a concentration in Translation Studies consisting of no less than 30 credits, or equivalent, at the undergraduate level.

If the degree is in another field, applicants will be required to follow the Qualifying Program in translation, be it in part or in its entirety. The Qualifying Program consists of those courses included in the Certificate in Translation.

**\* If your CGPA is lower than the above requirement, please submit the following for consideration with your application and official transcript.**

**a) Letter of Intent:** A letter, one to two pages in length, single-spaced, written in English or French, which addresses the following:

- basis for interest in the program;
- your knowledge that would be pertinent to the program;
- your interest in the field of study and the reasons for applying to our program;
- plans for integrating the training into your current or future career;
- a description of your professional experience and its relevance, if applicable, to the program;
- awards received or other contributions;
- any additional information relevant to your application.

**b) Curriculum Vitae**

**c) Two Letters of Reference:** At least one should be from a current or former employer.

Supporting documents should be delivered to:

Client Services Office  
Admissions & Convocation  
School of Continuing Studies  
688 Sherbrooke Street West, Room 1125  
Montreal QC H3A 3R1 Canada

3. If you have studied outside of Canada, you are strongly advised to request an evaluation of your degree called *Évaluation comparative des études effectuées hors du Québec*, from the *Ministère de l'Immigration, de la Diversité et de l'Inclusion*. For further details, you may contact their office at 514-864-9191 or visit them on the web at [www.immigration-quebec.gouv.qc.ca/en/education/comparative-evaluation/index.html](http://www.immigration-quebec.gouv.qc.ca/en/education/comparative-evaluation/index.html).

If you have completed an undergraduate degree from a recognized university outside of Canada and are applying to this program for which a minimum CGPA is required, please visit the following website for International Degrees' CGPA calculation: [www.mcgill.ca/gradapplicants/apply/prepare/requirements/international-degree-equivalency](http://www.mcgill.ca/gradapplicants/apply/prepare/requirements/international-degree-equivalency).

4. Applicants must pass the Diploma Entrance Examination (see [www.mcgill.ca/continuingstudies/about-scs/academic-areas/translation-written-communication](http://www.mcgill.ca/continuingstudies/about-scs/academic-areas/translation-written-communication)).

#### 4.8.4.4.2.1.2 Admission Procedures

Please see [School of Continuing Studies > Getting Started > Admission Requirements > section 3.5: Admission Procedures: Continuing Studies Undergraduate, Graduate, and Diploma Programs](#).

#### 4.8.4.4.2.1.3 Residency Requirements and Advanced Standing

Students are required to complete at least 70% of the total program requirements at McGill University. Advanced Standing of up to 9 credits may be awarded for successfully completed equivalent courses done within the last five years.

Students who have been granted Advanced Standing and/or exemptions are not permitted to register for the courses for which they have been granted said Advanced Standing and/or exemptions.

An official description of the courses taken elsewhere and the marks obtained must be submitted along with a written application for Advanced Standing.

#### 4.8.4.4.2.1.4 Time Limits

The program must normally be completed within four years of the date of admission. Students exceeding the time limit may request an extension, in writing, which may be granted under special circumstances, with the approval of the Director.

#### 4.8.4.4.2.1.5 Academic Standing Requirements

1. Students are required to obtain a minimum grade of B- in each course in the program. This is in accordance with the grading system common to graduate-level programs in the University. For further details, see [University Regulations and Resources](#);
2. Students may repeat the same course only once;
3. Students who have more than one unsatisfactory grade in the program will be required to withdraw from the program;
4. Students must attend at least 2/3 of all lectures;
5. After successful completion of all courses, students must complete a Comprehensive Evaluation.

#### 4.8.4.4.2.1.6 Special Students

Members of the *Ordre des traducteurs, terminologues et interprètes agréés du Québec* or suitably qualified students wishing to take only certain courses and not wishing to be admitted to the Graduate Diploma in Translation may register as a Special Student with *Translation and Written Communication's* approval. Please consult [School of Continuing Studies > Getting Started > Admission Requirements > section 3.11: Special Student Status: Graduate-Level Courses](#) for further information pertaining to Special Students.

#### 4.8.4.4.2.2 Graduate Diploma in Translation — English to French Option (30 credits)

The Graduate Diploma in Translation, when combined with the Certificate in Translation or equivalent, will give access to the professional designation delivered by the *Ordre des traducteurs, terminologues, et interprètes agréés du Québec*.

#### Entrance Examination

#### Required Courses (18 credits)

CCTR 503	(3)	Translation Studies (English/French/Spanish)
CCTR 510	(3)	Computer Assisted Translation / Informatique en traduction
CCTR 520	(3)	Applied Research: Lexicography/Recherche en lexicographie
CCTR 526	(3)	Linguistics for Translation / La linguistique et la traduction
CCTR 527	(3)	History of Translation/Histoire de la traduction
CCTR 529	(3)	Text Revision/Révision: Texte 02

#### Complementary Courses (12 credits)

12 credits selected as follows:

9 credits from the following courses:

CCTR 511	(3)	Traduction Spécialisée 1
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CCTR 515	(3)	Les Classiques Anglais
CCTR 517	(3)	Histoire Différentielle: Français
CCTR 533	(3)	Specialized Translation (English/French)

3 credits from the following courses:

CCTR 500	(3)	Translation Practicum
CCTR 519	(3)	Guided Cultural Reading / Lectures culturelles dirigées
CCTR 528	(3)	Current Cultural Topics
CCTR 601	(3)	Independent Studies

**Required Comprehensive Evaluation:**

The final component of the program is the presentation of the student's portfolio of accomplishments.

CCTR 551	(0)	Comprehensive Evaluation/Évaluation globale
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**4.8.4.4.2.3 Graduate Diploma in Translation — French to English Option (30 credits)**

The Graduate Diploma in Translation, when combined with the Certificate in Translation or equivalent, will give access to the professional designation delivered by the Ordre des traducteurs, terminologues, et interprètes agréés du Québec.

**Entrance Examination**

**Required Courses (18 credits)**

CCTR 503	(3)	Translation Studies (English/French/Spanish)
CCTR 510	(3)	Computer Assisted Translation / Informatique en traduction
CCTR 520	(3)	Applied Research: Lexicography/Recherche en lexicographie
CCTR 526	(3)	Linguistics for Translation / La linguistique et la traduction
CCTR 527	(3)	History of Translation/Histoire de la traduction
CCTR 529	(3)	Text Revision/Révision: Texte 02

**Complementary Courses (12 credits)**

12 credits selected as follows:

9 credits from the following courses:

CCTR 512	(3)	Specialized Translation 1
CCTR 516	(3)	French Canon in Translation
CCTR 518	(3)	Differential History of English
CCTR 533	(3)	Specialized Translation (English/French)

3 credits from the following courses:

CCTR 500	(3)	Translation Practicum
CCTR 519	(3)	Guided Cultural Reading / Lectures culturelles dirigées
CCTR 528	(3)	Current Cultural Topics
CCTR 601	(3)	Independent Studies

**Required Comprehensive Evaluation:**

The final component of the program is the presentation of the student's portfolio of accomplishments.

CCTR 551	(0)	Comprehensive Evaluation/Évaluation globale
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**4.8.4.4.2.4 Graduate Diploma in Translation — Spanish to French Option (30 credits)**

The Graduate Diploma in Translation, when combined with the Certificate in Translation or equivalent, will give access to the professional designation delivered by the Ordre des traducteurs, terminologues, et interprètes agréés du Québec.

**Entrance Examination**

**Required Courses (18 credits)**

CCTR 503	(3)	Translation Studies (English/French/Spanish)
CCTR 510	(3)	Computer Assisted Translation / Informatique en traduction
CCTR 520	(3)	Applied Research: Lexicography/Recherche en lexicographie
CCTR 523	(3)	Text Revision in Spanish/Révision de textes en Espagnol
CCTR 526	(3)	Linguistics for Translation / La linguistique et la traduction
CCTR 527	(3)	History of Translation/Histoire de la traduction

**Complementary Courses (12 credits)**

12 credits selected as follows:

9 credits from the following courses:

CCTR 521	(3)	Advanced Comparative Stylistics
CCTR 522	(3)	Advanced Précis - Writing (Spanish)
CCTR 524	(3)	Differential History of Spanish
CCTR 525	(3)	Spanish Canon in Translation

3 credits from the following courses:

CCTR 500	(3)	Translation Practicum
CCTR 511	(3)	Traduction Spécialisée 1
CCTR 515	(3)	Les Classiques Anglais
CCTR 517	(3)	Histoire Différentielle: Français
CCTR 519	(3)	Guided Cultural Reading / Lectures culturelles dirigées
CCTR 528	(3)	Current Cultural Topics
CCTR 533	(3)	Specialized Translation (English/French)
CCTR 601	(3)	Independent Studies

**Required Comprehensive Evaluation:**

The final component of the program is the presentation of the student's portfolio of accomplishments.

CCTR 551	(0)	Comprehensive Evaluation/Évaluation globale
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**4.8.4.4.2.5 Graduate Diploma in Translation — Spanish to English Option (30 credits)**

The Graduate Diploma in Translation, when combined with the Certificate in Translation or equivalent, will give access to the professional designation delivered by the Ordre des traducteurs, terminologues, et interprètes agréés du Québec.

**Entrance Examination**

**Required Courses (18 credits)**

CCTR 503	(3)	Translation Studies (English/French/Spanish)
CCTR 510	(3)	Computer Assisted Translation / Informatique en traduction
CCTR 520	(3)	Applied Research: Lexicography/Recherche en lexicographie
CCTR 523	(3)	Text Revision in Spanish/Révision de textes en Espagnol
CCTR 526	(3)	Linguistics for Translation / La linguistique et la traduction
CCTR 527	(3)	History of Translation/Histoire de la traduction

**Complementary Courses (12 credits)**

12 credits selected as follows:

9 credits from the following courses:

CCTR 521	(3)	Advanced Comparative Stylistics
CCTR 522	(3)	Advanced Précis - Writing (Spanish)
CCTR 524	(3)	Differential History of Spanish
CCTR 525	(3)	Spanish Canon in Translation

3 credits from the following courses:

CCTR 500	(3)	Translation Practicum
CCTR 512	(3)	Specialized Translation 1
CCTR 516	(3)	French Canon in Translation
CCTR 518	(3)	Differential History of English
CCTR 519	(3)	Guided Cultural Reading / Lectures culturelles dirigées
CCTR 528	(3)	Current Cultural Topics
CCTR 533	(3)	Specialized Translation (English/French)
CCTR 601	(3)	Independent Studies

**Required Comprehensive Evaluation:**

The final component of the program is the presentation of the student's portfolio of accomplishments.

CCTR 551	(0)	Comprehensive Evaluation/Évaluation globale
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**4.8.4.4.3 Ordre des traducteurs, terminologues et interprètes agréés du Québec**

The *Ordre des traducteurs, terminologues et interprètes agréés du Québec* is an order with a reserved title representing nearly 2000 members, all of whom are certified language professionals.

As part of its mandate to protect the public, the Order has adopted the following mission: to ensure and promote the competence and professionalism of its members in the fields of translation, terminology, and interpretation.

Students holding both the Certificate in Translation and the Graduate Diploma in Translation may apply for an equivalence in order to have access to the professional designation. Students wishing to apply for admission as student members or to apply for certification may do so by contacting the certification coordinator at 514-845-4411, ext. 223, or at 1-800-265-4815, ext. 223.

**OTTIAQ**

2021 Union Avenue, Suite 1108  
Montreal QC H3A 2S9

Telephone: 514-845-4411

Fax: 514-845-9903

Email: [info@ottiaq.org](mailto:info@ottiaq.org)

Website: <http://ottiaq.org/en>

## 4.9 The McGill Writing Centre

### 4.9.1 McGill Writing Centre

Would you like to refine your academic writing skills or learn to write for a specific professional audience? The McGill Writing Centre (MWC) can help you achieve your goals. As a student in one of the MWC's courses, you will learn essential writing techniques that will help you to succeed both at university and in many different professions.

Located in the McLennan-Redpath Library, the MWC is the University's central resource for written communication. The Centre offers credit courses in academic and professional writing for both native and non-native English speakers, and a tutorial service open to all students. In addition, the Centre offers a number of non-credit courses that teach writing skills for different media and professional contexts. These non-credit courses are open to the public, as well as to members of the McGill community; see [www.mcgill.ca/mwc/special-interest-courses](http://www.mcgill.ca/mwc/special-interest-courses).

#### Credit Courses for Degree Program Students

Course Number	Title	Credits	MWC Placement Test *
CCOM 206	Communication in Engineering	3	No
CEAP 250	Research Essay and Rhetoric	3	No
CEAP 642	Cornerstones of Academic Writing	1	No
CEAP 643	Literature Reviews and Scholarly Niches	1	No
CEAP 652	Fundamentals of Academic Presentations	1	No
CESL 299	ESL: Academic English Seminar	3	No
CESL 300	ESL: Academic English 2	3	Yes
CESL 400	ESL: Essay and Critical Thinking	3	Yes
CESL 500	ESL: Research Essay and Rhetoric	3	Yes
CESL 641	Fundamentals of Academic Writing in English	1	No
CESL 651	Pronunciation for Effective Communication	1	No

\* Please consult the MWC website at [www.mcgill.ca/mwc](http://www.mcgill.ca/mwc) for details regarding the dates and locations of the placement tests.

#### Course for Continuing Studies Students

Course Number	Title
CCOM 205	Communication in Management 1

#### 4.9.1.1 Location

McGill Writing Centre  
McLennan-Redpath Library  
Main Floor, Room #02  
3459 McTavish Street  
Montreal QC Canada H3A 0C9

Telephone: 514-398-7109  
Fax: 514-398-7416  
Email: [mwc@mcgill.ca](mailto:mwc@mcgill.ca)  
Website: [www.mcgill.ca/mwc](http://www.mcgill.ca/mwc)

#### 4.9.1.2 Academic Staff

##### Director

Sue Laver; B.A.(S. Fraser), M.A.(East Anglia), Ph.D.(McG.)

**Senior Faculty Lecturer**

Carolyn Samuel; B.A., Dip.Ed.(McG.), M.Ed.(OISE, Tor.)

**Faculty Lecturer**

Diane Dechief; B.A.(Alta.), M.A.(C'dia.), Ph.D.(Tor.)

**Academic Associate**

Yvonne Hung; B.Sc.(McG.), M.A., Ph.D.(CUNY)