



**University Regulations and Resources  
(Undergraduate)**

**Programs, Courses and University Regulations  
2017-2018**



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

- 1 . McGill University reserves the right to make changes to the information contained in this online publication - including correcting errors, altering fees, schedules of admission, and credit requirements, and revising or cancelling particular courses or programs - without prior notice.
- 2 . In the interpretation of academic regulations, the Senate is the final authority.
- 3 . Students are responsible for informing themselves of the University's procedures, policies and regulations, and the specific requirements associated with the degree, diploma, or certificate sought.
- 4 . All students registered at McGill University are considered to have agreed to act in accordance with the University procedures, policies and regulations.
- 5 . Although advice is readily available on request, the responsibility of selecting the appropriate courses for graduation must ultimately rest with the student.
- 6 . Not all courses are offered every year and changes can be made after publication. Always check the Minerva Class Schedule link at [https://horizon.mcgill.ca/pban1/bwckschd.p\\_disp\\_dyn\\_sched](https://horizon.mcgill.ca/pban1/bwckschd.p_disp_dyn_sched) for the most up-to-date information on whether a course is offered.
- 7 . The academic publication year begins at the start of the Fall semester and extends through to the end of the Winter semester of any given year. Students who begin study at any point within this period are governed by the regulations in the publication which came into effect at the start of the Fall semester.
- 8 . Notwithstanding any other provision of the publication, it is expressly understood by all students that McGill University accepts no responsibility to provide any course of instruction, program or class, residential or other services including the normal range of academic, residential and/or other services in circumstances of utility interruptions, fire, flood, strikes, work stoppages, labour disputes, war, insurrection, the operation of law or acts of God or any other cause (whether similar or dissimilar to those enumerated) which reasonably prevent their provision.

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

## *Publication Information*

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## 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 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.

### 1.2 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).

### 1.3 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 *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 [Continuing Studies > Areas of Study > Languages > : 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 Graduate and Postdoctoral Studies:** You should refer to [University Regulations & Resources > Graduate > Regulations > Registration > : Courses Taken as Extra to a Program](#).



**Note for M.D.,C.M. and D.M.D. Programs:**

The official language of instruction of McGill's undergraduate medical education and dental programs is English. The student is expected to have a working knowledge of the English language (comprehension, spoken, and written) from the outset of the M.D.,C.M. and D.M.D. programs. Due to early clinical exposure in bilingual settings, the student is also expected to have a working knowledge of the French language (comprehension, spoken, and basic written) from the outset of the M.D.,C.M. and D.M.D. programs.

Students are in contact with francophone patients in the teaching hospitals and may be assigned to francophone training sites for their clinical rotations. Additional language courses and workshop information is available:

[www.mcgill.ca/ugme/mdcm-curriculum-joint-programs/starting-our-program-what-you-need-know/language-requirements](http://www.mcgill.ca/ugme/mdcm-curriculum-joint-programs/starting-our-program-what-you-need-know/language-requirements).

## 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).

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## 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](#).

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## 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'Éducation et de l'Enseignement supérieur* 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'Éducation et de l'Enseignement supérieur*; 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'Éducation et de l'Enseignement supérieur* information regarding your citizenship and previous institution attended, if necessary and as required in order to manage the admissions process and to determine your tuition fees;
- verify any information or statement provided as part of your application; and
- contact you through the McGill Alumni Association and University offices that maintain contact with McGill students, alumni and friends, for the purpose of providing University updates and opportunities for direct support to the University, including fundraising, and making available special offers 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.

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## 1.7 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 1.9.5: Guidelines for the Academic Accommodation of Pregnant Students and Students Caring for Dependants](#).

## 1.8 Information Technology (IT) Resources

McGill University offers a variety of Information Technology resources open to students, faculty, staff, and other members of the McGill community. Please see [section 16: Information Technology \(IT\) Services](#) and visit [IT Services > Getting Started > Students](#) for further details.

### 1.8.1 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*. 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 M.D., C.M. and D.M.D. Programs:** For guidelines regarding the use of social media by M.D., C.M. and D.M.D. students, see [www.mcgill.ca/ugme/academic-policies/guidelines-social-media](http://www.mcgill.ca/ugme/academic-policies/guidelines-social-media) and [www.mcgill.ca/thewelloffice](http://www.mcgill.ca/thewelloffice).

### 1.8.2 Use of Cloud Services

Your usage of cloud services, whether provided by McGill or self-acquired as a consumer service, must respect the *Cloud Data Directive*. The *Cloud Data Directive* is also available at [www.mcgill.ca/secretariat/policies/informationtechnology](http://www.mcgill.ca/secretariat/policies/informationtechnology).

### 1.8.3 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 have another email account using an external service provider (such as Gmail, Hotmail, Yahoo, etc.), please see the [Options for dealing with multiple email services](#) Knowledge Base article and choose the most appropriate method for accessing your McGill email conveniently.

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).



**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.

### 1.8.4 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**.

### 1.8.5 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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## 1.9 Student Health & Insurance

Learn more about health insurance, your requirements as a student, and services offered for special medical needs in the following sections.

### 1.9.1 Health Professions – Immunization Requirement

A compulsory immunization program exists at McGill for students in the health professions (including Dietetics), as well as in the School of Social Work. If you are a new student in those programs, you must complete the immunization program well before classes begin. You can find further information at [www.mcgill.ca/studenthealth/immunize/forms](http://www.mcgill.ca/studenthealth/immunize/forms) or by calling the Student Health Service at 514-398-6017.

### 1.9.2 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 McTavish  
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.

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

#### Canadians residing in Canada

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

Studentcare/*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.studentcare.ca](http://www.studentcare.ca)

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 301

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)

**Important:** 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.



**Note for Graduate and Postdoctoral Studies:** Graduate students classed as Canadian full-time or Additional Session, Thesis Evaluation, Non-Thesis Extension, as well as postdoctoral candidates are automatically covered by their society's extended Health and Dental Plan (PGSS). Eligible students not charged automatically for insurance fees can choose to enrol themselves during the appropriate Change-of-Coverage period. For more information on what is covered by this plan, as well as enrolment, opt-out procedures, and deadlines, please refer to the latest information at [studentcare.ca/rte/en/McGillUniversitygraduatestudentsPGSS\\_Home](http://studentcare.ca/rte/en/McGillUniversitygraduatestudentsPGSS_Home). Students without valid Canadian Medicare, please see [section 1.9.2: Health Insurance – International Students](#), or the **Canadians who have been residing outside of Canada** section above.

#### 1.9.4 Special Medical Needs

If you have special medical needs, please book an appointment with Health Services to discuss how to manage your health while at McGill. Contact information for the **Downtown campus** is available at [www.mcgill.ca/studenthealth/see-doctor](http://www.mcgill.ca/studenthealth/see-doctor), and for the **Macdonald campus** at [www.mcgill.ca/macdonald-studentservices/feeling-sick](http://www.mcgill.ca/macdonald-studentservices/feeling-sick).

If you anticipate encountering ongoing barriers in the academic or physical environment due to disability, injury, or illness, please consult with the [Office for Students with Disabilities](#) to determine an appropriate Individualized Accommodation Plan. Appropriate medical documentation may be required, and can be discussed with an Access Advisor. Academic Accommodation planning and support is available to students at the downtown campus, as well as the MacDonal campus and Continuing Studies students. Please refer to [www.mcgill.ca/osd](http://www.mcgill.ca/osd) for more information, or to book an appointment.



**Note for Medicine and Dentistry:** In addition, see [www.mcgill.ca/thewelloffice](http://www.mcgill.ca/thewelloffice).

#### 1.9.5 Guidelines for the Academic Accommodation of Pregnant Students and Students Caring for Dependants

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).

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#### 1.10 Non-Smoking Policy

Quebec law prohibits smoking in public buildings. For more information, see [www.mcgill.ca/ehs/mcgill-smoking-policy](http://www.mcgill.ca/ehs/mcgill-smoking-policy).

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## 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.

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### 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 [Macdonald Campus 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.

## 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.

### 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 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).

### 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>• <b>Usually</b> 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, <b>usually</b> 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> </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>

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

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

- 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 (*Note 2*); or valid Canadian Permanent Resident card (both sides of the card)
- Permanent Code Data Form (Notes 1 and 5)
- Attestation of Residency in Quebec Form (*Note 5*)
- **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)

- You may need a Visitor's Permit or *eTA* issued by Citizenship and Immigration Canada at your port of entry into Canada. To determine if you are required to have a visa, please refer to the [Citizenship and Immigration Canada](#) website.
- 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, if you have clearly identified your parents' names on your application to McGill, or if you have already provided McGill with your Permanent Code, you do not need to supply this form.



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



**Note 3:** 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).

#### 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-tuition-and-fees-information/tuition-fee-exemptions](http://www.mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-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-tuition-and-fees-information/tuition-fee-exemptions](http://www.mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-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/fees/general-tuition-and-fees-information/tuition-fee-exemptions](http://www.mcgill.ca/student-accounts/fees/general-tuition-and-fees-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.

## 2.2.3 Has McGill Received Your Documents?

### 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.**

### 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 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.

## 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.**

## 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: [www.mcgill.ca/students/servicepoint/studentrequestform](http://www.mcgill.ca/students/servicepoint/studentrequestform)

### 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)

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## 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.

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 [Find the AAM](#) list on the [Security Services website](#).

### 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).

### 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.

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## 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.

### 2.4.1 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](http://www.mcgill.ca/students/records/address).

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

### 2.4.2 Verification of Name

You should verify the accuracy of your name on McGill's student records via Minerva ([www.mcgill.ca/minerva](http://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](http://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 2.4: Legal Name](#) and [section 2.4.1: 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 2.4: Legal Name](#)) in person at the *Client Services Office*, School of Continuing Studies.

## 3 Registration

Once you have confirmed your intention to attend McGill on Minerva at [www.mcgill.ca/minerva](http://www.mcgill.ca/minerva), you must register by adding courses to your record during the registration periods listed at [www.mcgill.ca/importantdates](http://www.mcgill.ca/importantdates). You must register on Minerva and can continue to do so throughout the registration period by adding and dropping courses until you have finalized your schedule.

All course descriptions are available at [Class Schedule](#). If you are a new student, you should refer to [section 3.2: Course Information and Regulations](#) to familiarize yourself with McGill's course numbering system ([section 3.2.1: Course Numbering](#)), multi-term course rules ([section 3.2.2: Multi-term Courses](#)), and course terminology ([section 3.2.3: Course Terminology](#)).

For fee policies related to registration and withdrawal from courses or withdrawal from the University, please refer to [section 4: Fees](#).



**Note for the Faculties of Arts and Science (including B.A. & Sc.):** For detailed information on registration, you can also refer to:

- Arts: [www.mcgill.ca/oasis](http://www.mcgill.ca/oasis)
- Science and B.A. & Sc.: [www.mcgill.ca/science/student](http://www.mcgill.ca/science/student)



**Note for the Faculty of Engineering:**

- If you are a returning student, it is mandatory that you see a departmental/school academic adviser to review your course selection at the beginning of the Fall and Winter terms.
- If you are a new student, it is mandatory that you see a departmental/school academic adviser during the advising period. For advising days, times and locations for new students, see [www.mcgill.ca/engineering/students/current-students/undergraduate/new-students](http://www.mcgill.ca/engineering/students/current-students/undergraduate/new-students).



**Note for the Faculty of Law:** The registration period for new Law students for the 2017–2018 academic year begins Tuesday, July 18 and ends at the end of the course change period (September 19, 2017).

**Returning Students** – During the month of May, students in upper years are required to register on Minerva indicating their course selections for the next academic year.

Students in the Faculty of Law should consult registration materials available at [www.mcgill.ca/law-studies/courses-registration-exams](http://www.mcgill.ca/law-studies/courses-registration-exams).

### 3.1 Registration Periods

The dates given below were accurate when this publication was finalized. Although changes are not anticipated, you should confirm the dates at [www.mcgill.ca/importantdates](http://www.mcgill.ca/importantdates).

#### 3.1.1 Returning Students

Registration for undergraduates will take place between Tuesday, April 4 and Monday, August 14, 2017.

Registration will open in the following order:

##### Opening Registration Dates

Year 3 and Year 4 students:

Tuesday, April 4

**Opening Registration Dates**

Year 2 students: Wednesday, April 5

All other returning students: Thursday, April 6

On each of these days, registration is phased in over the morning in half-hour increments beginning at 9:00 a.m. Please see [Important Dates](#) for details.

Some faculties and departments set their own schedules for advising and registration as of these dates. Further information is available at faculty student affairs offices and websites. For more information, see [www.mcgill.ca/students/advising/advisordirectory](http://www.mcgill.ca/students/advising/advisordirectory).

To successfully complete registration, you must have an acceptable Academic Standing from the previous session and have paid any outstanding fees and/or fines.



**Note for the Faculty of Law:** In order to facilitate access to small enrolment courses and ensure equity among students, registration priorities are programmed in Minerva. These priorities, established after consultation between the Faculty and the Law Students Association, are made on a rolling basis by class year (i.e., fourth-year students register first). Priority registration dates are established by the Student Affairs Office and posted at [www.mcgill.ca/law-studies/courses-registration-exams](http://www.mcgill.ca/law-studies/courses-registration-exams).



**Note for Health Sciences:** The information contained in this section applies to the University in general; students are advised to consult the appropriate faculty or school section for academic policies and regulations specific to their programs.



**Note for Medicine:** U3 medical students need to have registered prior to July 24, 2017 (Fall term begins with clinical rotations). U4 medical students need to have registered prior to June 30, 2017 (Fall term begins with clinical rotations).



**Note for Medicine and Dentistry:** U2 medical and dental students need to have registered prior to August 14, 2017 (Fall term begins with clinical rotations).

**3.1.2 Newly Admitted Students Entering in September 2017**

Registration will take place between Monday, June 12 and Monday, August 14, 2017.

Registration will open in the following order:

**Monday, June 12:** registration opens for students admitted from Quebec CEGEPs.

**Monday, June 19:** registration opens for students **whose highest level of education** prior to registering at McGill is a French Baccalaureate, International Baccalaureate, or at least one year of university, or who were admitted on the basis of Advanced Levels, CAPE, or other academic qualifications, which provides for Advanced Standing credit, and who therefore have a classification of Year 1 (U1) or higher.

**Tuesday, June 20:** registration opens for students **whose highest level of education** prior to registering at McGill is **high school, and** who have been admitted to a classification of Year 0 (U0) to the following faculties/schools/degrees: *Arts (including Schools of Information Studies, Religious Studies, and Social Work), B.A.&Sc., Education, Management, and Music.*

**Wednesday, June 21:** registration opens for students **whose highest level of education** prior to registering at McGill is **high school, and** who have been admitted to a classification of Year 0 (U0) to the following faculties/schools: *Agricultural and Environmental Sciences, Engineering (including Architecture), Nursing, Occupational Therapy, Physical Therapy, and Science.*

If you are a newly admitted student in September 2017 and you want to register for courses in the Summer of 2017, you can do so on Minerva. Please refer to [Summer Studies](#) for further information, or see [www.mcgill.ca/summer](http://www.mcgill.ca/summer).



**Note for the Faculty of Law: Tuesday, July 18:** registration opens for newly admitted students. You can find instructions on how to use Minerva in your Orientation package; for more information, see [www.mcgill.ca/law-studies/information/orientation](http://www.mcgill.ca/law-studies/information/orientation).



**Note for Medicine and Dentistry:** You must register in all courses no later than August 13, 2017 and attend the Faculty of Medicine and Faculty of Dentistry mandatory orientation & registration session, where your course registration can be confirmed. The mandatory session is held from Tuesday, August 22 to Thursday, August 24, 2017. Registration is on the 2<sup>nd</sup> floor of the McIntyre Medical Sciences Building.

**3.1.3 Newly Admitted Students Entering in January 2018**

Registration will take place between Tuesday, December 5, 2017, and Monday, January 8, 2018.

Some faculties and departments require that you meet with an adviser before registration and set specific dates for advising and registration within these dates. Please refer to the faculty sections of this publication, as well as the *Welcome to McGill* publication or [website](#), or the *Essential Guide for New Students, Macdonald Campus* (see [www.mcgill.ca/macdonald/studentinfo](http://www.mcgill.ca/macdonald/studentinfo)), which are included with your acceptance package.



**Note for Dentistry:** Students accepted into the Degree Completion Program will begin classes the first week of December 2017.



**Note for the Faculty of Law:** There is no Winter term admission to the Faculty of Law.

### 3.1.4 Late Registration

If you fail to register during the normal registration period, you can register within the period designated by the University for late registration with the payment of a late registration fee. For late registration fees, see *Late Registration and Course Change Charges* on the Student Accounts website at [www.mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/other](http://www.mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/other).

**Returning Students:** You may register late via Minerva from Tuesday, August 15 until and including Tuesday, September 19, 2017.

**New and Readmitted Students (Fall):** You may register late via Minerva from Tuesday, August 15 until Tuesday, September 19, 2017.

**New and Readmitted Students (Winter):** You may register late via Minerva from Tuesday, January 9 until Tuesday, January 23, 2018.

**Special Late Registration:** If you cannot register online during the late registration period, usually due to late admission, you may receive special permission to register in person. This information is included with your letter of acceptance.

## 3.2 Course Information and Regulations

Students are advised to also refer to [University Regulations & 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.

### 3.2.1 Course Numbering

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

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

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

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

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

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

### 3.2.2 Multi-term Courses

Most courses at McGill are single term (Fall or Winter or Summer) courses with final grades issued and any credits earned recorded at the end of that term. Single term courses are identified by a seven-character course number.

A unit may, however, decide that the material to be presented cannot be divided into single term courses, or that it is preferable that the work to be done is carried out over two or three terms. Under such circumstances, courses are identified by a two-character extension of the course number.

In some cases, the same course may be offered in various ways: as a single term and/or in one or more multi-term versions. The course content and credit weight are equivalent in all modes; the only difference is the scheduling. Students cannot obtain credit for more than one version of the same course.

**Courses with numbers ending in D1 and D2** are taught in two consecutive terms (most commonly Fall and Winter). *Students must register for the same section of both the D1 and D2 components.* When registering for a Fall term D1 course on Minerva, the student will automatically be registered in the same section of the Winter term D2 portion. No credit will be given unless the same section of both components (D1 and D2) are successfully completed in consecutive terms, e.g., Fall 2017 and Winter 2018.

**Courses with numbers ending in N1 and N2** are taught in two non-consecutive terms (Winter and Fall). *Students must register for the same section of both the N1 and N2 components.* No credit will be given unless the same section of both components (N1 and N2) are successfully completed within a twelve (12) month period.

**Courses with numbers ending in J1, J2 and J3** are taught over three consecutive terms. *Students must register for the same section of all three components (J1, J2, J3).* No credit will be given unless the same section of all three components are successfully completed.



**Note for the Faculties of Arts and Science (including B.A. & Sc.):** If you select a multi-term course, you are making a commitment to that course for its entirety. *You MUST register in the same section in all terms of a multi-term course.* Credit will be jeopardized if you deliberately register in different sections of a multi-term course. In the case of Fall/Winter D1/D2 courses, attempting to change section in Winter may result in an inadvertent withdrawal (W) from the D1 course, and reinstatement in the D1/D2 course will result in administrative fees being charged to the student.

In exceptional cases, when circumstances are beyond the student's control, the Faculty Student Affairs Office may grant permission to change sections midway through a multi-term course. You must make your request in writing citing your reason for the request. The request must also have the written support of the instructors of the sections involved and of the coordinator of the course (if applicable). Your request must be submitted to:

- Arts students – Associate Dean, Student Affairs
- Science and B.A. & Sc. students – Director of Advising Services, Science

### Important Conditions for Multi-term Courses

1. Students must be registered for each component of the multi-term course. Students must ensure that they are registered in the same section in each term of the multi-term course.
2. Students must successfully complete each component in sequence as set out in the multi-term course. Credit is granted only at the end of the multi-term course; no partial credit is given, i.e., for completing only one component of a D1/D2 or N1/N2 course, or one to two components of a J1/J2/J3 course.

### 3.2.3 Course Terminology

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

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

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

#### 3.2.3.1 Course Nomenclature in Program Descriptions

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

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

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

### 3.2.4 Course Load

It is your responsibility to follow the faculty regulations listed below. When registering on *Minerva*, you must not exceed the maximum credits permitted by your faculty. For information on course load requirements for entrance scholarships' renewal and in-course awards, see [section 8.1: Entrance Awards for McGill Students](#).

#### 3.2.4.1 Normal Course Load

The normal course load in most undergraduate faculties is 15 credits per term. If you carry fewer than 12 credits per term, you are considered to be a part-time student in that term.



**Note for the Faculty of Agricultural and Environmental Sciences and the Schulich School of Music:**

- The normal course load is 15 to 18 credits per term.



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

- Newly admitted students may take up to 17 credits per term.
- Continuing students in **Satisfactory Standing** may take up to 17 credits per term.
- Continuing students whose CGPA is above 3.50 may take more than 17 credits per term. Requests to exceed 17 credits per term are made to Enrolment Services via the [Request to Exceed Credits webform](#); 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/advisordirectory](http://www.mcgill.ca/students/advising/advisordirectory).



**Note for the Faculties of Education, Management, and Religious Studies:**

- Newly admitted students may take up to 17 credits per term.

- Continuing students in **Satisfactory Standing** may take up to 17 credits per term.



**Note for the Faculty of Engineering:**

- The normal course load is 15 to 18 credits per term.
- If you want to register for more than 18 credits in a term, you must obtain permission from your departmental/school adviser.
- If you have deferred exams (grade of L on your unofficial transcript), you cannot register for more than 18 credits or write more than six exams per term, whichever is greater.
- You must register for enough credits to satisfy visa, financial aid, and/or scholarship requirements.
- The average number of hours per week of course activities is indicated in the course listing in a note underneath the course description. For example, (3-1-5) indicates a course consisting of three lecture hours per week, one hour of tutorial or labs, and five hours of personal study per week.



**Note for the Faculty of Law:**

- The normal course load is 15 to 18 credits per term.



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



**Note for Medicine:** M.D.,C.M. students, please refer to [www.mcgill.ca/ugme](http://www.mcgill.ca/ugme).



**Note for the Schulich School of Music:**

- The normal course load is 15 to 18 credits per term.
- Continuing students in **Satisfactory Standing** who wish to register for more than 18 credits must obtain permission from the Academic Adviser or Area Chair.

### 3.2.4.2 Course Load for Students in Probationary Standing

Students in Probationary Standing may take up to 12 credits per term, with the following exceptions:

- Agricultural and Environmental Sciences: 14 credits
- Arts: up to 14 credits
- Engineering: 13 credits maximum, including repeated courses
- Management: 12 credits maximum of new material
- Music: 14 credits
- Science: up to 14 credits

In some cases, a student in Probationary Standing may add a repeated course in which a grade of D or F was obtained.

### 3.2.4.3 Course Information and Regulations

Please see [section 3.2: Course Information and Regulations](#).

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

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

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

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

The instructor will report grades in the normal fashion.

- Grades of A through C are converted to “Satisfactory” (S)
- Grades of D, F, and J are converted to “Unsatisfactory” (U)



The courses taken under the S/U option will be excluded from the grade point average (GPA) calculations, but they will be included in the attempted credits total. Credits for courses with a final grade of S will also be included in the number of credits earned.



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



**Note:** The S/U option is not available via Minerva to Visiting, Exchange, or Quebec Inter-University Transfer Agreement (IUT) students. These students must first contact their home university to ensure that a course taken under the S/U option is acceptable to their home university and that the credits are transferable. After receiving approval from their home university and before McGill's Course Change deadline, they must then consult their McGill faculty Student Affairs Office for approval. **Students in the faculties of Arts or Science:** you will need to go to *Service Point* (3415 McTavish Street) to make this request. However, it is important that you also see a faculty adviser in Dawson Hall to talk about your options and the effects that your request may have on your studies. For more information, see [www.mcgill.ca/students/advising](http://www.mcgill.ca/students/advising).



**Note:** Special Students are not eligible to select the S/U option.

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



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



**Note for Engineering:**

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



**Note for Law:**

- The S/U option is available for Law and non-Law electives and Law complementary courses within the B.C.L./LL.B. program.
- The S/U option is limited to one course in the B.C.L./LL.B. program for a maximum of 4 credits.
- Students are not permitted to choose the S/U option for required courses.
- The S/U option is not permitted for courses that are taken to satisfy a minor.



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



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



**Note for Nursing:** The S/U option is not available to B.N.I. and B.Sc.(N.) students for required courses.



**Note for Physical and Occupational Therapy:** The S/U option is not available to Physical and Occupational Therapy students.

### 3.2.6 First-Year Seminars

First-Year Seminars (FYS) are limited-enrolment credit courses offered by the Faculties of Arts and Science to students in their first year of undergraduate study at McGill; i.e., newly admitted students in U0 or U1. Students in any faculty can enrol in an FYS, subject to the conditions and/or restrictions of the program in which they are registered. Students may take only one FYS.

FYS classes are limited to a maximum of 25 students and are designed to provide closer interaction with the professor, and better working relations with peers than are available in large introductory courses. The seminars endeavour to teach the latest academic developments and expose participants to advanced research methods. Registration is on a first-come, first-served basis.

For a listing of First-Year Seminars, see [Faculty of Arts > Undergraduate > Browse Academic Units & Programs > : First-Year Seminars](#) and [Faculty of Science > Undergraduate > Faculty Degree Requirements > Course Requirements > : First-Year Seminars: Registration](#).



### 3.2.7 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."

## 3.3 Course Change Period

You may make changes to your course registrations (add or drop courses), subject to the requirements and restrictions of your program and individual courses from the opening date of registration until the end of the Course Change period. The Course Change deadline coincides with the deadline for late registration. See [www.mcgill.ca/importantdates](http://www.mcgill.ca/importantdates).

If you drop all Fall courses **before** the end of August (or drop all Winter courses **before** the end of December), you will not be registered in that term. If you are a newly admitted student, you may be able to defer your admission (see [section 3.9: Deferred Admission](#)), or you may have to apply for a later term. If you are a returning student and want to register in a later term, you must follow the procedures for readmission (see [section 3.10: Readmission](#)).

If you drop all Fall courses **after** the end of August (or drop all Winter courses **after** the end of December) you are considered University Withdrawn and your transcript will display a notation in that term. Whether you are a newly admitted or returning student, you must follow the procedures for readmission. For more information see [section 3.10: Readmission](#).

If you are registered in the Fall term, you may add and drop Winter term courses throughout the Fall term until the Winter term deadline for course change/late registration.

After the Course Change deadline, you may add courses only with written permission of the instructor, and the Associate Dean or Director of your faculty. A fee will be charged for each course you add.



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



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

### 3.3.1 Course Withdrawal

After the Course Change deadline in the Fall and Winter terms, there is a period of a few days during which you may withdraw, with a grade of W, and receive a full refund of course fees.

After the Withdrawal (with refund) deadline, there is a period during which withdrawal from a course will also result in a grade of W but no course fees will be refunded.

#### 3.3.1.1 Courses that Begin in the Fall Term

Deadline for withdrawal (grade of W) with refund:

- Tuesday, September 26, 2017

Deadlines for withdrawal (grade of W) without refund:

- Single-term courses: Tuesday, October 31, 2017
- Multi-term courses that begin in Fall term: Tuesday, January 23, 2018

#### 3.3.1.2 Courses that Begin in the Winter Term

Deadline for withdrawal (grade of W) with refund:

- Tuesday, January 30, 2018

Deadline for withdrawal (grade of W) without refund:

- Single-term courses: Tuesday, March 13, 2018
- Multi-term courses that begin in Winter term: Tuesday, May 15, 2018\*

\* If you are in multi-term courses with course numbers ending in N1 and N2 (course begins in the Winter term, skips the Summer term, and is completed in the subsequent Fall term) you may withdraw after May 15 and until the end of the Fall term Course Change period by contacting your Faculty Student Affairs Office.

After the withdrawal (without refund) deadline but before the end of term, and only under exceptional circumstances, you may be granted permission to withdraw from a course. Permission will not be granted merely because you are doing unsatisfactory work. A grade of W or WF, as appropriate, will appear on your transcript but will not be calculated in your GPA. For further information, consult your Faculty Student Affairs Office.



**Note:**

1. To withdraw from required or complementary courses after the withdrawal (without refund) deadline, you may need to obtain permission from your adviser, and you must fill out and submit a course withdrawal form, available from your Faculty Student Affairs Office. Additional restrictions for Music courses are indicated in [Schulich School of Music](#).
2. It is solely your responsibility to initiate a course withdrawal on Minerva. Neither notification of the course instructor nor discontinuing class attendance is sufficient. The date on which you withdraw on Minerva is the official date of withdrawal, even if you had stopped attending lectures earlier.
3. You may still withdraw from a course after the Course Change deadline without academic penalty provided that you do so within the appropriate withdrawal deadlines for the term. Otherwise, after this time, your name will continue to appear on the class list and grade reports and, in the event that you do not take the exam, you will be given a J grade.
4. Fee refunds, if any, will be in accordance with [section 4.7: Fees and Withdrawal from the University](#).
5. Withdrawing from one or more courses during the semester may—where applicable—affect your government aid and/or McGill's Work Study Program eligibility. For international students, it may also impact your immigration status and/or permission to work in Canada. Please ensure that you are aware of any consequences related to the course withdrawal request; consult with the [Scholarships & Student Aid Office](#), [International Student Services](#), and/or your Faculty Student Affairs Office, where relevant.



**Note for the School of Human Nutrition:** Intensive internship courses, like Professional Practice (*Stage*) in Dietetics, may have different start dates and withdrawal dates than other courses. Students should consult the course outline.



**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 the Faculty of Law:** Law students are encouraged to meet with a student adviser before withdrawing from a course (no refund).



**Note for Graduate and Postdoctoral Studies:** To add/drop/withdraw a course after the deadline has passed, students must submit a Course Change Request form available at [Student Records Forms](#) to their department. If the department supports the request, the department will forward the request to the Management of Academic Records Office, Enrolment Services, along with the recommendation from the department Graduate Program Director (GPD).

Graduate students who wish to withdraw from McGill should consult [section 3.8: University Withdrawal](#), and submit a "Request for a University Withdrawal" form available at [Student Records Forms](#). Please note that this form is sent to the Management of Academic Records Office, Enrolment Services.



**Note for Health Sciences:** Withdrawal (W) deadline dates are listed at [www.mcgill.ca/importantdates](http://www.mcgill.ca/importantdates). The health profession programs described in this eCalendar are highly structured and students should consult their adviser or Student Affairs Office to determine what course changes, if any, are allowed. Note 1 below is not applicable to Medicine, Dentistry, and Nursing. For information, you should refer to your Faculty/School section in this publication.

1. To withdraw from required or complementary courses after the withdrawal (without refund) deadline, you may need to obtain permission from your adviser, and you must fill out and submit a course withdrawal form, available from your Faculty Student Affairs Office. Additional restrictions for Music courses are indicated in the Schulich School of Music's [Undergraduate](#) section.
2. It is solely your responsibility to initiate a course withdrawal on *Minerva*. Neither notification of the course instructor nor discontinuing class attendance is sufficient. The date on which you withdraw on Minerva is the official date of withdrawal, even if you had stopped attending lectures earlier.
3. You may still withdraw from a course after the Course Change deadline without academic penalty, provided that you do so within the appropriate withdrawal deadlines for the term (see deadlines above). Otherwise, after this time, your name will continue to appear on the class list and grade reports and, in the event that you do not take the exam, you will be given a J grade.
4. Fee refunds, if any, will be in accordance with [section 4.7: Fees and Withdrawal from the University](#).



**Note for Nursing:** To withdraw from any courses after the withdrawal (without refund) deadline, you need to obtain permission from your Program Director. To do so, submit a formal request by email to your Nursing Faculty [Student Affairs Office](#) along with proper documentation to support this request.



**Note for Physical and Occupational Therapy:** The Physical Therapy and Occupational Therapy programs are highly structured and students must receive the approval of the Program Director to determine what course changes, if any, are allowed. Students can consult the [Student Affairs Office](#) for information on policies and procedures.

If you are blocked from withdrawing from a required course on Minerva, and have permission to do so, you must contact the [Student Affairs Office](#), who will provide you with the proper forms.

### 3.4 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/importantdates/key-dates](http://www.mcgill.ca/importantdates/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).

### 3.5 Changing Programs within Selected Faculties

If you are registered in a program in one of the following faculties, you may add or change programs within your faculty using Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)) under the *Student Records* Menu:

- Arts
- Science (see Note 2 below)
- Bachelor of Arts and Science degree
- Management (certain programs only)
- Education (certain programs only)
- Engineering (certain programs only; see below)

Certain restrictions apply. In all cases, you should consult the appropriate adviser for approval before making any changes and for faculty-specific regulations concerning program changes.

You are not permitted to use Minerva to change your degree (with the exception of Engineering, as below) or to select a program in another faculty or school.



**Note for Arts, Science, or B.A. & Sc. freshman programs (97 or more credits):** You cannot change your freshman program on Minerva, but may change options within your freshman program where options are available. Once you have been promoted from the freshman year you will be able to change departmental programs using Minerva as outlined in the note below.



**Note for Arts, Science\*, or B.A. & Sc. degree (96 or fewer credits):** You may change major/major concentrations, minor/minor concentrations or faculty programs using Minerva. You may also change into, or out of, an honours program. Some restrictions apply.

\* Science students are limited to choosing majors or honours programs within the Science group to which they were admitted, but may continue to choose freely from all available minor programs. To change to a major or honours program in another Science group, students must submit an Intra-Faculty Transfer application; see [www.mcgill.ca/students/transfer-readmission](http://www.mcgill.ca/students/transfer-readmission).



**Note for Desautels Faculty of Management:** You may add or change certain programs using Minerva. Please verify restrictions with the BCom Office ([www.mcgill.ca/desautels/programs/bcom/contact-us](http://www.mcgill.ca/desautels/programs/bcom/contact-us)).



**Note for Faculty of Education (B.Ed. Secondary program):** You may add, drop, or change majors using Minerva.



**Note for Faculty of Engineering students who have confirmed their offer of admission to the B.Eng. Electrical/B.Eng. Computer/B.S.E. (Software Engineering) program:** You must select your specific program using Minerva before the beginning of classes, in your first term. To make any further change, you must consult an adviser in the Department of Electrical and Computer Engineering ([www.mcgill.ca/ece/department/facultystaff/under](http://www.mcgill.ca/ece/department/facultystaff/under)). If you are in another program in the Faculty of Engineering, you cannot make any program changes using Minerva.



**Note for Faculty of Law:** The addition of a major or minor must be approved by the Student Affairs Office; you will be blocked from making any program changes on Minerva.



**Note for Schulich School of Music:** The addition of a minor must be approved by the Student Affairs Office. To change a major, students must submit an Intra-Faculty Transfer application. For specific program details: [www.mcgill.ca/music/student-resources/undergraduates/academic-resources/program-transfer-and-readmission](http://www.mcgill.ca/music/student-resources/undergraduates/academic-resources/program-transfer-and-readmission).

### 3.6 Interfaculty Transfer

If you are a McGill student, have not graduated and want to transfer into another undergraduate faculty, you may apply using the Minerva *Faculty Transfer/Readmission Menu* ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)), unless otherwise indicated in the table below.

You must also refer to your faculty website for faculty-specific rules and to determine what supporting documents must be submitted for your application. To access the faculty websites, and for more information on faculty transfers, please see [www.mcgill.ca/students/transfer-readmission](http://www.mcgill.ca/students/transfer-readmission).



**Note for International students:** Please note that 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.

Faculty/School	Notes	Fall Term Application Deadline	Winter Term Application Deadline
Agricultural and Environmental Sciences, Human Nutrition	There are no Winter term transfers into Dietetics and Human Nutrition.	June 1	December 1
Arts	There are no Winter term transfers into Arts, except for Religious Studies.	June 1 (Social Work: May 1)	Religious Studies: November 1
Education	There are no Winter term transfers into Education.	June 1	
Engineering	For Architecture: Contact the Student Affairs Adviser at 514-398-6702 or email <a href="mailto:mary.lanni@mcgill.ca">mary.lanni@mcgill.ca</a> .	May 1	Contact the <a href="#">McGill Engineering Student Centre</a>
Law	There are no transfers into Law. Contact the Faculty of Law Admissions Office for more information at 514-398-6602 or <a href="mailto:undergradadmissions.law@mcgill.ca">undergradadmissions.law@mcgill.ca</a> .	See Admission application deadlines.	
Management	There are no Winter term transfers into Management.	June 1	
Music	There are no Winter term transfers into Music.	January 15	
Nursing		August 15	December 15
Physical and Occupational Therapy	There are no Winter term transfers into Physical and Occupational Therapy.	April 1	
Science, B.A. & Sc.		May 15	November 1

## 3.7 Quebec Inter-University Transfer Agreement

### 3.7.1 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. Your combined registration may not, however, exceed the total number of credits you are permitted to complete in a given term. These courses, subject to faculty regulations, will be recognized by McGill for the degree that you are registered for, up to the limit imposed by the residency requirements of the program. Normally, you must complete a minimum residency requirement of 60 credits at McGill 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 Engineering:** For most programs, courses that can be taken through the IUT agreement are restricted to specific course categories. For details, please see [www.mcgill.ca/engineering/students/current-students/undergraduate/exchanges-study-away/study-away](http://www.mcgill.ca/engineering/students/current-students/undergraduate/exchanges-study-away/study-away).



**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.

### 3.7.2 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 & Resources > Continuing Studies > Registration for Continuing Studies Students > Other Ways to Register > In-Person Registration](#)).

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

## 3.8 University Withdrawal

If you are considering withdrawing from the University, you are strongly encouraged to consult with your adviser and your Student Affairs Office ([www.mcgill.ca/students/advising/advisordirectory](http://www.mcgill.ca/students/advising/advisordirectory)) before making a final decision.

### 3.8.1 Student's Responsibility

It is solely your responsibility to initiate University withdrawal by submitting a form or writing to your Student Affairs Office. Neither notification of the course instructor nor discontinuing class attendance is sufficient. The date on which you dropped or withdrew from all courses is entered on Minerva and is the official date of withdrawal, even if you had stopped attending lectures earlier.



**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).



**Note for Graduate and Postdoctoral Studies:** The date the request for withdrawal is submitted is the official date of withdrawal. Students who do not register in a given term are subject to University withdrawal. If they wish to return to complete their program in a later term, they must submit a [Request for Readmission](#).



**Note for Physical and Occupational Therapy:** If you are blocked from withdrawing from course(s) in Minerva, you must contact the Student Affairs Office, who will provide you with the proper forms.

### 3.8.2 Deadlines for University Withdrawal

If you decide not to attend the term(s) you are registered in, you must officially withdraw from the University within the deadlines indicated. See Withdrawal (W) deadline dates at [www.mcgill.ca/importantdates](http://www.mcgill.ca/importantdates). If you *drop* all of your courses between September 1 and the Fall add/drop deadline, or between January 1 and the Winter add/drop deadline, you are withdrawn from the University. If you *withdraw* from all of your courses by the Fall or Winter withdrawal deadlines you are withdrawn from the University.

To withdraw from the University by the deadlines indicated below, you must drop or withdraw from all courses on [Minerva](#).

To return to your studies, you must follow the procedures for readmission. For more information, refer to [University Regulations & Resources > Undergraduate > Registration > section 3.10: Readmission](#).

#### 3.8.2.1 Fall Term

From September 1 to September 19, 2017 a drop of all courses constitutes a University withdrawal with refund (minus \$200 for returning students and the registration deposit for new students). After September 19 and until the deadlines indicated below, you may withdraw from all courses to effect a University withdrawal.

- Deadline for University withdrawal with refund (minus \$200 for returning students and the registration deposit for new students): **Tuesday, September 26, 2017**
- Deadline for University withdrawal without refund: **Tuesday, October 31, 2017**



### 3.8.2.2 Winter Term

From January 1 to January 23, 2018 a drop of all courses constitutes a University withdrawal with refund (minus \$200 for returning students and the registration deposit for new students). After January 23 and until the deadlines indicated below, you may withdraw from all courses to effect a University withdrawal.

- Deadline for University withdrawal with refund (minus \$200 for returning students and the registration deposit for new students): **Tuesday, January 30, 2018**
- Deadline for University withdrawal without refund: **Tuesday, March 13, 2018**

If you are blocked from dropping or withdrawing from your last course on Minerva, you are required to contact your Student Affairs Office, which will supply any forms necessary to complete the University withdrawal as long as you have not missed **the deadline for University withdrawal**.



**Note for the Faculty of Agricultural and Environmental Sciences:** If you wish to withdraw after the deadlines indicated above, please contact the Faculty Adviser in the Student Affairs Office for further information.



**Note for the Faculties of Arts and Science (including B.A. & Sc.):** If you want to withdraw after the deadlines indicated above, under exceptional circumstances you may be granted permission for University withdrawal. 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 the Faculties of Education, Management, and Music:** If you want to withdraw after the deadlines indicated above, under exceptional circumstances you may be granted permission for University withdrawal. You should contact your Student Affairs Office ([www.mcgill.ca/students/advising/advisordirectory](http://www.mcgill.ca/students/advising/advisordirectory)) for further information.



**Note for the Faculty of Law:** In addition to the above procedures, it is important that you contact the Student Affairs Office to discuss your options and the effects that your request may have on your studies.



**Note for Graduate and Postdoctoral Studies:** A Withdrawal Form is required by the withdrawal deadlines and is available at [www.mcgill.ca/students/records/forms](http://www.mcgill.ca/students/records/forms). Students who do not register in a given term will be withdrawn as of September 1 (Fall term), January 1 (Winter term), or May 1 (Summer Term).



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

### 3.8.3 Consequences of University Withdrawal

Any applicable fee refunds for the term of withdrawal will be according to [section 4.7: Fees and Withdrawal from the University](#).

Once you withdraw, you must return your ID card to the University as stated in [section 2.3: Identification \(ID\) Cards](#).

If you withdraw from the University in the Fall term, you are considered to be withdrawn from the entire academic year; i.e., Fall and Winter terms. If you plan on returning for the Winter term, you must follow the procedures for readmission.



**Note:** If you withdraw from the University and want to re-register in a later term, you must follow the procedures for readmission, except if you are in the following faculties (in which case you must contact your Student Affairs Office): Music, and Agricultural and Environmental Sciences. See [University Regulations & Resources > Undergraduate > Registration > section 3.10: Readmission](#) for more information.



**Note for the Faculty of Law:** You must reapply for admission via the McGill online application process. For more information, see [www.mcgill.ca/law-admissions/undergraduates/admissions](http://www.mcgill.ca/law-admissions/undergraduates/admissions).

## 3.9 Deferred Admission

To defer your offer of admission to McGill you must make an official request no later than **August 31** for the Fall term and **December 31** for the Winter term, addressed to:

Deferral Coordinator  
 Enrolment Services  
 Service Point  
 3415 McTavish Street  
 Montreal QC H3A 0C8  
 Fax: 514-398-4193  
 Email: [deferral@mcgill.ca](mailto:deferral@mcgill.ca)

Please note that several conditions apply for deferral. These conditions and deadlines will be communicated to you once the University receives your official request.

If you have accepted your offer of admission and registered for courses and now want to defer your admission, you must drop all courses via *Minerva* by **the above deadlines** and before submitting a deferral request. If the University grants your request for deferral, your registration deposit will be transferred to the deferred term.

If you do not request a deferral by the above deadlines, you will have to reapply for the next available admission term. If you are a registered student and you withdraw after the deadline, you must request readmission through your faculty. For more details, see [section 3.10: Readmission](#).



**Note for Music:** Applicants to the Schulich School of Music are not eligible to apply for deferred admission.



**Note for Law:** The Faculty of Law does not normally accept requests for deferred entry. You will be expected to start your course on the date and term you applied for and as indicated on your admission offer letter. If you still wish to seek an admission deferral, you must first accept the offer of admission and pay the \$400 deposit. Once the offer of admission has been accepted, you must submit, in writing, a request for the deferral. The request should be addressed to the Assistant Dean (Admissions and Recruitment) and should set out the reason(s) for the request. You are encouraged to submit your request as early as possible in consideration of other candidates.

### 3.10 Readmission

To return to McGill after an absence from a Fall and/or Winter term of an academic year, you must submit an application for readmission using *Minerva's Faculty Transfer/Readmission Menu*. In your application, state the reasons for your absence from the University and give a summary of your activities during that period.

If you withdrew because of illness, you must provide your Faculty Student Affairs Office with a medical note to support your application for readmission, stating that you are ready to resume studies.

You must be aware of McGill's time limits for the completion of degrees.

To return to a different faculty after an absence, apply for a faculty transfer using *Minerva's Faculty Transfer/Readmission Menu*. For more details on the faculty transfer or readmission process, see [www.mcgill.ca/students/transfer-readmission](http://www.mcgill.ca/students/transfer-readmission).



**Note for International students:** 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.

Faculty/School	Fall Term Application Deadline	Winter Term Application Deadline	Summer Term Application Deadline
Agricultural and Environmental Sciences, Human Nutrition	August 15	November 15	
<i>Arts</i>	July 15 (Religious Studies: June 1)	November 15 (Religious Studies: November 1)	June 10 (Religious Studies: N/A)
Education	July 1	Not open for Winter term	
Engineering	May 1	November 1	
Management	August 15	November 15	
Music (re-audition required)	January 15	November 15	
Music (no audition required)	June 1	November 15	
Nursing	June 15	December 1	
Science, B.A. & Sc.	July 1	November 15	June 10



**Note for Graduate and Postdoctoral Studies:** Students who have been withdrawn from the University must submit a *Request for Readmission* to be considered for readmission into their program. For more information, refer to [www.mcgill.ca/gps/students/progress/admission-former-students](http://www.mcgill.ca/gps/students/progress/admission-former-students).



**Note for Music students:** If you need more information about the re-audition regulations, contact the Music Student Affairs Office at [studentaffairs.music@mcgill.ca](mailto:studentaffairs.music@mcgill.ca).



**Note for Law students:** If you need more information about readmission, contact the Law Undergraduate Admissions Office at [undergradadmissions.law@mcgill.ca](mailto:undergradadmissions.law@mcgill.ca).



### 3.11 Faculty/School Specific Information

All students must comply with the regulations and requirements contained in their Faculty section of this publication.

#### 3.11.1 Agricultural and Environmental Sciences

Students should note that there are no supplemental examinations for Agricultural and Environmental Sciences courses.

#### 3.11.2 Arts

For Faculty of Arts specific program and course information, refer to:

[www.mcgill.ca/oasis](http://www.mcgill.ca/oasis)

Term(s) offered (Fall, Winter, Summer) may appear after the course credit weight to indicate when a course would normally be taught.

All courses have limited enrolment. You may register for and take any course for credit, unless otherwise indicated, in the sections of this publication applicable to the Faculties of Arts and of Science, subject to the course restrictions listed in this section.

Since the registration system is unable to verify whether or not Faculty regulations are respected, it is technically possible to register for courses that may not be credited toward your program. When your record is manually verified, however, any courses taken that break the Faculty or degree regulations will be flagged after the end of course change period as “not for credit.” As a result, your expected date of graduation may be delayed.

Some courses may require special permission. You should consult this publication and/or the [Class Schedule](#) well in advance of the course change period to determine if permission is required of the instructor, the department, or the Faculty for any course you want to take.

If you believe that you have valid reasons for taking a course that may not be credited toward your program, you must obtain the permission of the Associate Dean or Director.

#### 3.11.3 Education

Some courses will be available in the evenings only, or will be offered during the Summer term.

Students should give particular notice to prerequisite and corequisite courses and registration for Field Experience courses.

#### 3.11.4 Engineering

Most courses offered by the Faculty of Engineering, including the School of Architecture, are restricted to Engineering students. Non-Engineering students should obtain permission from a Faculty adviser in the Student Affairs Office, Engineering Student Centre (Frank Dawson Adams Building, Room 22), to register for Engineering courses.

A limited number of School of Architecture (ARCH) courses are open to students not registered in the School. Please refer to individual course descriptions.

The average number of hours per week of course activities is indicated in the course listing in a note underneath the course description. For example, (3-1-5) indicates a course consisting of three lecture hours per week, one hour of tutorial or labs, and five hours of personal study per week.

##### 3.11.4.1 Extra Courses

Courses that you choose to take outside your program may be classified as *extra*, provided that you choose this option at the time of registration. The course will be designated as *extra* ("RX" at the time of registration, and "E" once the course is graded) on your transcript, and the grade earned in that course will not be included in your grade point average (GPA) calculation. This option will not be added to your record after the Course Change (add/drop) deadline. Courses that are taken to satisfy your engineering program requirements or minor requirements cannot be designated as *extra*.

##### 3.11.4.2 Prerequisites and Corequisites

You must ensure that you have completed any course prerequisite(s) and/or corequisite(s) before course registration. If you have registered for a course and did not satisfy the prerequisite(s) and/or corequisite(s), the course may be dropped from your record automatically by Minerva.

If you received advanced credit(s)/exemption(s) or passed a placement exam for a course and are blocked from registration because of a prerequisite or corequisite error, you must go to your department/school in order to receive the appropriate permit override.

#### 3.11.5 Management

Management students should give particular notice to the following sections under [Desautels Faculty of Management > Undergraduate](#):

- [: Grading and Credit](#)
- [Overview of Programs Offered by the Desautels Faculty of Management > : BCom Program Credit Structure: General Management Program \(Concentrations\)](#)

- *Overview of Programs Offered by the Desautels Faculty of Management* > : [BCom Program Credit Structure: Major or Honours Programs](#)
- *Overview of Programs Offered by the Desautels Faculty of Management* > : [Management Core](#)

### 3.11.6 Science

For Faculty of Science specific program and course information, refer to:

[www.mcgill.ca/science/student](http://www.mcgill.ca/science/student)

Term(s) offered (Fall, Winter, Summer) may appear after the course credit weight to indicate when a course would normally be taught.

All courses have limited enrolment. You may register for and take for credit any course, unless otherwise indicated, in the sections of this publication applicable to the Faculties of Arts and of Science, subject to the course restrictions listed in this section.

Since the registration system is unable to verify whether or not Faculty regulations are respected, it is technically possible to register for courses that may not be credited toward your program. When your record is manually verified, however, any courses taken that break the Faculty or degree regulations will be flagged after the end of the course change period as “not for credit.” As a result, your expected date of graduation may be delayed.

Some courses may require special permission. You should consult this publication and/or the [Class Schedule](#) well in advance of the course change period to determine if permission is required of the instructor, the department, or the Faculty for any course you want to take.

If you believe that you have valid reasons for taking a course that may not be credited toward your program, you must obtain the permission of the Associate Dean or Director.

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### 3.12 Summer Term/Summer Studies

McGill Summer Studies offers over 300 credit courses in various disciplines. Courses begin in either May, June, or July and are usually one-month intensive. These courses may be accepted for transfer credit by other universities. For more details, see [Summer Studies](#) or contact the Summer Studies Office at 514-398-5212.

If you take a McGill summer course to complete your graduation requirements, you will receive your degree at the Fall Convocation (normally held in November).

It is your responsibility to follow the University and faculty regulations. When registering, you must not exceed the maximum credits permitted by your faculty.

You cannot register for more than 12 credits (Music students, 18 credits) during the summer, at McGill or at other universities, except by special permission of your Associate Dean or Director.

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

Quebec Inter-University Transfer (IUT) students may take, in one summer term, a maximum of one course regardless of credit weight. Permission to register for more than one course per term must be obtained from the McGill faculty in which the student is registering by using the BCI (*Bureau de coopération interuniversitaire*, previously known as CREPUQ) electronic IUT site at [www.crepuq.qc.ca](http://www.crepuq.qc.ca) (see [section 3.7.2: Quebec Inter-University Transfer Agreement: Visiting IUT Students](#)).

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## 4 Fees

The information in this publication was updated in June 2017. **The University reserves the right to make changes without notice in the published scale of fees.**

**Further information regarding fees can be found on the Student Accounts website:**  
[www.mcgill.ca/student-accounts/tuition-fees/tuition-and-fees-tables-and-rates](http://www.mcgill.ca/student-accounts/tuition-fees/tuition-and-fees-tables-and-rates).

For information on financial support, see [University Regulations & Resources](#) > *Undergraduate* > [section 8: Scholarships and Student Aid](#).



**Note for Graduate and Postdoctoral Studies:** For information on financial support, see [www.mcgill.ca/gps/funding](http://www.mcgill.ca/gps/funding).

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### 4.1 Access to Fee Information

You can view your *Account Summary by Term* on [Minerva](#). The Fall 2017 term fees will be accessible in mid-July.

## 4.2 Billing and Due Dates

The following sections contain information regarding billing and due dates.

### 4.2.1 Confirmation of Acceptance Deposit

When you are admitted to the University, you are required to confirm your acceptance of the offer of admission on Minerva under the *Applicant Menu* at [www.mcgill.ca/minerva](http://www.mcgill.ca/minerva) and you must pay the required deposit (may vary by program) by credit card (AMEX, Visa or MasterCard) at that time.

### 4.2.2 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 miscellaneous 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 your McGill 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](#) for information on payment due dates.

Term	Payment Due Date
<b>Fall Term</b>	
Returning and new students	August 31, 2017
<b>Winter Term</b>	
Returning and new students	January 4, 2018

**Late Payment Fees:** If you have an outstanding balance greater than \$100 on your account on October 31 (February 28 for the Winter term), you are charged a late payment fee as per the fee schedule found at [section 4.6: Other Fees](#).

### 4.2.3 Guest Access on Minerva

You may choose to give access privileges to a guest on Minerva. These privileges include viewing e-bills/account summaries, tax receipts and e-payment.

The [www.mcgill.ca/student-accounts/parents-and-sponsors/guest-access](http://www.mcgill.ca/student-accounts/parents-and-sponsors/guest-access) web page describes how to set up this access. You must provide certain information about the individual to whom you wish to grant access to your fee-related information. The guest will be contacted by email and provided with a link to use within a designated time period.

You can revoke guest access privileges at any time.

Note that Service Point staff may respond to questions from your authorized guest regarding the information to which they have been given access.

If you do not want to give a guest access privileges to Minerva, you can enter an "Alternate Student Billing" email address on Minerva to which Student Accounts will send a copy of the monthly e-bill notification.

You should not share your PIN (personal identification number) with anyone, including a guest on Minerva. *Guest Access* allows your guest to view your account information without knowing your PIN.

### 4.2.4 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.

## 4.3 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.

### 4.3.1 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-tuition-and-fees-information/tuition-fee-exemptions](http://www.mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-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.

#### 4.3.2 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 & Fees > General Tuition and Fees Information*.

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

#### 4.3.3 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.

#### 4.3.4 Staff Dependent Waivers

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

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

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

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### 4.4 Compulsory Fees

Rates are updated and available on the Student Accounts website, [www.mcgill.ca/student-accounts/tuition-fees](http://www.mcgill.ca/student-accounts/tuition-fees), as soon as they become available.

#### 4.4.1 Student Services Fees

Student Services fees are governed by the Senate Committee on the Coordination of Student Services, a parity committee composed equally of students and University staff. Through the Office of the Executive Director, Services for Students, these services, promoting student success and well-being, are available on the Downtown and Macdonald campuses to help students achieve greater academic, physical, and social well-being.

These fees are complemented by revenue from the Quebec government, the University, and the generosity of donors. They support: Student Health Services; Mental Health Services; Counselling and Tutorial Services; the Office of Religious and Spiritual Life; Career Planning Service (CaPS); Scholarships and Student Aid; International Student Services; the Office for Students with Disabilities; Campus Life & Engagement (including assistance for francophone students); and the First Peoples' House. Please refer to [section 13.3: Student Services – Downtown Campus](#) and [section 13.4: Student Services – Macdonald Campus](#) for details on these services.

#### 4.4.2 Athletics and Recreation Fee

The Athletics and Recreation fee supports programs offered on the Downtown and Macdonald campuses. The fee provides access to most athletics facilities; however, registration to fitness and recreation courses, intramural sports, pay-as-you-go programs, and/or the Fitness Centre carries a supplemental charge. Please consult the Athletics and Recreation website at [www.mcgillathletics.ca](http://www.mcgillathletics.ca) for further information.

#### 4.4.3 Student Society Fees

Student Society fees are collected on behalf of student organizations and are compulsory. These fees must be approved by the student body through fee referenda according to the constitutional rules of the association or society.

Students may vote on changes to Student Society fees during either the Spring or Fall referendum periods.

For Canadian students, the Student Society fees include health and dental insurance. For international students, the Student Society fees include a dental insurance plan. International students are required to participate in the University's compulsory International Health Insurance (IHI) plan. For more information, please visit International Health Insurance at [www.mcgill.ca/internationalstudents/health](http://www.mcgill.ca/internationalstudents/health).

Rates for the current year may be found at [www.mcgill.ca/student-accounts](http://www.mcgill.ca/student-accounts).

## 4.5 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).

## 4.6 Other Fees

For the current year's non-tuition charges, please refer to [www.mcgill.ca/student-accounts/tuition-fees/non-tuition-charges](http://www.mcgill.ca/student-accounts/tuition-fees/non-tuition-charges).

### 4.6.1 Other Fees: Health Sciences

Fees specific to Health Sciences students are listed in each Health Sciences faculty or school section:

- [Dentistry](#)
- [Medicine](#)
- [Nursing](#)
- [Physical & Occupational Therapy](#)

under *Undergraduate* or *Professional* > *Health Sciences: General Information* > *Fees: Health Sciences*.

## 4.7 Fees and Withdrawal from the University

If you decide not to attend the term(s) in which you are registered, you must officially withdraw from the University in accordance with [section 3.8: University Withdrawal](#). **Otherwise, you are liable for all applicable tuition and other fees.**

If you use Minerva to drop your last course between September 1 (January 1 for the Winter term) and the end of the withdrawal period with full refund, you will be deemed withdrawn from the University. You are automatically charged a registration cancellation fee of \$200 (or your registration deposit fee, whichever is higher) to cover administrative costs of registration.

**If you stop attending classes without dropping your courses, you are liable for all applicable tuition and other fees.** See [section 3.8: University Withdrawal](#).

If you are considering withdrawal from the University, please review the information found on the following Student Accounts web page for further details of the financial repercussions of withdrawal: [www.mcgill.ca/student-accounts/your-account/withdrawals](http://www.mcgill.ca/student-accounts/your-account/withdrawals).

### 4.7.1 Fee Refund Deadlines

The deadline dates for course refunds are independent of the deadline dates given for withdrawal from courses.



**Note for Graduate and Postdoctoral Studies:** See [University Regulations & Resources](#) > *Graduate* > *Regulations* > *Registration* > : *Summer Registration* for information about fee refund after withdrawal from a Summer Term of Residence for newly admitted graduate students only. Otherwise, there are generally no refunds for tuition and fees charged for a Summer term course from which you have withdrawn.

#### 4.7.1.1 Fall Term – up to and including September 26

Returning students – 100%\* refund (less registration cancellation fee of \$200 in the case of complete withdrawal).

New students – 100%\* refund (less registration deposit or \$200, whichever is higher).

#### 4.7.1.2 Fall Term – after September 26

No refund.

#### 4.7.1.3 Winter Term – up to and including January 30

Returning students – 100%\* refund (less registration cancellation fee of \$200 in the case of complete withdrawal).

New students – 100%\* refund (less registration deposit or \$200, whichever is higher).

#### 4.7.1.4 Winter Term – after January 30

No refund.

\* Includes tuition and compulsory student fees.

To discuss the refund policy applicable to a special case, undergraduate students should contact their faculty Student Affairs Office (Associate Dean or Director) and graduate students should contact their departmental Graduate Program Director or Graduate Program Coordinator (see [www.mcgill.ca/gps/contact](http://www.mcgill.ca/gps/contact) for contact information).

## 4.7.2 Refund Procedures

You are not automatically refunded your credit balance as many students choose to keep the balance on account for use for a future term. You may, however, request your credit balance to be refunded at any time, after the course withdrawal with full refund period has passed. 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).



**Note:** We strongly recommend that you supply direct deposit banking information via *Minerva* (Canadian banks only); otherwise, a refund charge will apply.

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## 4.8 Other Policies Related to Fees

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

### 4.8.1 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. In the event that a student's account has a hold preventing registration or the release of transcripts, the University may require a guaranteed form of payment, for instance, a certified cheque or money order. Certain financial holds prevent the release of diplomas.

**Interest:** Interest is charged on overdue balances at the monthly rate of 1.24% (14.88% annually), multiplied by the balance outstanding after the due date (within 2–3 days). The rate is evaluated each Spring, and then 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.

#### 4.8.1.1 Information for Registered Students

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

Brown Student Services Building  
3600 rue McTavish, Room 3200  
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.

#### 4.8.1.2 Information for Students Who Are No Longer Registered

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

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

In accordance with the fee policies stated in [section 4.8.1: Overdue Accounts](#) and [section 4.8.1.1: Information for Registered Students](#), before the University cancels your current and subsequent term registration(s), the Student Accounts Office will make all reasonable efforts to notify you if your account is delinquent, or if you owe more than \$100 from the previous term. The cancellation is effective the last day of the add/drop period unless you settle the account or make payment arrangements with the University by then. If you pay or make payment arrangements with the Student Accounts Office after the add/drop deadline and you want the University to reinstate your registration for the current or subsequent term(s), you must complete the *Request for Reinstatement* form ([www.mcgill.ca/student-accounts/forms](http://www.mcgill.ca/student-accounts/forms)) and submit it to the Student Accounts Office, which will forward it to Enrolment Services for approval and processing. Your fee account will be charged a Reinstatement Penalty for the processing of the re-enrolment; exact fee amounts and further details are available on the [Student Accounts](#) website.

### 4.8.2 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).

### 4.8.3 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.

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

You should consult the Student Accounts Office at [student.accounts@mcgill.ca](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.

### 4.8.5 Quebec Inter-University Transfer Agreements

If you are taking courses as part of the Quebec Inter-University Transfer (IUT) agreement, you are required to pay the fees at your home university; see [section 3.7: Quebec Inter-University Transfer Agreement](#). The agreement covers only the transfer of academic credits.

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

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

### 4.8.6 Senior Citizens

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



## 4.9 Sponsorships/Awards/Fee Deferrals

### 4.9.1 Students with Sponsors

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

If the sponsor does not pay the promised fees within 90 days of invoicing, you are responsible for paying the fees plus the late payment fee and accrued interest.

### 4.9.2 Students Receiving McGill Awards

Student awards may be paid directly to your student fee account or direct deposited to your bank. Please verify the payment schedule and the method of payment on Minerva's *Financial Aid/Awards* menu if you are expecting a scholarship or award.

Please note that credit balances in student fee accounts that result from payment from scholarships and awards are refundable only after the official "course withdrawal with full refund" deadline for each term.

### 4.9.3 External Scholarships

You may also receive external scholarships from other organizations, outside agencies, parents' employers, or community groups. These awards are typically sent directly to the University. You should provide the Student Accounts Office with a letter from the external body indicating the details and requirements of how the scholarship funds should be distributed, including any conditions for the award. If such information is not specified, the amount of the scholarship will be split into two terms and will be credited to your account as soon as you have registered, with the second instalment credited the first working day in January. If you do not meet the requirements of the scholarship, the funds will be returned to the external body.

You may need an anticipated scholarship to reduce your balance owing for a given term. If so, email [student.accounts@mcgill.ca](mailto:student.accounts@mcgill.ca), with "External Scholarships" in the subject line, at least one week before the fee deadline as stated on the e-bill, and indicate the amount, currency (Canadian or US dollars) and agency or company issuing the scholarship. A fee deferral for the expected amount will reduce the amount owed. The deferral will expire by the end of September for the Fall term or January for the Winter term. Interest will be assessed at the prevailing rate on outstanding amounts beyond the deferral deadline.

Please note that credit balances in student fee accounts that result from payment from scholarships and awards are refundable only after the official "course withdrawal with full refund" deadline for each term.

### 4.9.4 Tuition & Fees – Payment Deferral

Students with no prior outstanding tuition/fees may request that payment(s) of tuition and fees be deferred based on self-reported demonstrated sources of funding from the University, government or other external agencies. Such requests will be granted on a term by term basis during which time no interest or late payment charges will be applied on the fees covered by the deferral. The length of time that a fee deferral is in effect will depend on the nature of the fee deferral. For the list of deferrals and their duration, please refer to the [Student Accounts](#) website.

Students may apply for a fee deferral via "Defer Payment of Tuition and Fees" through the *Financial Aid/Awards* menu on Minerva, selecting the category applicable to their situation. All applicants will be verified to ensure they have self-reported their situation accurately.

The Minerva application for deferral of tuition fees form is available in mid-July for the Fall term (mid-December for the Winter, and early April for the Summer). Students who apply up to the fee deadline can be assured that the deferral will be in effect prior to interest being charged on their account. Note that students who apply late may not request cancellation of interest.

A fee deferral generally covers the amount of the Fall (Winter or Summer) term charges, which include tuition, administrative, and certain academic fees, and health and dental insurance. Charges not covered by the tuition deferral include, but are not limited to, housing charges, meal plans, printing charges, or any other amounts owing that are not considered registration charges. Interest on outstanding already-billed amounts will continue to be charged on a monthly basis excluding amounts covered by the student aid tuition deferral.

Students are reminded that tuition and student housing fees have first call upon financial aid received from any source.

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## 4.10 Tax Slips/Receipts

T4A, Relevé 1, T2202A, and Relevé 8 slips are issued on Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)) under the *Student Accounts Menu* by the end of February each year. Note that a Quebec permanent code, a social insurance number, and a valid mailing address are required to be transmitted to *Revenu Québec* by the University as part of its tax reporting for both the Relevé 1 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 at [www.mcgill.ca/student-accounts/your-account/tax-information](http://www.mcgill.ca/student-accounts/your-account/tax-information).



## 4.11 Yearly Fees and Charges by Faculty

Tuition fees at the undergraduate level are based on the number of credits you take.

Please consult the Student Accounts website at [www.mcgill.ca/student-accounts](http://www.mcgill.ca/student-accounts) for tables of fees by residency status and faculty.

## 5 Student Records

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

### 5.1 Academic Standing

You enter the University in Satisfactory Standing, and your Academic Standing is determined 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 5.1.1: Academic Standing: Desautels Faculty of Management](#)
- [section 5.1.2: Academic Standing: Faculty of Agricultural and Environmental Sciences](#)
- [section 5.1.3: Academic Standing: Faculties of Arts and Science \(including B.A. & Sc.\)](#)
- [section 5.1.4: Academic Standing: Faculty of Education](#)
- [section 5.1.5: Academic Standing: Faculty of Engineering](#)
- [section 5.1.6: Academic Standing: Faculty of Law](#)
- [section 5.1.7: Academic Standing: School of Continuing Studies](#)
- [section 5.1.8: Academic Standing: Schulich School of Music](#)

#### 5.1.1 Academic Standing: Desautels Faculty of Management

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

#### 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 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 Information – FMT](#).

#### 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.

##### 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.

**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.

**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.

**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/students/seeking-readmission](http://www.mcgill.ca/oasis/students/seeking-readmission). 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 > Browsing Academic Units & Programs > : Science or Mathematics for Teachers](#).

### 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 > section 5.5: 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).

### 5.1.4 Academic Standing: Faculty of Education

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

### 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.

#### 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.

#### 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.

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

#### 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.

#### 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.

#### 5.1.8 Academic Standing: Schulich School of Music

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

## 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 the course listing in a note underneath the course description. For example, (3-1-5) indicates a course consisting of three lecture hours per week, one hour of tutorial or lab, and five hours of personal study per week.



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

## 5.3 Grading and Grade Point Averages (GPA)



**Note for Physical and Occupational Therapy:** A grade of C+ is a minimum required passing grade for courses with the subject codes of OCC1, PHTH, and POTH. A grade of C is a minimum required passing grade for all other courses. For complete details, refer to the Rules and Regulations, available at [www.mcgill.ca/spot/programs](http://www.mcgill.ca/spot/programs).

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

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

Grades A through C represent satisfactory passes, D a conditional (non-continuation) pass, and F a failure. Certain courses have been approved for Pass/Fail (P/F) grading. Students may also designate elective courses to be graded under the S/U option. See [section 3.2.5: Courses Taken under the Satisfactory/Unsatisfactory \(S/U\) Option](#).

You must obtain a grade of C or better in courses that you take to fulfil program requirements. You may not register in a course unless you have passed all the prerequisite courses with a grade of C or better, except by written permission of the appropriate department chair.

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%



**Note for Engineering:** The Faculty of Engineering does not use this numeric scale. See *Note for Engineering* below.



**Note for Law:** Faculty of Law does not use this numeric scale.

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



**Note for Engineering:** In the Faculty of Engineering, letter grades are assigned according to the grading scheme adopted by the professor in charge of a particular course. This may not correspond to grades indicated in the “Numerical Scale of Grades” column in *Grading and Grade Point Averages*. A grade of D indicates marginal performance which is acceptable only for Complementary Studies courses (i.e., Group A *Impact of Technology on Society* and Group B *Humanities and Social Sciences, Management Studies and Law*), Natural Science Complementary Courses (for Computer Engineering and Software Engineering students from CEGEP), and Elective Courses (for Mechanical Engineering students from CEGEP and for Architecture students). A grade of D is not acceptable for required (core) courses (including Year 0 (Freshman) math and science courses), technical complementary courses, laboratory complementary courses, or courses in any other category of the Engineering programs. Individual departments/schools will decide if a student with a D in a prerequisite course(s) may take the subsequent course.

#### Grades have the following designations:

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

### 5.3.1 Grading and Grade Point Averages (GPA): Other Grades

#### Other Grades

J	—	unexcused absence (failed); the student is registered for a course but does not write the final examination or do other required work; calculated as a failure in the TGPA and CGPA
K	—	incomplete; deadline extended for submission of work in a course
KE or K*	—	further extension granted

**Other Grades**

KF	—	failed to meet the extended deadline for submission of work in a course; calculated as a failure in TGPA and CGPA
KK	—	completion requirement waived; not calculated in TGPA or CGPA
L	—	deferred examination
LE or L*	—	permitted to defer examination for more than the normal period
NR	—	no grade reported by the instructor (recorded by the Registrar)
P	—	pass; not calculated in TGPA or CGPA
Q	—	course continued in next term (applicable only to courses taken pre-Fall 2002)
S	—	satisfactory; equivalent to C or better in an elective course; not calculated in TGPA or CGPA (See <a href="#">section 3.2.5: Courses Taken under the Satisfactory/Unsatisfactory (S/U) Option.</a> )
U	—	unsatisfactory; equivalent to D or F in an elective course; not calculated in TGPA or CGPA (See <a href="#">section 3.2.5: Courses Taken under the Satisfactory/Unsatisfactory (S/U) Option.</a> )
W	—	withdrew; a course dropped, with permission, after the Course Change deadline; not calculated in TGPA or CGPA
WF	—	withdrew failing; a course dropped, with special permission in an exceptional case, after faculty deadline for withdrawal from course, the student's performance in the course at that stage being on the level of an F; not calculated in TGPA or CGPA (Not used by Music.)
WL	—	faculty permission to withdraw from a deferred examination; not calculated in TGPA or CGPA
NA or &&	—	grade not yet available
W - - or - -	—	no grade; student withdrew from the University, not calculated in TGPA or CGPA



**Note for Physical and Occupational Therapy:** Grades of S/U are not applicable.



**Note for Medicine:** Refer to [www.mcgill.ca/ugme/academic-policies/recording-numeric-grades](http://www.mcgill.ca/ugme/academic-policies/recording-numeric-grades) and [www.mcgill.ca/ugme/academic-policies/medical-student-performance-record](http://www.mcgill.ca/ugme/academic-policies/medical-student-performance-record).

**5.3.2 Unexcused Absences**

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

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



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



**Note for Law:** Option 1 is not available to students in the Faculty of Law. Option 3 is by approval of the Associate Dean (Academic) or the Director (Student Life & Learning) only.





**Note for Music:** Option 1 is not available to students in the Schulich School of Music.

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

You must request option 2) by the faculty deadlines as indicated in [University Regulations & Resources > Undergraduate > Examinations: General Information > Final Examinations > section 6.4.2: Final Examinations: Deferred Examinations](#).

You must request option 3) by the faculty deadlines as indicated at [www.mcgill.ca/students/exams](http://www.mcgill.ca/students/exams).

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



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



**Note for Graduate and Postdoctoral Studies:** Only options 2 and 3 above are applicable to graduate students. Students wishing to appeal a J grade should write to the Associate Registrar, Management of Academic Records.

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## 5.4 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.

### 5.4.1 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.

### 5.4.2 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 5.4.3: Official Transcripts](#).

#### 5.4.2.1 Verification of Student Records: Unofficial Transcripts

Subject to [section 5.8: 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.



### 5.4.3 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.

### 5.4.4 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 & Resources > Undergraduate > Registration > Course Information and Regulations > section 3.2.1: 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).

## 5.5 Incomplete Courses

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 the Faculties of Arts and Science (including B.A. & Sc.):** An instructor who believes that there is justification for a student to delay submitting term work may extend the deadline until after the end of the course. In this case, the instructor will submit a grade of “K” (incomplete), indicating the date by which the work is to be completed. The maximum extensions for the submission of grades are as follows:

#### Students graduating in June

Fall, Winter, and multi-term courses

April 30

**Non-graduating students**

Fall courses	April 30
Winter and multi-term courses	July 30
Summer courses	November 30

Students' deadlines for submitting their work must be scheduled appropriately before these dates to ensure that the work can be assessed and the grade submitted on time.

It is important to note that instructors may impose earlier deadlines than those listed above.

If grades to clear Ks have not been submitted by the above deadlines, the K is automatically changed to a KF and counts as an F in the GPA.

Students with a grade of K who have serious extenuating circumstances may request an extension of the K deadline (KE) from the Associate Dean or Director of their faculty.

For more information, see [section 5.3: Grading and Grade Point Averages \(GPA\)](#).

Requests must be made to the instructor for consideration. If your request is approved, the instructor will inform you of the extension deadline, and submit a grade of K (incomplete). 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 the Faculty of Agricultural and Environmental Sciences:** The maximum extensions for the submission of grades to the Student Affairs Office are as follows:

**Students graduating in June**

Fall courses	January 15
Winter courses, and courses spanning Fall/Winter	April 30

**Non-graduating students**

Fall courses	January 15
Winter courses, and courses spanning Fall/Winter	May 15

Students' deadlines for submitting their work must be sufficiently in advance of these dates to ensure that the work can be graded and the mark submitted on time. It is important to note that instructors may impose earlier deadlines than those listed above.

If instructors have not submitted marks to clear Ks to the Student Affairs Office by the above dates, the K is automatically changed to a KF and counts as an F in the GPA.

Students with a grade of K who have serious extenuating circumstances may request an extension of the K deadline (KE) from the Associate Dean (Student Affairs). More information about grading and credit is found under *University Regulations and Resources > Undergraduate > Student Records > section 5.3: Grading and Grade Point Averages (GPA)*.



**Note 1 for Law students:** In the Faculty of Law, permission to delay submission of required term work must be obtained from the Director (Student Life & Learning). It cannot be granted by the instructor. If, in the opinion of the Director (Student Life & Learning), 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). If an extension of the deadline is granted, the Director (Student Life & Learning) will indicate the date by which the student must complete the work. If the instructor submits a new grade within the new deadline, both the new grade and the grade of K will appear on the student's faculty reports and verification forms. However, on the student's official transcript the new grade will replace the K. If the required work is not completed before the deadline, a grade of KF will be updated on the student's record. A KF denotes a failed course and is calculated in the TGPA and CGPA the same as an F. In exceptional circumstances, and with the approval of the Director (Student Life & Learning), the deadline may be extended further, in which case the grade of KE (further extension granted) will appear. If the extended deadline is not met, a grade of KF will replace the KE.



**Note 2 for Law 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).



**Note for Music students:** A Music student who has a mark of K not cleared in mid-May is ineligible for scholarships.

## 5.6 Transfer Credits

Students who have been approved to transfer credits from another university and students who participate in a formal university exchange could be eligible to transfer earned credits to McGill if the grade earned in the host university course(s) is equal to or higher than the grade/CGPA required to graduate from the host university. The policy will apply to both elective and required courses and, to be counted, courses must be taken at the host institution for the same

purpose (i.e. major, minor, elective etc.) than they would have at McGill. Please note that grade/GPA requirements may differ across programs and that your Student Affairs Office will determine the category to which credits are transferred to your program.

You need to obtain approval from your Student Affairs Office for courses taken at other universities. In some faculties, you need to obtain approval from your Student Affairs Office as well as from your academic adviser before taking the courses, especially if the courses are part of your program requirements. Please note that credits that have not been preapproved might not be transferred. Admissions, Faculties, and Departments vet the courses they approve for credit and thus have the right to refuse certain courses that do not satisfy program requirements.

You may be granted credit for courses meeting the requirements described above at other universities, as long as you are within the number of credits imposed by McGill's residency requirements and program requirements for some faculties. In general, a minimum of 60 credits completed at McGill is needed to qualify for a McGill degree. You must be in satisfactory standing in order to be granted the transfer credits.

Grades for transfer courses earned at the host university are not entered on your McGill transcript and are not part of the TGPA or CGPA calculation. Courses at a host university which you fail or from which you withdraw will appear on your McGill transcript with zero credit granted.

For universities outside Quebec, it is your responsibility to ensure that the host institution sends an official transcript to the Student Affairs Office. You must submit all documents required for approval of your transfer of credits with your faculty at McGill **within four months** of completing your exchange program or study away. If you are studying at another Quebec university on an Inter-University Transfer (IUT) agreement, the host university sends your grade(s) to McGill automatically. For additional information, see [section 3.7: Quebec Inter-University Transfer Agreement](#).

Transcripts for transfer courses must be received by the following deadlines:

Graduation Term	Convocation
April 1, if your term of graduation is Winter	Convocation in Spring
August 15, if your term of graduation is Summer	Convocation in Fall
December 15, if your term of graduation is Fall	Degree granted February, Convocation in Spring

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



**Note for the Faculty of Arts:** The Arts Office of Advising & Student Information Services (OASIS) does not encourage you to participate in any type of study away or exchange in the last term of your final year (U3), as this will delay your graduation to the next graduation period.



**Note for the Faculty of Engineering:** If you are completing a B.Eng. or B.S.E. degree, half of your program must be completed at McGill. The number of transfer credits granted can therefore not exceed 50% of the total credits for your program. Note that the total credits for your program includes those associated with the Required Year 0 (Freshman) courses. If you are completing the B.Sc.(Arch.) degree, the number of transfer credits granted will be limited to ensure that you complete a minimum of 60 credits of courses at McGill taken to satisfy your degree requirements, excluding those taken to satisfy the Required Year 0 (Freshman) courses listed in your program.



**Note for the Faculty of Law:** A limited number of the credits required for the B.C.L./LL.B. degree program may be obtained in appropriate courses offered by other McGill faculties or other universities, with the approval of the Director (Student Life & Learning) before registration. The total number of credits allowed under this regulation must not exceed six non-law credits and six non-McGill law credits.



**Note for the Faculty of Science (including B.A. & Sc.):** The Science Office for Undergraduate Student Advising (SOUSA) does not encourage you to participate in any type of study away, or exchange in the last term of your final year (U3), as this will delay your graduation to the next graduation period.

### 5.6.1 Advanced Standing Transfer Credits

Students who have successfully completed their high school studies, including courses or programs that may result in the awarding of advanced standing and exemptions, such as the International Baccalaureate, Advanced Placement examinations, GCE A-Levels, French Baccalaureate, and other qualifications, must declare these studies upon applying for admission to McGill University. Advanced standing and exemptions will be given for these completed studies.

Students who have been granted advanced standing for the International Baccalaureate, Advanced Placement examinations, GCE A-Levels, French Baccalaureate, and other qualifications, but who wish to complete a four-year undergraduate program at McGill, will be permitted to do so, with the appropriate limitations on the repetition of courses for which they have received exemptions. This gives students with advanced standing the option of completing 120 McGill credits.

Interested students should contact their Faculty or School advisers.

## 5.7 Verification of Student Records: Degree Evaluation

*Degree Evaluation* is a Minerva tool to help students and advisers compare the student's academic record with the requirements of a specific program. If you have access to Degree Evaluation on *Minerva* under the *Student Records Menu*, you can review your progress within your current program. Also, if you are considering a program change, you can generate a "what-if" comparison of your academic record with the requirements of another program.

The presentation in the **Degree Evaluation Report** may have a different appearance than the requirements listed in this publication. For example, a long listing of courses may be grouped into one course "attribute" on the Minerva report.

Degree Evaluation also provides a central record of adviser/faculty-approved adjustments to your program of study (e.g., the replacement of one specified course with another or acceptance of a non-McGill course for credit).

Please note that Degree Evaluation is an advising tool only. A Degree Evaluation Report that indicates program requirements have been satisfied does NOT constitute approval to graduate.

For details regarding Degree Evaluation, including *Reading a Degree Evaluation Report*, see [www.mcgill.ca/students/courses/plan/evaluation](http://www.mcgill.ca/students/courses/plan/evaluation).



**Note for Medicine and Dentistry:** The Degree Evaluation tool is not used in the faculties of Medicine and Dentistry.



**Note for Nursing:** You may view Degree Evaluation Reports on Minerva. However, if you have completed courses that differ from the School's defined "Course of Study" for the program you are completing, it is highly recommended that you do so in consultation with your academic adviser. Any questions about a Degree Evaluation Report or requests for adjustments should be discussed with your the Nursing Student Affairs Office.

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## 5.8 Changes to Student Records after Normal Deadlines

### 5.8.1 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), status change (i.e., leave of absence, exchange, or term away). They also include changes to tuition status based on the submission of legal documents.

### 5.8.2 Registrar Deadlines

Fall term – January 31

Winter term – June 1

Summer term – October 1

### 5.8.3 Before Registrar Deadlines

For record changes after the normal deadlines published in this publication, but before the Registrar deadlines listed in [section 5.8.2: Registrar Deadlines](#), you must make a request in writing to your Associate Dean or Director, clearly explaining why you could not request the change before these dates. The Associate Dean or Director will review your request and make a decision. If your request is approved, the change is processed according to existing faculty and Enrolment Services student record procedures.



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

### 5.8.4 After Registrar Deadlines

The University does not normally consider a change requested after the Registrar deadlines listed in [section 5.8.2: 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).

### 5.8.5 Fee Assessment Consequences

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

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

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

Note that your faculty/school or Graduate and Postdoctoral Studies does not handle changes related to your citizenship and/or immigration or fee exemption status; see [section 2.2.1: Why Does McGill Collect Legal Documents from You?](#) You may be assessed a fee for a change requested after the submission deadline.

## 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, smart watches, 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/students/current-students/undergraduate/courses-registration/exams-assessment](http://www.mcgill.ca/engineering/students/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/exams](http://www.mcgill.ca/law-studies/courses-registration-exams/exams).



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



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

### 6.1 Class Tests

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

### 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).

### 6.3 Credit by Examination

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

### 6.4 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.

#### 6.4.1 Final Examinations: University Regulations Concerning Final Examinations

##### 6.4.1.1 Preamble

The objectives of these regulations are as follows:

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

##### 6.4.1.2 Regulations

1. These regulations shall apply to undergraduate courses up to and including the 500 level that are evaluated by the use of written examinations. They shall not apply to clinical, field, laboratory, performance, and seminar courses, or to other courses that are evaluated solely by means of a design, paper, program, or project.
2. Written examinations (including take-home examinations) shall not be held during the last two weeks of scheduled classes during the Fall and Winter terms, except where a pattern of continuous evaluation has been established, in which case the total value of examinations given in this period shall comprise no more than 10% of the final mark.
3. If the written examinations in a course constitute 50% or more of the final mark, one of these shall be given as a final written examination, and it shall take place during the examination period after the last day of scheduled lectures in December or April.
4. A final examination given during the examination period shall be worth at least 25% of the final mark.
5. Students shall be informed of all course requirements by the end of the course change period. All term work shall be assigned early enough in the term for students to complete the assignment(s) by the last day of class.
6. The due date for term work in courses to which these regulations apply shall be no later than the last day of classes.
7. In courses that span the Fall and Winter terms (course pairs with numbers ending D1 and D2), instructors who wish to give a mid-year examination in December must schedule it in the formal examination period.
8. The principles enunciated in these regulations shall be applied, appropriately modified, to courses given during the summer, to other courses of less than a 13-week duration, and to courses in the Faculties of Law, Medicine, Dentistry, and Education that do not follow the normal University Timetable.
9. Individual faculties may propose variations in these regulations to the Academic Policy and Planning Committee in order to meet their special needs.
10. These regulations, and any variations to them, shall be made known to students by each faculty.

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



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

**It is the responsibility of the student to confirm the date, time, and place of the examination by checking examination schedules posted on [www.mcgill.ca/students/exams](http://www.mcgill.ca/students/exams).** 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 Medicine:** Refer to [www.mcgill.ca/ugme/academic-policies/examinations](http://www.mcgill.ca/ugme/academic-policies/examinations).



**Note for Dentistry:** Refer to [www.mcgill.ca/dentistry/academicaffairs/examschedule](http://www.mcgill.ca/dentistry/academicaffairs/examschedule).

## 6.4.2 Final Examinations: Deferred Examinations

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 Student Affairs Office or Service Point (for students in the Faculties of Arts or Science) upon providing supporting documentation to defer the examination to the next deferred/supplemental examination period, except for courses administered by the Faculty of Engineering (where students write the examination the next time the course is given; see [section 6.4.2.1: Deferred Examinations: Faculty of Engineering](#)). You should provide supporting documents such as an appropriate medical report as soon as possible after missing the exam. You should be aware that the University will only defer examinations for compelling reasons, verified and accepted by the Student Affairs Office or Service Point.

### First Time Deferred Exam Pilot Project

Beginning in Fall 2016, undergraduate students in the following faculties:

- Agricultural and Environmental Sciences (including School of Human Nutrition)
- Arts (including Schools of Information Studies, Religious Studies, and Social Work)
- Education
- Engineering (including Schools of Architecture and Urban Planning)
- Law
- Management
- Science (including School of Computer Science)

who request a **first time** deferral, due to illness or another extenuating circumstance, will be granted the deferral without the need for supporting documentation (ex.: a medical note). Please note that travel plans scheduled during the final exam period are not a valid reason for requesting a deferral.

This is a *one-year pilot project* meant to support students who may have to defer a final exam due to medical or mental health reasons. Regular deferred application deadlines apply.



**Note:** Students registered in the following faculties, schools, and academic units: Continuing Studies, Dentistry, Graduate & Postdoctoral Studies, Medicine, Music, Nursing, and Physical & Occupational Therapy, are **not participating** in this pilot project. The existing guidelines for your home faculty or school are applicable for deferring an exam.

### Applying for a Deferred Examination

You must apply for deferred examinations on [Minerva](#) if you are in one of the following faculties or schools:

- Agricultural and Environmental Sciences (including School of Human Nutrition)
- Arts (including Schools of Information Studies, Religious Studies, and Social Work)
- Continuing Studies
- Education
- Engineering (including Schools of Architecture and Urban Planning)
- Physical and Occupational Therapy
- Science (including School of Computer Science)

If you do not belong to one of the above faculties, consult your faculty for application procedures.

The deferred examination application deadlines for the following faculties and schools are available on the [Exams website](#):

- Agricultural and Environmental Sciences (including School of Human Nutrition)
- Arts (including Schools of Information Studies, Religious Studies, and Social Work)
- Continuing Studies
- Education
- Management
- Music
- Nursing
- Physical and Occupational Therapy
- Science (including School of Computer Science)



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.

For Summer term courses, check with your Student Affairs Office on the availability and restrictions of deferred examinations. For more information about application procedures and deadlines, see [www.mcgill.ca/summer/finalexams](http://www.mcgill.ca/summer/finalexams).

Beginning in Fall 2017, deferred examinations for courses taken in the Fall term will be held during *Study Break* in the following Winter semester. Deferred examinations for courses taken in the Winter term will be written in August of that year.

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



**Note:** Students should be aware that deferred exams are granted in situations when you have missed an examination due to extenuating circumstances. If you choose to write your final exam you are not eligible to apply for a deferred exam.



**Note for the Faculties of Arts and Science (including B.A. & Sc.):** Submit your supporting documents to 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 the Faculty of Agricultural and Environmental Sciences:** The Faculty offers deferred exams for medical reasons and exceptional circumstances (to be approved by the Associate Dean (Student Affairs)) for the Fall and Winter periods. Verify dates on the Important Dates website at [www.mcgill.ca/importantdates](http://www.mcgill.ca/importantdates), apply on Minerva, and provide medical documentation to the Student Affairs Office.



**Note for the Faculty of Engineering:** You should refer to [section 6.4.2.1: Deferred Examinations: Faculty of Engineering](#) for more information on the Faculty of Engineering policies on deferred exams.



**Note for the Faculty of Law:** You should refer to [www.mcgill.ca/law-studies/courses-registration-exams](http://www.mcgill.ca/law-studies/courses-registration-exams) for more information on the Faculty of Law policies on deferred exams.



**Note for the Schulich School of Music:** A Music student who has not cleared a grade of L by mid-May is ineligible for scholarships.

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 that there are no supplemental exams in Agricultural and Environmental Sciences or Management courses. 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)).**

#### 6.4.2.1 Deferred Examinations: Faculty of Engineering

For more information, see [www.mcgill.ca/engineering/students/current-students/undergraduate/courses-registration/exams-assessment/deferrals](http://www.mcgill.ca/engineering/students/current-students/undergraduate/courses-registration/exams-assessment/deferrals).

All requests to defer a final exam must be submitted online through Minerva, no later than one week (or five [5] working days) after the missed exam. You must submit **complete** supporting documentation to:

*McGill Engineering Student Centre*

Frank Dawson Adams Bldg.

3450 University Street, Room 22

A detailed explanation in support of the application must be entered in the "reason(s) for deferral" section of the application on *Minerva*. Supporting documents must cover the date of the missed exam and must include the student's official name.

For requests due to medical reasons, a deferral is granted only if the nature of the illness is serious enough to justify absence from the examination. The nature of the illness must be clearly indicated on the medical certificate. You may be required to meet with an adviser.

If you miss your examination for reasons other than medical reasons, you must submit supporting documentation from the appropriate authority.

You will receive an email when there is a change in the status of your deferral; therefore you are to verify the status of your application on *Minerva* to determine whether any additional information has been requested by the Student Affairs Office, Engineering Student Centre.

You will receive an email notification once a decision has been made.

#### Rules and regulations:

- Deferred exams for courses administered by the Faculty of Engineering are written during the final examination period the next time the course is offered, excluding the summer term. (Exception: deferred examinations for CHEM 234 will be offered during the supplemental/deferred examination period). The final examination schedule is available at [www.mcgill.ca/students/exams](http://www.mcgill.ca/students/exams).
- The following courses are administered by the Faculty of Engineering: CHEM 233, COMP 208, EPSC 221, MATH 262, MATH 263, MATH 264, MATH 270, MATH 271, MATH 363, MATH 381, and PHYS 271. CHEM 234 is also administered by the Faculty of Engineering; however, deferred examinations for this course are offered during the supplemental/deferred examination period.



- If taking the deferred exam will delay your graduation, you should include this in your detailed explanation to support your deferral application. The Student Affairs Office may grant an earlier deferral exam in such cases, and will notify you via your McGill email.
- For each deferred examination that is approved, an L (deferred) grade will appear on your record, but will not appear on official transcripts after the final grade has been determined. The grade you will receive in the deferred examination will replace the grade that you would have received in the original final exam. An L grade will be replaced by a J if you miss the NEXT deferred or regular examination in the course, whichever happens first.
- The format of the deferred examination will not necessarily be identical to the original final examination of the same course. You are responsible for contacting the professor if you have any questions.
- If you have written your final examination, you may not request that the exam be deferred.
- You are not permitted to redo any portion of the coursework such as assignments, projects, labs, midterms, quizzes, etc. (i.e., all grades previously obtained will be calculated with the final grade of the deferred examination to determine the final grade).
- Once a deferred exam has been granted, you will be limited to no more than 18 credits or six final examinations per term, whichever is greater. This will give you sufficient time during the term and the examination period to properly prepare for your deferred examination(s).
- The Faculty of Engineering does not grant extensions to deferred examinations. Students who are unable to write their deferred exam must contact the McGill Engineering Student Centre before the deferred exam application deadline.

#### 6.4.2.1.1 Non-Engineering Courses

Deferred examinations for courses administered by the following faculties and schools are offered during the supplemental/deferred examination period:

- Agricultural and Environmental Sciences
- Arts
- Education
- Management
- Religious Studies
- Science (courses administered by the Faculty of Science, including Year 0 math and science courses)
- Social Work

The supplemental/deferred examination schedule is available at [www.mcgill.ca/students/exams/dates/supdefer](http://www.mcgill.ca/students/exams/dates/supdefer).

#### 6.4.2.1.2 School of Continuing Studies Courses

Deferred exams for courses administered by the School of Continuing Studies are offered during the next term's final examination period. The final examination schedule for School of Continuing Studies courses is available at [www.mcgill.ca/continuingstudies/current-students/exams](http://www.mcgill.ca/continuingstudies/current-students/exams).

#### 6.4.2.1.3 Summer Studies

For courses offered in the Summer term, you must submit a detailed request for a deferral by email to [examdeferral.engineering@mcgill.ca](mailto:examdeferral.engineering@mcgill.ca) **within one week or 5 working days following the missed exam**.

You must also submit **complete** supporting documentation to the Engineering Student Centre (Frank Dawson Adams Building, Room 22), **within one week or 5 working days following the missed exam**.

For courses administered by the Faculty of Engineering, the deferred examination is written during the final examination period the next time the course is offered.

For non-Engineering courses, the deferred examination schedule is available at [www.mcgill.ca/students/exams/dates/supdefer](http://www.mcgill.ca/students/exams/dates/supdefer). See also [section 6.4.2.1.1: Non-Engineering Courses](#) above.

### 6.4.3 Final Examinations: Reassessments and Rereads

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

- to your Student Affairs Office (the Associate Dean, Student Affairs, in the Faculty of Agricultural and Environmental Sciences and in the Schulich School of Music); see [section 11.3: Contact Information for Student Affairs Offices](#)

**OR**

- via the [Service Point webform](#) if you are a student in the Faculty of Arts or the Faculty of Science

You should check with that office regarding application deadlines for formal rereads.

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

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

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

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

#### 6.4.3.1.1 Reassessment of Coursework

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

#### 6.4.3.1.2 Rereads of Final Examinations

Deadlines to request final exam rereads:

- **March 31** for courses in the Fall term
- **September 30** for courses in the Winter and Summer terms

Exam reread fees apply; refer to the [Student Accounts](#) website for fee amounts and information.

For students pursuing a *Bachelor of Arts*, *Bachelor of Science*, or the *Bachelor of Arts & Science*:

- Requests for a final exam reread must be made via the [Service Point webform](#);
- It is strongly recommended, but not required, that you consult with the instructor of the course before requesting a reread of a final exam.

Students from outside the Faculties of Arts or Science who are taking a course administered by the Faculty of Arts or Science must submit final exam reread requests directly to the Student Affairs Office of their Faculty for approval.

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

#### 6.4.3.2 Reassessments and Rereads: Faculty of Agricultural and Environmental Sciences

Two forms of formal re-evaluation of graded work are possible: reassessments of term work (midterm exams, quizzes, assignments, etc.) and rereads of final exams.

In both cases the first step is to discuss your grades with your instructor, for explanation and possible adjustment. If a satisfactory conclusion cannot be reached, a formal re-evaluation by a qualified and impartial evaluator can be requested.

For term work, you must apply for a reassessment in writing to the chair of the department that administers the course. An email request is sufficient. If in doubt about whom to contact, ask your Academic Adviser. The request for reassessment of term work must be made within 10 working days after the graded material has been made available to you.

For formal final examinations, you must apply for a reread in writing to the Associate Dean (Student Affairs). Application for rereads must be made by March 31 for Fall term courses and by September 30 for Winter term and Summer term courses. You will be assessed a fee for formal rereads; if your examination grade increases, the fee is waived.

You should be aware that, in either case:

- grades may be raised, stay the same, or be lowered as the result of a re-evaluation;
- the final course grade will be determined using the new grade, whether it is higher or lower;
- re-evaluations in courses outside the Faculty of Agricultural and Environmental Sciences are subject to the deadlines, rules, and regulations of the relevant faculty.

#### 6.4.3.3 Reassessments and Rereads: Faculty of Law

For information on the Faculty of Law's grade review regulations (rereads of failed examinations, rereads of failing assignments, and review of final evaluations) refer to: [www.mcgill.ca/law-studies/courses-registration-exams](http://www.mcgill.ca/law-studies/courses-registration-exams).

#### 6.4.3.4 Rereads: Faculty of Engineering

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

The following regulations apply:

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

#### Reread application deadlines:

- Fall courses: last working day of March
- Winter courses: last working day of July

- Summer courses: last working day of November

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

#### 6.4.4 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. Beginning with the Fall 2017 term, supplemental examinations for courses taken in the Fall term will be written during *Study Break* the following Winter semester. Supplemental examinations for courses taken in the Winter term will be written in August of that year. 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](#).



**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).

### 6.4.5 Additional Work: Faculty of Science (including B.A. & Sc.)

Instructors of courses that include graded, written term work may choose to provide the option of additional work to eligible students. The following conditions apply:

- if there is an option for additional work, it must be announced in the course outline at the beginning of the course;
- additional work involves revising one or more previously submitted papers or submitting new written work to replace the original work;
- you must be in Satisfactory or Probationary Standing;
- you must have received a final grade of D, J, F, or U in the course;
- the weight of the additional work will be equal to the weight given to the work that was revised or replaced when the original grade was submitted;
- the grade resulting from the revised or additional work will be recorded as a supplemental grade;
- the supplemental result will not replace the grade originally obtained, which is used in calculating the GPA; both the original grade and the supplemental grade will count in calculating the CGPA;
- in 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 grade will be submitted, reflecting grades for both the supplemental examination and the additional work;
- additional work in courses outside the Faculty of Science (including B.A. & Sc.) is subject to the deadlines, rules, and regulations of the relevant faculty.



**Note for the Faculty of 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).

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### 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.

Please consult the [Exams website](#) for complete information on fees, payment, and how to arrange for a proctor exam at McGill.

#### 6.5.1 Contact Information

Telephone: 514-398-2207

Email: [proctor.es@mcgill.ca](mailto:proctor.es@mcgill.ca)

Website: [www.mcgill.ca/students/exams/dates/proctor](http://www.mcgill.ca/students/exams/dates/proctor)

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### 6.6 Faculty of Engineering Policy on Use of Calculators in Faculty Tests and Examinations

The use of calculators during tests and examinations is at the discretion of the course instructor. If a calculator is permitted in the examination, you are required to use one of the following calculators:

- CASIO fx-100MS
- CASIO fx-115MS
- CASIO fx-260
- CASIO fx-300MSPlus
- CASIO fx-570MS
- CASIO fx-991MS
- CASIO fx-992S
- SHARP EL-510
- SHARP EL-520
- SHARP EL-531
- SHARP EL-546 (all extensions are acceptable for SHARP calculators)
- TI-30XIIS

No other calculators will be permitted, regardless of their level of sophistication, unless otherwise stated by the examiner. **Non-regulation calculators will be removed and no replacement calculator will be provided.** You are expected to own one of the above-listed Faculty of Engineering Standard Calculators.

For more information, see

[www.mcgill.ca/engineering/students/current-students/undergraduate/courses-registration/exams-assessment/faculty-standard-calculators](http://www.mcgill.ca/engineering/students/current-students/undergraduate/courses-registration/exams-assessment/faculty-standard-calculators).

## 6.7 Laptop Examination Policy for the Faculty of Law

All students wishing to write one or more final examinations on their laptop must:

1. ensure laptop compatibility with Faculty-approved software;
2. complete the Faculty of Law Laptop Examination Agreement;
3. download the Faculty-approved software;
4. run a test prior to the start of the examination period;
5. if necessary, sign an IST *Customer Services-Computer Repair Waiver*.

The Student Affairs Office will provide term-specific deadlines. You will not be permitted to use a laptop unless you have fulfilled the above requirements. You must ensure that the laptop you are using meets the minimum requirements for the software as specified by the Student Affairs Office, as posted on the [SAO website](#) and [myCourses](#). Students using laptops will not be placed in separate examination rooms. You may opt out of using your laptop at any point, even once the examination has started, and revert to handwriting.

First-year students are required to attend the examination information session and software download session during the Fall term; dates will be provided by the SAO. Student Affairs coordinators and IT representatives will be on site to assist with any installation difficulties you may encounter.

Students considering updating their laptop's operating system should consult the Student Affairs office in advance, to ensure that the new version of the operating system is compatible with the examination software.

### 6.7.1 Laptop Examination Agreement

The Examination Agreement is designed to confirm that students agree to the terms of the laptop policy. The following are the components of the Examination Agreement:

1. I elect to write one or more of my law examinations using a laptop with the approved McGill University software during the examination period. I recognize that this is a third-party application, and that neither McGill University nor the Faculty of Law is responsible for its proper functioning.
2. I confirm that my personal laptop meets the minimum requirements (as stipulated in the Faculty of Law – Laptop Exam Student section of the myCourses course Law-Law-Student Affairs-Examinations) for the laptop exam pilot project. My laptop has access to the McGill wireless network. Once I have completed this agreement, I will download and install the University-approved software on my laptop. I will follow the tutorial and test the software on my laptop within the stated deadlines.
3. If my laptop fails during the exam (e.g., a computer crash), I agree to continue and finish the exam by handwriting it. I understand that I will not be granted additional time to resolve the computer problems during the exam. If the incomplete examination cannot be retrieved from my computer within two working days, the Associate Dean (Academic) will determine remedial options.
4. I understand that, if necessary, ICS staff may be available to troubleshoot any difficulties encountered with the approved software (a third-party application). I will be asked to sign an IST *Customer Services-Computer Repair Waiver* acknowledging that ICS staff will not be held responsible for any theft, loss, or damage (to hardware or software) occurring during the diagnosis or repair of my laptop, or for any loss of data, regardless of when it was lost.

For more information on this agreement, see: [www.mcgill.ca/law-studies/courses-registration-exams](http://www.mcgill.ca/law-studies/courses-registration-exams).

## 7 Internships, Exchanges, and Co-op Programs

### 7.1 Internships and Co-op Programs

Several faculties at McGill offer undergraduate students the opportunity to participate in an internship or co-op program.

- **Faculty of Agricultural and Environmental Sciences** students: Refer to [Faculty of Agricultural and Environmental Sciences > Undergraduate > Overview of Programs Offered by the Faculty of Agricultural and Environmental Sciences > : Internship Opportunities](#).
- **Faculty of Arts** students: See the Arts Internships website at [www.mcgill.ca/arts-internships](http://www.mcgill.ca/arts-internships).
- **Faculty of Engineering** students: Refer to [Faculty of Engineering > Undergraduate > : Engineering Internship Program](#). The Department of Mining and Materials Engineering also offers co-op programs in Mining Engineering and Materials Engineering.
- **Faculty of Law** students: For information on Human Rights internships, see: [www.mcgill.ca/humanrights/clinical/internships](http://www.mcgill.ca/humanrights/clinical/internships).
- **Desautels Faculty of Management** students: Refer to [Desautels Faculty of Management > Undergraduate > BCom Degree Requirements > : Course Overlap](#).

- **Faculty of Science** students:

1. Information regarding internships for Science students can be found at [www.mcgill.ca/science/programs/internships](http://www.mcgill.ca/science/programs/internships).
2. For required B.Ed. Field experience courses and optional internship opportunities, please refer to [www.mcgill.ca/isa](http://www.mcgill.ca/isa).

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## 7.2 Exchange Programs

For information on Exchange Programs, refer to [Study Abroad & Field Studies](#) > *Undergraduate* > : [Exchange Programs](#).



**Note for Arts students:** Further information on exchanges and studying away may be obtained from the Arts OASIS website at [www.mcgill.ca/oasis](http://www.mcgill.ca/oasis).



**Note for Engineering students:** For further information, contact the Faculty of Engineering Student Affairs Office in the Engineering Student Centre, and see [www.mcgill.ca/engineering/students/current-students/undergraduate/exchanges-study-away](http://www.mcgill.ca/engineering/students/current-students/undergraduate/exchanges-study-away).



**Note for Law students:** Students should consult [www.mcgill.ca/law-studies/undergrad-programs/exchange](http://www.mcgill.ca/law-studies/undergrad-programs/exchange) for the eligibility criteria.



**Note for Management students:** See also [Desautels Faculty of Management](#) > *Undergraduate* > [Desautels Faculty of Management Studies](#) > : [International Student Exchange Program](#).



**Note for Science and B.A. & Sc. students:** Further information may be obtained from the SOUSA website at [www.mcgill.ca/science/student/general](http://www.mcgill.ca/science/student/general).



**Note for Music students:** For further information, contact the Schulich School of Music Student Affairs Office and see [www.mcgill.ca/music/student-resources/undergraduates/learning-abroad](http://www.mcgill.ca/music/student-resources/undergraduates/learning-abroad).

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## 7.3 Field Studies

For information on Field Studies, refer to [Study Abroad & Field Studies](#) .

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## 7.4 Mobility Award

The purpose of the Mobility Award is to encourage students to study abroad as part of their McGill degree program by defraying part of the cost of this experience. Complete information on this award is available on McGill's [International Education](#) website.

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## 7.5 Study Abroad Opportunities

For information on Study Abroad, refer to [Study Abroad & Field Studies](#) > *Undergraduate* > : [Opportunities for Field Study and Study Abroad](#), or see [www.mcgill.ca/students/international](http://www.mcgill.ca/students/international).

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# 8 Scholarships and Student Aid

The Scholarships and Student Aid Office offers a complete range of merit and need-based awards for entering and in-course undergraduate students. As well, the office administers all federal, provincial, and U.S. government student aid programs. For information and links to government websites as well as comprehensive information concerning all undergraduate awards appearing in the *Undergraduate Scholarships and Awards Calendar*, see [Scholarships and Student Aid](#).

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## 8.1 Entrance Awards for McGill Students

Undergraduate Entrance Scholarships are available to students entering McGill University for the first time in a full-time undergraduate degree program.



You should consult [www.mcgill.ca/studentaid/scholarships-aid/future-undergrads/entrance-scholarships](http://www.mcgill.ca/studentaid/scholarships-aid/future-undergrads/entrance-scholarships) for details. Highlights include:

- Entrance Scholarships are entirely merit-based; financial need is not considered.
- Value ranges from \$3,000 to \$12,000.
- There are two types: the One-Year, where eligibility is based solely on academic achievement; and the renewable Major, based on academic achievement as well as leadership qualities in school and/or community activities.

### 8.1.1 Application Procedures

- **One-Year Scholarships:** by applying to McGill, all eligible applicants who meet the minimum academic requirements are automatically considered. No separate application is required. For more information, see [www.mcgill.ca/studentaid/scholarships-aid/future-undergrads/entrance-scholarships/criteria](http://www.mcgill.ca/studentaid/scholarships-aid/future-undergrads/entrance-scholarships/criteria).
- **Major (renewable) Scholarships:** candidates can apply on the web by the scholarship deadline dates after their application for admission has been submitted and they have received an email acknowledgment.
- You must ensure that you send in all required supporting documentation; please refer to [www.mcgill.ca/studentaid/scholarships-aid/future-undergrads/entrance-scholarships/application-instructions](http://www.mcgill.ca/studentaid/scholarships-aid/future-undergrads/entrance-scholarships/application-instructions).
- The Faculties of Dentistry, Law, Medicine, and Music administer their own entrance award programs. Applicants should inquire at their respective faculty's admissions office regarding availability and procedures.
- If you hold a renewable scholarship from the Committee on Enrolment and Student Affairs, the scholarship is renewed only if you meet the McGill standards for renewal. See [www.mcgill.ca/studentaid/scholarships-aid/regulations-responsibilities/regulations](http://www.mcgill.ca/studentaid/scholarships-aid/regulations-responsibilities/regulations).

### 8.1.2 Need-Based Entrance Financial Aid

This program offers financial aid to students from families of modest means who require assistance to attend McGill. Upon acceptance to the University, first-year, undergraduate degree students can apply for an entrance bursary on Minerva. Entrance bursaries range in value and are determined by the level of need demonstrated by the student/family and the tuition fee rate charged based on student residency and program of study. Since financial need is the primary factor in the selection of aid recipients, applicants for this program are expected to apply for government student aid programs where eligible. For more information, see [www.mcgill.ca/studentaid](http://www.mcgill.ca/studentaid).

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## 8.2 In-Course Awards for McGill Students

Faculty scholarships and awards are decided by the faculty scholarships committees. You should consult the appropriate section of the *Undergraduate Scholarships and Awards Calendar* for regulations and information concerning these awards at [www.mcgill.ca/studentaid/scholarships-aid/current-undergrads](http://www.mcgill.ca/studentaid/scholarships-aid/current-undergrads).

- Most undergraduate scholarships and awards are granted on the basis of the combined GPA for the Fall and Winter terms (i.e., your sessional GPA), or a ranking in the top 1 to 5% of the faculty, subject to the faculty's budget. Applications are not required unless specifically indicated in the terms of an award.
- To be considered for in-course awards and/or the renewal of entrance scholarships, you must complete at least 27 graded credits in the regular academic year. Courses completed under the Satisfactory/Unsatisfactory (S/U) option, and Summer courses, are not considered. Program content and number of credits may also be considered.
- Up to a maximum of 6 credits from courses taken at other Quebec universities through the Inter-University Transfer (IUT) agreement can be counted toward the requirements for scholarship renewal or for consideration for other academic awards. Eligibility is based on all courses taken during the regular academic year, on both the McGill GPA and the global GPA, which includes the IUT credits. Please consult [section 3.7.2: Quebec Inter-University Transfer Agreement: Visiting IUT Students](#).
- You should review all regulations regarding in-course awards by consulting [www.mcgill.ca/studentaid/scholarships-aid/regulations-responsibilities/regulations](http://www.mcgill.ca/studentaid/scholarships-aid/regulations-responsibilities/regulations).
- A maximum of the top 10% of students in each faculty are named to the Dean's Honour List. This designation is based on the combined GPA for the Fall and Winter terms (i.e., your sessional GPA) and the minimum required combined GPA is determined by each faculty. It is an official University recognition of the student's achievements and appears on the transcript. There is no monetary reward.
- All awards, with the exception of convocation prizes, are credited to the tuition fee accounts of students for the following academic year. Students must be registered on a full-time basis to receive the funds.
- If you hold a renewable scholarship from the Committee on Enrolment and Student Affairs, it will *only* be renewed if you meet the McGill standards for renewal. See [www.mcgill.ca/studentaid/scholarships-aid/regulations-responsibilities/regulations](http://www.mcgill.ca/studentaid/scholarships-aid/regulations-responsibilities/regulations).

### 8.2.1 In-Course Financial Aid

The University offers an In-Course Financial Aid program to full-time undergraduate degree students on the basis of demonstrated financial need. This aid includes bursaries, short- and long-term loans, and a Work Study Program. To be considered for McGill financial aid, the University recommends that applicants apply for the maximum government student assistance for which they are eligible. The Scholarships and Student Aid Office oversees all provincial, federal, and U.S. student aid programs and disburses government funds.

Student Aid Counsellors are available for consultation on an individual basis to provide advice on budgeting and debt management, and to award financial assistance to needy and deserving students. For more information, see [www.mcgill.ca/studentaid](http://www.mcgill.ca/studentaid).

### 8.3 Work Study Program

The Work Study Program provides students with financial assistance through part-time employment on campus. Students are accepted into the program based primarily on financial need, though academic standing is also considered. There are a variety of Work Study positions available, ranging from clerical work in an administrative office to research with a professor. In addition to helping you cope with your financial obligations, Work Study also provides practical work experience that may enhance future employment opportunities.

Further information is available on McGill's Work Study website at [www.mcgill.ca/studentaid/work-study](http://www.mcgill.ca/studentaid/work-study) and at the Scholarships and Student Aid Office:

William & Mary Brown Student Services Building  
3600 McTavish Street, Suite 3200  
Montreal QC H3A 0G3  
Canada

Email: [work.study@mcgill.ca](mailto:work.study@mcgill.ca)

Website: [www.mcgill.ca/studentaid/work-study](http://www.mcgill.ca/studentaid/work-study)

#### 8.3.1 Student Aid

Telephone: 514-398-6013

Email: [student.aid@mcgill.ca](mailto:student.aid@mcgill.ca)

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

#### 8.3.2 Scholarships

Telephone: 514-398-6013

Email: [scholarships@mcgill.ca](mailto:scholarships@mcgill.ca)

Website: [www.mcgill.ca/studentaid/scholarships-aid](http://www.mcgill.ca/studentaid/scholarships-aid)

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## 9 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. Some faculties may require a higher CGPA in order to graduate.

You should contact your 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.



## 9.1 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 9: Graduation](#). The minimum CGPA required to graduate is 2.00, and you must be in Satisfactory Standing.

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

### 9.1.1 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](http://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.



**Note for Graduate and Postdoctoral Studies:** If you miss one of these deadlines, you must follow the procedures at [www.mcgill.ca/gps/students/graduating](http://www.mcgill.ca/gps/students/graduating). The Application for Graduation is available on Minerva for students in non-thesis programs who have registered for their final year. To ensure that you have met the requirements for graduation, you should refer to *Program Requirements > Master's Degrees*, found under each faculty's *Graduate* section in the McGill [eCalendar](#).



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

## 9.2 Graduation Approval Query

As a graduating student, you can view the status of your graduation record on Minerva ([www.mcgill.ca/minerva](http://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](http://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.

## 9.3 Graduation Honours

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

### 9.3.1 Dean's Honour List

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.

### 9.3.2 Distinction

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).

### 9.3.3 Faculty of Science Dean's Multidisciplinary Undergraduate Research List

The Faculty of Science Dean's Multidisciplinary Undergraduate Research List recognizes Bachelor of Science (B.Sc.) and Bachelor of Arts and Science (B.A. & Sc.) students who have participated in substantial and broad undergraduate science research. To be placed on the Faculty of Science Dean's Multidisciplinary Undergraduate Research List at graduation time:

- you must have completed at least 9 credits of research-based courses, taken for a letter grade;
- where qualifying courses are either specified in the list of approved science research courses (see [www.mcgill.ca/science/research/ours/researchcourses](http://www.mcgill.ca/science/research/ours/researchcourses));
- or are pre-approved by the Faculty of Science, for other undergraduate science research courses.

Furthermore, considering all qualifying science research-based courses on your transcript at graduation time:

- at least one course, worth at least 3 credits, must be from a different unit than the other research-based courses; and
- every qualifying course must have been completed with a grade of C or above; and
- the average GPA over all qualifying courses must be 3.0 or above.

If these requirements are met, the mention "Dean's Multidisciplinary Undergraduate Research List" will be recorded on your transcript at graduation time.

#### Application

No application is necessary if you have taken courses from the approved list; all B.Sc. and B.A. & Sc. graduating students' records are considered by the Office for Undergraduate Research in Science.

**In exceptional circumstances**, if you have taken a science research course *not* already on the approved list, and wish for this course to be counted toward the Dean's Multidisciplinary Undergraduate Research List, you must apply. A qualifying course involves a science research project as its primary focus, culminating in a substantive written report. **Ineligible** courses include: reading courses; BASC 396 and BASC 449; and courses offered by the Faculty of Arts. For information on how to apply, please contact the Office for Undergraduate Research in Science at least four months prior to graduation (e.g., February 1, for June graduation; July 1, for November graduation; August 1, for February graduation).

### 9.3.4 Honours and First-Class Honours for Faculties of Arts and Science (including B.A. & Sc.)

As a graduating student registered in an Honours program, you may be recommended for *Honours* or *First-Class Honours* by your department(s) to the Faculty, under the following conditions only:

- you must complete all requirements imposed by the department;
- for *Honours*, the CGPA at graduation must be at least 3.00;
- for *First-Class Honours*, the CGPA at graduation must be 3.50 or better;

- students in a Joint Honours program must satisfy the above criteria for both Joint Honours components;
- some departments have additional requirements which must be met before you are recommended for *Honours* or *First-Class Honours* (see the departmental entries).

Students in an Honours program whose program GPA or CGPA is below 3.00, or who did not satisfy certain additional program requirements, must consult their adviser to determine if they are eligible to graduate in a program other than Honours.

### 9.3.5 Honours and First Class Honours for Faculty of Agricultural and Environmental Sciences

Departments may recommend to the Faculty that graduating students registered in an honours program be awarded Honours or First-Class Honours under the following conditions:

- you must complete all honours program requirements; for Honours, the CGPA at graduation must be at least 3.00;
- for First-Class Honours, the CGPA at graduation must be at least 3.50;
- some programs may impose additional requirements, which must be met before you are recommended for Honours or First-Class Honours.

Students in an honours program whose CGPA is below 3.00, or who did not satisfy certain program requirements, must consult their academic adviser to determine their eligibility to graduate in a program other than Honours.

## 9.4 Replacing a Diploma

### 9.4.1 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.

### 9.4.2 Submitting your request

There are two ways to submit a request:

1. Via *Service Point Checkout eStore* – Follow the instructions found at [www.mcgill.ca/students/graduation/diplomas](http://www.mcgill.ca/students/graduation/diplomas) first, then to submit the order go to [spcheckout.mcgill.ca](http://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.

### 9.4.3 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).

#### Submitting your request for a certified copy

There are two ways to submit a request:

1. Via *Service Point Checkout eStore* – Follow the instructions found at [www.mcgill.ca/students/graduation/diplomas](http://www.mcgill.ca/students/graduation/diplomas) first, then to submit the order go to [spcheckout.mcgill.ca](http://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.

## 9.5 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.

## 10 Admission to Professional and Graduate Studies

If you intend to proceed into Dentistry, Law, or Medicine, consult the faculties concerned about their prerequisites for admission.

### 10.1 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

### Professional Groups

Geologists	Speech Therapists and Audiologists
Industrial Administration Accountants	Urbanists
Industrial Relations Counsellors	Vocational Guidance Counsellors

## 10.2 Graduate Programs

McGill University offers over 250 Doctoral and Master's degree programs in more than 85 fields of study. We award degrees in a full range of academic disciplines, and are committed to providing you with an excellent graduate education and a rewarding student experience.

Please see [www.mcgill.ca/gradapplicants](http://www.mcgill.ca/gradapplicants) to learn about graduate programs, research, admission requirements, and funding opportunities. You can also view the Graduate sections of a faculty or school at [Faculties & Schools > Graduate](#).

## 11 Undergraduate Advising

McGill offers students access to a variety of advisers, mentors and counselors with different skills, expertise, and levels of authority. To help determine whether you need to speak to a faculty adviser, departmental/school adviser, professor/lecturer, or peer adviser, see [section 11.1.6: The Role of Student Advising](#) and [section 11.2: Types of Advising and Advisers](#).

### 11.1 Your Academic Career at McGill

#### 11.1.1 University-Wide Regulations

This publication contains the regulations about your undergraduate academic career at McGill. It includes regulations concerning when to register, when to add, drop, or withdraw from courses, the consequences of missing deadlines, how grading appears on your transcript, and other important information.

#### 11.1.2 Faculty-Specific Regulations

McGill has 11 faculties, and every student belongs to one of them. When you are admitted to McGill, your offer letter indicates the faculty, degree, and program to which you have been accepted, and the number of credits you need to complete for your degree.

You should consult the appropriate faculty section in this publication for information pertinent to your degree and program, and for faculty-specific regulations.

#### 11.1.3 Your Academic Program

You are registered in a **degree**, but for many degrees there are associated programs (a major, minor, major concentration, etc.). For some degrees, such as Bachelor of Engineering, you will typically follow one program (such as Computer Engineering). For others, such as Bachelor of Arts, you will typically follow more than one program (such as a major concentration in English, with a minor concentration in History).

A typical undergraduate degree at McGill is 120–140 credits (four years of full-time study).

- Quebec CEGEP students typically receive 30 credits of Advanced Standing, so they will usually only have a further 90–110 credits (three years of full-time study) to complete. This varies by faculty, so consult your faculty section. In your first year, you will be placed in **U1** (undergraduate year 1).
- Most other students typically have 120–140 credits to complete. This varies by faculty, so consult your faculty section. In your first year, you will be placed in **U0** (undergraduate year 0), which is often referred to in this publication and elsewhere as your **freshman** year.
- Many students at McGill come with other forms of Advanced Standing (International Baccalaureate, French Baccalaureate, advanced placement exams, or students admitted from other universities as transfer students). If this is your case, you will receive information during the admissions process.



**Note:** Students given Advanced Standing who nevertheless wish to complete 120 McGill credits may be allowed to do so; for full details, see [section 5.6.1: Advanced Standing Transfer Credits](#).

You will find **program requirements** in your faculty section or in departmental sections within a faculty. In some cases, you may pursue one of your programs in a department outside your faculty. For example, if you are enrolled in a Bachelor of Commerce, but are pursuing a minor concentration in Italian Civilization, you would consult the Desautels Faculty of Management section for the B.Com. requirements, and the Italian Studies department section, under the Faculty of Arts, for the Italian Civilization program requirements.

#### 11.1.4 Important things to know about your academic program:

- The number of credits needed to complete your academic program or programs and, ultimately, your degree. Typically, three credits correspond to a one-term course, but there are many variations; for more information, see [section 5.2: Credit System](#).
- For information about **required, complementary, and elective courses**, see [section 3.2.3: Course Terminology](#) and [section 3.2.5: Courses Taken under the Satisfactory/Unsatisfactory \(S/U\) Option](#).
- Some departments or programs may provide you with a **recommended list** of courses (or streams), so that you know the typical term-by-term course pattern. There may also be a program guide or handbook available; you can ask your departmental or program adviser about this.

For more assistance in understanding program requirements, and for a list of advisers on both Downtown and Macdonald campuses, see [section 11: Undergraduate Advising](#).

#### 11.1.5 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. Academic advising takes place in many ways and locations at McGill, so it is important that you learn about the different [section 11.2: 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 ([section 11.3: Contact Information for Student Affairs Offices](#)) and on the [Academic Advising website](#).

#### 11.1.6 The Role of Student 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 academic advisers, professors, and related administrative units 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 collaboration, your academic advisers can assist you throughout your undergraduate studies.

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### 11.2 Types of Advising and Advisers

While at McGill, you have access to academic advisers who have different skills, expertise, and levels of authority. Your academic advisors can help you succeed academically by providing timely, accurate, and coherent information about University regulations and program requirements and by working, as appropriate, with other University services and resources to help support you throughout your degree. All conversations with your academic advisers are confidential. The main types of advisers are described below. You should refer to your faculty's section of this publication for additional advising information specific to your degree program and to the [Advising website](#) for more general information. Note that some academic matters require approval of more than one adviser, e.g., the faculty adviser and the department/school academic adviser.

**Faculty Advisers** are normally located in the Student Affairs Office of each faculty and are available throughout the calendar year ([section 11.3: Contact Information for Student Affairs Offices](#)).

Faculty advisers:

- are experts in the rules, regulations, and requirements pertaining to specific degree programs;
- provide ongoing advice and guidance on program selection, course registration, credit load, deadlines, and majors and minors;
- communicate with other advisers within the University and, with your permission, serve as a direct link to other University resources;
- may assist you in planning for, and applying to, university exchange programs and may also provide, or direct you to, information about scholarships, awards, research fellowships, and opportunities within a given field;
- are a valuable source of information about the various resources available at McGill;
- offer support, guidance, and appropriate referrals to help you manage academic situations during periods of personal, financial, or medical difficulties, and work with you to identify various possibilities and strategies for making informed decisions.

**Department/School Academic Advisers** are normally located close to the offices of professors in your program and may only be available during specific times of the year (e.g., prior to registration for the next session or during the add/drop period) or during regularly scheduled office hours. If you are completing a major or minor in more than one unit, you will likely have an adviser in each unit. The departmental academic adviser may be either a professor or a member of the administrative staff. You should contact your department's administrative office to determine the identity and availability of your academic adviser. You should check your progress with your departmental academic adviser from time to time—and certainly before your final year.

Departmental academic advisers:

- guide you through course selection to meet the subject matter requirements of the major or minor;
- consider requests for course equivalencies, recommend prior approval for inter-university transfer credits, or explain the rationale for the design of a department/school program;
- may assist you in planning for, and applying to, university exchange programs, and may also provide, or direct you to, information about scholarships, awards, research fellowships, and opportunities within a given field;
- are a valuable source of information about the various resources available at McGill;

- can provide support, guidance, and appropriate referrals if you experience academic or personal difficulties while studying at McGill;
- are often responsible for confirming that you have met major or minor program requirements for graduation.

**Professors/Lecturers** may act in a voluntary capacity to mentor you as you progress through your program. The faculty adviser or department/school academic adviser may be able to help you identify a good resource person in your program.

Professors/lecturers:

- may provide advice on the latest trends in a specific field of study and make recommendations on related advanced readings;
- may discuss opportunities for a student research experience and help you connect with a professor or lecturer who best suits your interests or learning style;
- refer you back to the faculty adviser or departmental academic adviser for signatures and permission related to program requirements.

**Peer Advisers** are students who have been trained by faculty advisers or department/school academic advisers. They normally offer drop-in hours for advice on University life and will help you find the information you need in this publication or through other University resources. Peer advisers are only available in some faculties or departments.

### 11.2.1 Related Resources

For a full list of services available to undergraduate students, please refer to [section 13.3: Student Services – Downtown Campus](#) and [section 13.4: Student Services – Macdonald Campus](#).

**Ask an Advisor** ([www.mcgill.ca/students/advising](http://www.mcgill.ca/students/advising)) is an advising and referral resource for undergraduate students in all faculties. If you don't know who to contact with your advising questions or what your next step should be, Ask an Advisor can help by sending you to the right person or place the first time.

**Campus Life & Engagement (CL&E)** (Brown Student Services Building; [www.mcgill.ca/firstyear](http://www.mcgill.ca/firstyear)) can help new students navigate their way through this publication and the information provided to new students; see [www.mcgill.ca/accepted](http://www.mcgill.ca/accepted). The CL&E staff are always available to provide advice and referrals to the many support mechanisms at McGill.

**Counselling and Mental Health Service** (Brown Student Services Building; [www.mcgill.ca/counselling](http://www.mcgill.ca/counselling)) has professional counsellors and psychologists who are available to discuss personal, academic, and career goals or problems. They provide individual counselling, therapy, psychoeducational workshops, and crisis intervention. A walk-in service is available.

**Career Planning Service (CaPS)** (Brown Student Services Building; [www.mcgill.ca/caps](http://www.mcgill.ca/caps)) provides career education, guidance, and individual advising to help you in your search for permanent, part-time, or summer jobs and internships.

**Service Point** (3415 McTavish Street, Montreal QC H3A 0C8; 514-398-7878; [www.mcgill.ca/students/servicepoint](http://www.mcgill.ca/students/servicepoint)) is the student-facing customer-service arm of Enrolment Services, which provides administrative services and assistance related to official documents, student records, tuition and fees, and student exchanges.

On the Macdonald campus, information is provided by the Student Affairs Office, Laird Hall, Room 106; [www.mcgill.ca/macdonald](http://www.mcgill.ca/macdonald).



**Note for Medicine:** The Faculty of Medicine's **WELL Office** also provides services to M.D.,C.M. students, including career planning advising offered by the Faculty's **Undergraduate Career Planning Office**.

## 11.3 Contact Information for Student Affairs Offices

### Faculty of Agricultural and Environmental Sciences

Telephone: 514-398-7925

Email: [studentinfo.macdonald@mcgill.ca](mailto:studentinfo.macdonald@mcgill.ca)

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

### Faculty of Arts

Office of Advising and Student Information Services (OASIS)

In person: Dawson Hall, Room 110 (Monday–Friday, 10:00 a.m.–4:00 p.m.)

Telephone: 514-398-1029 (Monday–Friday, 10:00 a.m.–4:00 p.m.)

Chat line: [www.mcgill.ca/oasis/contact](http://www.mcgill.ca/oasis/contact)

Email: [adviser.arts@mcgill.ca](mailto:adviser.arts@mcgill.ca)

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

Students in U1 or above should also see the contact information for departmental academic advisers in [section 11.4.2: Faculty of Arts: Contact Information](#).



### Faculty of Dentistry

2001 McGill College Avenue  
Telephone: 514-398-7203  
Email: [undergrad.dentistry@mcgill.ca](mailto:undergrad.dentistry@mcgill.ca)  
Website: [www.mcgill.ca/dentistry](http://www.mcgill.ca/dentistry)

### Faculty of Education

Internships & Student Affairs Office (ISA)  
Telephone: 514-398-7042 (for student affairs)  
Telephone: 514-398-7046 (for internships)  
Email: [sao.education@mcgill.ca](mailto:sao.education@mcgill.ca)  
Website: [www.mcgill.ca/isa](http://www.mcgill.ca/isa)

### Faculty of Engineering

*McGill Engineering Student Centre* (Student Affairs Office, Career Centre, and Peer Tutoring Service):

Telephone: 514-398-7257  
Email: [advisor@engineering.mcgill.ca](mailto:advisor@engineering.mcgill.ca)  
Website: [www.mcgill.ca/engineering](http://www.mcgill.ca/engineering)



**Note:** You are required to meet with an academic adviser before the start of classes. If you are admitted to Year 0 and you are seeking transfer credits, you are initially advised by the Student Affairs Office, Engineering Student Centre, followed by advising in your department. If you are admitted to Year 0 and you are not seeking transfer credits, or if you are admitted to Year 1, you should contact the department/school directly.

### School of Environment

Telephone: 514-398-4306  
Email: [kathryn.roulet@mcgill.ca](mailto:kathryn.roulet@mcgill.ca)  
Website: [www.mcgill.ca/mse/students/student-resources/ugadvising](http://www.mcgill.ca/mse/students/student-resources/ugadvising)

### Faculty of Law

Telephone: 514-398-6608  
Email: [sao.law@mcgill.ca](mailto:sao.law@mcgill.ca)  
Website: [www.mcgill.ca/law-studies](http://www.mcgill.ca/law-studies)

### Desautels Faculty of Management

Telephone: 514-398-4068  
Email: [bcom.mgmt@mcgill.ca](mailto:bcom.mgmt@mcgill.ca)  
Website: [www.mcgill.ca/desautels/programs/bcom](http://www.mcgill.ca/desautels/programs/bcom)

### Faculty of Medicine

Telephone: 514-398-5557  
Email: [studentaffairs.med@mcgill.ca](mailto:studentaffairs.med@mcgill.ca)  
Website: [www.mcgill.ca/ugme/contact-us](http://www.mcgill.ca/ugme/contact-us)

### Ingram School of Nursing

Undergraduate Nursing Student Affairs Office (UG-NSAO)  
Telephone: 514-398-4144



**Ingram School of Nursing**

Email: [undergraduate.nursing@mcgill.ca](mailto:undergraduate.nursing@mcgill.ca)

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

**School of Physical and Occupational Therapy**

Telephone: 514-398-4500

Email: [undergrad.spot@mcgill.ca](mailto:undergrad.spot@mcgill.ca)

Website: [www.mcgill.ca/spot/about/contact-us](http://www.mcgill.ca/spot/about/contact-us)

**Schulich School of Music**

Telephone: 514-398-4541

Email: [studentaffairs.music@mcgill.ca](mailto:studentaffairs.music@mcgill.ca)

Website: [www.mcgill.ca/music/student-resources/undergraduates](http://www.mcgill.ca/music/student-resources/undergraduates)

**Faculty of Science**

Science Office for Undergraduate Student Advising (SOUSA)

Telephone: 514-398-5442

Email: [newstudentadvising.science@mcgill.ca](mailto:newstudentadvising.science@mcgill.ca) for newly admitted students only

Email: [adviser.science@mcgill.ca](mailto:adviser.science@mcgill.ca)

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

Students in U1 or above should also see the contact information for departmental academic advisers in [section 11.4.6: Faculty of Science: Contact Information](#).

**11.4 Contact Information for Departments, Schools, and Programs**

Refer to the following contact information to get in touch with a faculty's specific department, school, or program representative.

**11.4.1 Faculty of Agricultural and Environmental Sciences: Contact Information**

All students in the Faculty of Agricultural and Environmental Sciences are required to meet with an academic adviser prior to the start of classes.

Additional contact information is located in the relevant sections of this publication.

**Bachelor of Science in Agricultural and Environmental Sciences – B.Sc.(Ag.Env.Sc.)****Freshman U0**

Dr. Alice Cherestes

Telephone: 514-398-7980

Email: [freshmanadvisor.macdonald@mcgill.ca](mailto:freshmanadvisor.macdonald@mcgill.ca)

**General Advising**

Dr. Julie Major

Telephone: 514-398-8380

Email: [julie.major@mcgill.ca](mailto:julie.major@mcgill.ca)

**Major Environment (MSE)**

Kathryn Roulet

Telephone: 514-398-4306

Email: [kathryn.roulet@mcgill.ca](mailto:kathryn.roulet@mcgill.ca)

**Bachelor of Engineering in Bioresource Engineering – B.Eng.(Bioresource)**

**Freshman U0**

Dr. David Titley-Peloquin  
Telephone: 514-398-7976  
Email: [freshmanadvisor.macdonald@mcgill.ca](mailto:freshmanadvisor.macdonald@mcgill.ca)

**Bioresource U1, U2, and U3**

Dr. Shiv Prasher  
Telephone: 514-398-7774  
Email: [shiv.prasher@mcgill.ca](mailto:shiv.prasher@mcgill.ca)

**Bachelor of Science in Food Science – B.Sc.(F.Sc.)**

**Freshman U0**

Dr. Alice Cherestes  
Telephone: 514-398-7980  
Email: [freshmanadvisor.macdonald@mcgill.ca](mailto:freshmanadvisor.macdonald@mcgill.ca)

**Food Science U1**

Dr. Varoujan Yaylayan  
Telephone: 514-398-8666  
Email: [varoujan.yaylayan@mcgill.ca](mailto:varoujan.yaylayan@mcgill.ca)

**Food Science U2**

Dr. Varoujan Yaylayan  
Telephone: 514-398-8666  
Email: [varoujan.yaylayan@mcgill.ca](mailto:varoujan.yaylayan@mcgill.ca)

**Food Science U3**

Dr. Benjamin Simpson  
Telephone: 514-398-7737  
Email: [benjamin.simpson@mcgill.ca](mailto:benjamin.simpson@mcgill.ca)

**Bachelor of Science in Nutritional Sciences – B.Sc.(Nutr.Sc.)**

**Freshman U0**

Dr. Alice Cherestes  
Telephone: 514-398-7980  
Email: [freshmanadvisor.macdonald@mcgill.ca](mailto:freshmanadvisor.macdonald@mcgill.ca)

**Dietetics U1**

Paul-Guy Duhamel  
Email: [paul-guy.duhamel@mcgill.ca](mailto:paul-guy.duhamel@mcgill.ca)

Mary Hendrickson-Nelson  
Telephone: 514-398-7749  
Email: [mary.hendrickson-nelson@mcgill.ca](mailto:mary.hendrickson-nelson@mcgill.ca)

**Dietetics U2, U3**

Sandy Philips  
Telephone: 514-398-7982

**Bachelor of Science in Nutritional Sciences – B.Sc.(Nutr.Sc.)**

Email: [sandy.philips@mcgill.ca](mailto:sandy.philips@mcgill.ca)

Joane Routhier

Telephone: 514-398-7749

Email: [joane.routhier@mcgill.ca](mailto:joane.routhier@mcgill.ca)

Dr. Hugues Plourde

Telephone: 514-398-7604

Email: [hugues.plourde@mcgill.ca](mailto:hugues.plourde@mcgill.ca)

Dr. Maureen Rose

Telephone: 514-398-7748

Email: [maureen.rose@mcgill.ca](mailto:maureen.rose@mcgill.ca)

**Nutrition U1**

Christine Gurekian

Telephone: 514-398-7842

Email: [christinenadia.gurekian@mcgill.ca](mailto:christinenadia.gurekian@mcgill.ca)

**Nutrition U2, U3**

Dr. Linda Wykes (for transfer from Dietetics)

Telephone: 514-398-7843

Email: [linda.wykes@mcgill.ca](mailto:linda.wykes@mcgill.ca)

**Nutrition (transfer from concurrent)**

Dr. Stan Kubow

Telephone: 514-398-7754

Email: [stan.kubow@mcgill.ca](mailto:stan.kubow@mcgill.ca)

**Concurrent B.Sc.(F.Sc.) & B.Sc.(Nutr.Sc.)****Freshman U0**

Dr. Alice Cherestes

Telephone: 514-398-7980

Email: [freshmanadvisor.macdonald@mcgill.ca](mailto:freshmanadvisor.macdonald@mcgill.ca)

**Concurrent U1, U2**

Dr. Stan Kubow

Telephone: 514-398-7754

Email: [stan.kubow@mcgill.ca](mailto:stan.kubow@mcgill.ca)

**Concurrent U3, U4**

Dr. Stephane Bayen

Telephone: 514-398-8618

Email: [stephane.bayen@mcgill.ca](mailto:stephane.bayen@mcgill.ca)

**Certificates****Ecological Agriculture**

Dr. Caroline Begg

Telephone: 514-398-8749

Email: [caroline.begg@mcgill.ca](mailto:caroline.begg@mcgill.ca)

## Certificates

### Food Science

Dr. Hosahalli S. Ramaswamy  
Telephone: 514-398-7919  
Email: [hosahalli.ramaswamy@mcgill.ca](mailto:hosahalli.ramaswamy@mcgill.ca)

## Diploma

### Environment (MSE)

Kathryn Roulet  
Telephone: 514-398-4306  
Email: [kathryn.roulet@mcgill.ca](mailto:kathryn.roulet@mcgill.ca)

## Diploma, Collegiate Level

### Farm Management & Technology

Mr. David Wees  
Telephone: 514-398-7756  
Email: [david.wees@mcgill.ca](mailto:david.wees@mcgill.ca)

## Minors

### Agricultural Economics

Dr. Julie Major  
Telephone: 514-398-8380  
Email: [julie.major@mcgill.ca](mailto:julie.major@mcgill.ca)

### Agricultural Production

Dr. Valerie Gravel  
Telephone: 514-398-8132  
Email: [valerie.gravel@mcgill.ca](mailto:valerie.gravel@mcgill.ca)

### Animal Biology

Dr. Roger I. Cue  
Telephone: 514-398-7805  
Email: [roger.cue@mcgill.ca](mailto:roger.cue@mcgill.ca)

### Animal Health and Disease

Dr. Sarah Kimmins  
Telephone: 514-398-7658  
Email: [sarah.kimmins@mcgill.ca](mailto:sarah.kimmins@mcgill.ca)

### Applied Ecology

Dr. Julie Major  
Telephone: 514-398-8380  
Email: [julie.major@mcgill.ca](mailto:julie.major@mcgill.ca)

### Ecological Agriculture

Dr. Caroline Begg  
Telephone: 514-398-8749  
Email: [caroline.begg@mcgill.ca](mailto:caroline.begg@mcgill.ca)

**Minors****Environment (MSE)**

Kathryn Roulet

Telephone: 514-398-4306

Email: [kathryn.roulet@mcgill.ca](mailto:kathryn.roulet@mcgill.ca)**Environmental Engineering**

Dr. Shiv Prasher

Telephone: 514-398-7774

Email: [shiv.prasher@mcgill.ca](mailto:shiv.prasher@mcgill.ca)**Human Nutrition**

Dr. Tim Johns

Telephone: 514-398-7847

Email: [tim.johns@mcgill.ca](mailto:tim.johns@mcgill.ca)**International Agriculture**

Dr. Julie Major

Telephone: 514-398-8380

Email: [julie.major@mcgill.ca](mailto:julie.major@mcgill.ca)**11.4.2 Faculty of Arts: Contact Information****U0 students:** Contact the Faculty of Arts Student Affairs Office for advising on the Arts Freshman program.**U1 students or any other year:** Contact the department (school or program) directly for academic advising. You can find additional contact information in the relevant sections of this publication.**B.A. & Sc. students:** Contact the Faculty of Science Student Affairs Office.**African Studies (program)**

Telephone: 514-398-4804

Email: [ids@mcgill.ca](mailto:ids@mcgill.ca)Website: [www.mcgill.ca/isid/teaching-programs/undergraduate/afri](http://www.mcgill.ca/isid/teaching-programs/undergraduate/afri)**Anthropology (Department of)**

Telephone: 514-398-6868

Email: [undergraduate.anthropology@mcgill.ca](mailto:undergraduate.anthropology@mcgill.ca)Website: [www.mcgill.ca/anthropology](http://www.mcgill.ca/anthropology)**Art History & Communication Studies (Department of)**

Telephone: 514-398-1828

Email: [undergrad.ahcs@mcgill.ca](mailto:undergrad.ahcs@mcgill.ca)Website: [www.mcgill.ca/ahcs](http://www.mcgill.ca/ahcs)**Canadian Ethnic and Racial Studies (program)**

Telephone: 514-398-7065

Email: [nicole.ives@mcgill.ca](mailto:nicole.ives@mcgill.ca)

**Canadian Studies (program)**

Telephone: 514-398-8346  
Email: [misc.iecm@mcgill.ca](mailto:misc.iecm@mcgill.ca)  
Website: [www.mcgill.ca/misc](http://www.mcgill.ca/misc)

**Catholic Studies (program)**

Telephone: 514-398-4400, ext. 09557  
Email: [sonia.masand@mcgill.ca](mailto:sonia.masand@mcgill.ca)  
Website: [www.mcgill.ca/catholicstudies](http://www.mcgill.ca/catholicstudies)

**Classics (program)**

Telephone: 514-398-3065  
Email: [undergrad.history@mcgill.ca](mailto:undergrad.history@mcgill.ca) or [hans.beck@mcgill.ca](mailto:hans.beck@mcgill.ca)  
Website: [www.mcgill.ca/classics](http://www.mcgill.ca/classics)

**Computer Science (School of)**

Telephone: 514-398-7071, ext. 00739  
Email: [undergraduate.secretary@cs.mcgill.ca](mailto:undergraduate.secretary@cs.mcgill.ca)  
Website: [www.cs.mcgill.ca](http://www.cs.mcgill.ca)

**East Asian Studies (Department of)**

Telephone: 514-398-3650  
Email: [asian.studies@mcgill.ca](mailto:asian.studies@mcgill.ca)  
Website: [www.mcgill.ca/eas](http://www.mcgill.ca/eas)

**Economics (Department of)**

Telephone: 514-398-3030  
Email: [undergraduate.economics@mcgill.ca](mailto:undergraduate.economics@mcgill.ca)  
Website: [www.mcgill.ca/economics](http://www.mcgill.ca/economics)

**Education for Arts Students (program)**

Telephone: 514-398-7042  
Email: [sao.education@mcgill.ca](mailto:sao.education@mcgill.ca)  
Website: [www.mcgill.ca/isa](http://www.mcgill.ca/isa)

**Educational Psychology (program)**

Telephone: 514-398-4242  
Email: [ecpundergrad.education@mcgill.ca](mailto:ecpundergrad.education@mcgill.ca)  
Website: [www.mcgill.ca/edu-ecp](http://www.mcgill.ca/edu-ecp)

**English (Department of)**

Telephone: 514-398-5196  
Email: [undergradadvising.english@mcgill.ca](mailto:undergradadvising.english@mcgill.ca) or [sina.troiano@mcgill.ca](mailto:sina.troiano@mcgill.ca)  
Website: [www.mcgill.ca/english](http://www.mcgill.ca/english)

**Environment (School of)**

Telephone: 514-398-4306  
Email: [kathryn.roulet@mcgill.ca](mailto:kathryn.roulet@mcgill.ca)  
Website: [www.mcgill.ca/mse](http://www.mcgill.ca/mse)

**European Studies (program)**

Telephone: 514-398-3650  
Email: [stephanie.posthumus@mcgill.ca](mailto:stephanie.posthumus@mcgill.ca)  
Website: [www.mcgill.ca/langlitcultures](http://www.mcgill.ca/langlitcultures)

**French Language and Literature (Department of)**

Telephone: 514-398-3772  
Email: [undergrad.litfran@mcgill.ca](mailto:undergrad.litfran@mcgill.ca)  
Website: [www.mcgill.ca/litterature/fr](http://www.mcgill.ca/litterature/fr)

**Gender, Sexuality, Feminist and Social Justice Studies (program)**

Telephone: 514-398-3911  
Email: [info.igsf@mcgill.ca](mailto:info.igsf@mcgill.ca)  
Website: [www.mcgill.ca/igsf/programs/sdst](http://www.mcgill.ca/igsf/programs/sdst)

**Geography (Department of)**

Telephone: 514-398-4951 or 398-4111  
Email: [undergrad.geog@mcgill.ca](mailto:undergrad.geog@mcgill.ca) or [advisor.geog@mcgill.ca](mailto:advisor.geog@mcgill.ca)  
Website: [www.mcgill.ca/geography](http://www.mcgill.ca/geography)

**German Studies (program)**

Telephone: 514-398-3650  
Email: [german.studies@mcgill.ca](mailto:german.studies@mcgill.ca)  
Website: [www.mcgill.ca/langlitcultures/programs/german-studies](http://www.mcgill.ca/langlitcultures/programs/german-studies)

**Hispanic Studies (program)**

Telephone: 514-398-3650  
Email: [info.llcu@mcgill.ca](mailto:info.llcu@mcgill.ca) or [cecily.raynor@mcgill.ca](mailto:cecily.raynor@mcgill.ca)  
Website: [www.mcgill.ca/langlitcultures/programs/hispanic-studies](http://www.mcgill.ca/langlitcultures/programs/hispanic-studies)

**History (Department of)**

Telephone: 514-398-3975  
Email: [undergrad.history@mcgill.ca](mailto:undergrad.history@mcgill.ca) or [diana.sookall@mcgill.ca](mailto:diana.sookall@mcgill.ca)  
Website: [www.mcgill.ca/history](http://www.mcgill.ca/history)

**History and Philosophy of Science (program)**

Telephone: 514-398-4400, ext. 09557  
Email: [sonia.masand@mcgill.ca](mailto:sonia.masand@mcgill.ca)  
Website: [www.mcgill.ca/hpsc](http://www.mcgill.ca/hpsc)

**Industrial Relations (program)**

Telephone: 514-398-4400, ext. 09557  
Email: [sonia.masand@mcgill.ca](mailto:sonia.masand@mcgill.ca)  
Website: [www.mcgill.ca/indr](http://www.mcgill.ca/indr)

**Information Studies (School of)**

Telephone: 514-398-4204  
Email: [sis@mcgill.ca](mailto:sis@mcgill.ca)  
Website: [www.mcgill.ca/sis](http://www.mcgill.ca/sis)

**International Development Studies (program)**

Telephone: 514-398-4804  
Email: [ids@mcgill.ca](mailto:ids@mcgill.ca)  
Website: [www.mcgill.ca/isid/teaching-programs/undergraduate/intd](http://www.mcgill.ca/isid/teaching-programs/undergraduate/intd)

**Islamic Studies (Institute of)**

Telephone: 514-398-6077  
Email: [info.islamics@mcgill.ca](mailto:info.islamics@mcgill.ca)  
Website: [www.mcgill.ca/islamicstudies](http://www.mcgill.ca/islamicstudies)

**Italian Studies (program)**

Telephone: 514-398-3650  
Email: [info.llcu@mcgill.ca](mailto:info.llcu@mcgill.ca) or [lucienne.kroha@mcgill.ca](mailto:lucienne.kroha@mcgill.ca)  
Website: [www.mcgill.ca/langlitcultures/programs/italian-studies](http://www.mcgill.ca/langlitcultures/programs/italian-studies)

**Jewish Studies (program)**

Telephone: 514-398-6543  
Email: [mitali.das@mcgill.ca](mailto:mitali.das@mcgill.ca)  
Website: [www.mcgill.ca/jewishstudies](http://www.mcgill.ca/jewishstudies)

**Languages, Literatures, and Cultures (Department of)**

Telephone: 514-398-3650  
Email: [info.llcu@mcgill.ca](mailto:info.llcu@mcgill.ca)  
Website: [www.mcgill.ca/langlitcultures](http://www.mcgill.ca/langlitcultures)

**Latin American and Caribbean Studies (program)**

Telephone: 514-398-4804  
Email: [ids@mcgill.ca](mailto:ids@mcgill.ca)  
Website: [www.mcgill.ca/isid/teaching-programs/undergraduate/lacs](http://www.mcgill.ca/isid/teaching-programs/undergraduate/lacs)

**Liberal Arts (program)**

Telephone: 514-398-3650  
Email: [info.llcu@mcgill.ca](mailto:info.llcu@mcgill.ca) or [matteo.soranzo@mcgill.ca](mailto:matteo.soranzo@mcgill.ca)  
Website: [www.mcgill.ca/langlitcultures/programs/liberal-arts-program](http://www.mcgill.ca/langlitcultures/programs/liberal-arts-program)



**Linguistics (Department of)**

Telephone: 514-398-4222  
Email: [dept.linguistics@mcgill.ca](mailto:dept.linguistics@mcgill.ca)  
Website: [www.mcgill.ca/linguistics](http://www.mcgill.ca/linguistics)

**Mathematics & Statistics (Department of)**

Telephone: 514-398-3800  
Email: [ugrad.mathstat@mcgill.ca](mailto:ugrad.mathstat@mcgill.ca)  
Website: [www.mcgill.ca/mathstat](http://www.mcgill.ca/mathstat)

**Medieval Studies (program)**

Telephone: 514-398-4400, ext. 09557  
Email: [sonia.masand@mcgill.ca](mailto:sonia.masand@mcgill.ca)  
Website: [www.mcgill.ca/medieval](http://www.mcgill.ca/medieval)

**Music (program)**

Telephone: 514-398-4535, ext. 6337  
Email: [dino.dutz@mcgill.ca](mailto:dino.dutz@mcgill.ca)  
Website: [www.mcgill.ca/music/student-resources/undergraduates](http://www.mcgill.ca/music/student-resources/undergraduates)

**North American Studies (program)**

Telephone: 514-398-4400, ext. 09557  
Email: [sonia.masand@mcgill.ca](mailto:sonia.masand@mcgill.ca)  
Website: [www.mcgill.ca/nast](http://www.mcgill.ca/nast)

**Philosophy (Department of)**

Telephone: 514-398-6060  
Email: [info.philosophy@mcgill.ca](mailto:info.philosophy@mcgill.ca)  
Website: [www.mcgill.ca/philosophy](http://www.mcgill.ca/philosophy)

**Philosophy and Western Religions (program)**

Telephone: 514-398-4400, ext. 09557  
Email: [sonia.masand@mcgill.ca](mailto:sonia.masand@mcgill.ca)  
Website: [www.mcgill.ca/phwr](http://www.mcgill.ca/phwr)

**Political Science (Department of)**

Telephone: 514-398-4800  
Email: [undergraduate.polisci@mcgill.ca](mailto:undergraduate.polisci@mcgill.ca)  
Website: [www.mcgill.ca/politicalscience](http://www.mcgill.ca/politicalscience)

**Psychology (Department of)**

Telephone: 514-398-6100  
Email: [info@psych.mcgill.ca](mailto:info@psych.mcgill.ca)  
Website: [www.mcgill.ca/psychology](http://www.mcgill.ca/psychology)

**Québec, Études sur le (program)**

Telephone: 514-398-4400, ext. 09557  
Email: [quebecstudies.arts@mcgill.ca](mailto:quebecstudies.arts@mcgill.ca)  
Website: [www.mcgill.ca/qcst](http://www.mcgill.ca/qcst)

**Religious Studies (School of)**

Telephone: 514-398-4121  
Email: [web.relstud@mcgill.ca](mailto:web.relstud@mcgill.ca)  
Website: [www.mcgill.ca/religiousstudies](http://www.mcgill.ca/religiousstudies)

**Russian & Slavic Studies (program)**

Telephone: 514-398-3650  
Email: [info.llcu@mcgill.ca](mailto:info.llcu@mcgill.ca)  
Website: [www.mcgill.ca/langlitcultures/programs/russian-studies](http://www.mcgill.ca/langlitcultures/programs/russian-studies)

**Science for Arts Students (program)**

Telephone: 514-398-4109 or 514-398-4212  
Email: [nancy.nelson@mcgill.ca](mailto:nancy.nelson@mcgill.ca)

**Social Entrepreneurship (program)**

Telephone: 514-398-1029  
Email: [jason.carmichael@mcgill.ca](mailto:jason.carmichael@mcgill.ca)  
Website: [www.mcgill.ca/socent](http://www.mcgill.ca/socent)

**Social Studies of Medicine (program)**

Telephone: 514-398-6668 or 398-6033  
Email: [dept.ssom@mcgill.ca](mailto:dept.ssom@mcgill.ca)  
Website: [www.mcgill.ca/ssom](http://www.mcgill.ca/ssom)

**Social Work (School of)**

Telephone: 514-398-7070  
Email: [undergraduate.socialwork@mcgill.ca](mailto:undergraduate.socialwork@mcgill.ca)  
Website: [www.mcgill.ca/socialwork](http://www.mcgill.ca/socialwork)

**Sociology (Department of)**

Telephone: 514-398-6868  
Email: [giovanna.terresi@mcgill.ca](mailto:giovanna.terresi@mcgill.ca)  
Website: [www.mcgill.ca/sociology](http://www.mcgill.ca/sociology)

**Women's Studies (program)**

Telephone: 514-398-3911  
Email: [info.igsf@mcgill.ca](mailto:info.igsf@mcgill.ca)  
Website: [www.mcgill.ca/igsf/programs/wmst](http://www.mcgill.ca/igsf/programs/wmst)

**World Cinemas (program)**

Telephone: 514-398-4400, ext. 09557  
 Email: [sonia.masand@mcgill.ca](mailto:sonia.masand@mcgill.ca)  
 Website: [www.mcgill.ca/worldcinemas](http://www.mcgill.ca/worldcinemas)

**World Islamic and Middle East Studies (program)**

Telephone: 514-398-6077  
 Email: [info.islamics@mcgill.ca](mailto:info.islamics@mcgill.ca)  
 Website: [www.mcgill.ca/islamicstudies](http://www.mcgill.ca/islamicstudies)

**11.4.3 Faculty of Education: Contact Information**

All students in the Faculty of Education are required to meet with an academic adviser prior to the start of classes.

Additional contact information is located in the relevant sections of this publication.

**Kindergarten & Elementary Program**

Telephone: 514-398-4527  
 Email: [advisedise.education@mcgill.ca](mailto:advisedise.education@mcgill.ca)

**Secondary English, Mathematics, Social Studies or Science & Technology**

Telephone: 514-398-4527  
 Email: [advisedise.education@mcgill.ca](mailto:advisedise.education@mcgill.ca)

**Teaching English as a Second Language**

Telephone: 514-398-4527  
 Email: [advisedise.education@mcgill.ca](mailto:advisedise.education@mcgill.ca)

**Music**

Telephone: 514-398-4527  
 Email: [advisedise.education@mcgill.ca](mailto:advisedise.education@mcgill.ca)

**Concurrent B.Mus./B.Ed.**

Telephone: 514-398-4527  
 Email: [advisedise.education@mcgill.ca](mailto:advisedise.education@mcgill.ca)

**Concurrent B.Sc./B.Ed.**

Telephone: 514-398-4527  
 Email: [advisedise.education@mcgill.ca](mailto:advisedise.education@mcgill.ca)



**Note:** New students are no longer being admitted to this program.

#### Physical & Health Education

Telephone: 514-398-4184 ext. 09689  
Email: [kpe-advising.education@mcgill.ca](mailto:kpe-advising.education@mcgill.ca)

#### Kinesiology

Telephone: 514-398-4184 ext. 09689  
Email: [kin.physed@mcgill.ca](mailto:kin.physed@mcgill.ca)

### 11.4.4 Faculty of Engineering: Contact Information

All students in the Faculty of Engineering are required to meet with an academic adviser prior to the start of classes.

**U0 students (seeking transfer credits):** You are initially advised by the Faculty of Engineering Student Affairs Office, followed by advising in your department/school.

**U0 students (not seeking transfer credits) and U1 students:** Contact your department/school directly.

Additional contact information can be found in the relevant sections of this publication.

#### Architecture (School of)

Telephone: 514-398-6702 or 398-6700  
Email: [mary.lanni@mcgill.ca](mailto:mary.lanni@mcgill.ca)  
Website: [www.mcgill.ca/architecture](http://www.mcgill.ca/architecture)

#### Bioengineering (Department of)

Telephone: 514-398-7254  
Email: [info.bioeng@mcgill.ca](mailto:info.bioeng@mcgill.ca)  
Website: [www.mcgill.ca/bioengineering/](http://www.mcgill.ca/bioengineering/)

#### Chemical Engineering (Department of)

Telephone: 514-398-4494  
Email: [ugrad.chemeng@mcgill.ca](mailto:ugrad.chemeng@mcgill.ca)  
Website: [www.mcgill.ca/chemeng](http://www.mcgill.ca/chemeng)

#### Civil Engineering and Applied Mechanics (Department of)

Telephone: 514-398-6860  
Email: [ugradinfo.civil@mcgill.ca](mailto:ugradinfo.civil@mcgill.ca)  
Website: [www.mcgill.ca/civil](http://www.mcgill.ca/civil)

#### Electrical and Computer Engineering (Department of)

Telephone: 514-398-3943  
Email: [undergrad.ece@mcgill.ca](mailto:undergrad.ece@mcgill.ca)  
Website: [www.mcgill.ca/ece](http://www.mcgill.ca/ece)

#### Mechanical Engineering (Department of)

Telephone: 514-398-8070  
Email: [ugrad.mecheng@mcgill.ca](mailto:ugrad.mecheng@mcgill.ca)

**Mechanical Engineering (Department of)**

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

**Mining and Materials Engineering (Department of)****Mining and Materials**

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

**Mining**

Telephone: 514-398-2215

Email: [admin.mining@mcgill.ca](mailto:admin.mining@mcgill.ca)

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

**Materials**

Telephone: 514-398-1040

Email: [coordinator.minmat@mcgill.ca](mailto:coordinator.minmat@mcgill.ca)

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

**Urban Planning (School of)**

Telephone: 514-398-4075

Email: [admissions.planning@mcgill.ca](mailto:admissions.planning@mcgill.ca)

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

**11.4.5 Faculty of Medicine: Contact Information**

**U0 students:** Contact the Faculty of Medicine Student Affairs Office for advising.

**U1 students or any other year:** Contact the department (school or program) directly for academic advising.

Additional contact information is located in the relevant sections of this publication.

**Anatomy and Cell Biology**

Telephone: 514-398-6350

Email: [anatomysec.med@mcgill.ca](mailto:anatomysec.med@mcgill.ca)

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

**Anesthesia**

Telephone: 514-934-1934, ext. 36423

Email: [franca.romano@muhc.mcgill.ca](mailto:franca.romano@muhc.mcgill.ca)

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

**Artificial Cells and Organs Research Centre**

Email: [artcell.med@mcgill.ca](mailto:artcell.med@mcgill.ca)

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

**Biochemistry**

Telephone: 514-398-2423

Email: [christine.laberge@mcgill.ca](mailto:christine.laberge@mcgill.ca)

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

### Biomedical Engineering

Telephone: 514-398-6736  
Email: [info.bme@mcgill.ca](mailto:info.bme@mcgill.ca)  
Website: [www.mcgill.ca/bme](http://www.mcgill.ca/bme)

### School of Communication Sciences and Disorders

Telephone: 514-398-4137  
Email: [scsd@mcgill.ca](mailto:scsd@mcgill.ca)  
Website: [www.mcgill.ca/scsd](http://www.mcgill.ca/scsd)

### Dermatology

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

### Diagnostic Radiology

Telephone: 514-934-8084  
Email: [radiology.residency@muhc.mcgill.ca](mailto:radiology.residency@muhc.mcgill.ca)  
Website: [www.medicine.mcgill.ca/radiology](http://www.medicine.mcgill.ca/radiology)

### Emergency Medicine

Telephone: 514-934-1934, ext. 36974  
Email: [elisa.monaco@mcgill.ca](mailto:elisa.monaco@mcgill.ca)  
Website: [www.mcgill.ca/emergency](http://www.mcgill.ca/emergency)

### Epidemiology, Biostatistics, and Occupational Health

Telephone: 514-398-6258  
Website: [www.mcgill.ca/epi-biostat-occh/](http://www.mcgill.ca/epi-biostat-occh/)

### Family Medicine

Telephone: 514-398-7375  
Email: [undergrad.fammed@mcgill.ca](mailto:undergrad.fammed@mcgill.ca)  
Website: [www.mcgill.ca/familymed](http://www.mcgill.ca/familymed)

### Geriatric Medicine

Telephone: 514-934-1934, ext. 34677  
Website: [www.mcgill.ca/geriatrics](http://www.mcgill.ca/geriatrics)

### Human Genetics

Telephone: 514-398-6890  
Email: [grad.hg@mcgill.ca](mailto:grad.hg@mcgill.ca)  
Website: [www.mcgill.ca/humangenetics](http://www.mcgill.ca/humangenetics)

**Medical Physics**

Telephone: 514-934-1934, ext. 44158  
Email: [margarery.knewstubb@mcgill.ca](mailto:margarery.knewstubb@mcgill.ca)  
Website: [www.mcgill.ca/medphys](http://www.mcgill.ca/medphys)

**Medicine**

Telephone: 514-843-1578  
Email: [diane.lewis@mcgill.ca](mailto:diane.lewis@mcgill.ca)  
Website: [www.mcgill.ca/deptmedicine](http://www.mcgill.ca/deptmedicine)

**Microbiology and Immunology**

Telephone: 514-398-7492  
Email: [office.microimm@mcgill.ca](mailto:office.microimm@mcgill.ca)  
Website: [www.mcgill.ca/microimm](http://www.mcgill.ca/microimm)

**Neurology and Neurosurgery**

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

**Obstetrics and Gynecology**

Telephone: 514-934-1934, ext. 31658  
Website: [www.mcgill.ca/obgyn](http://www.mcgill.ca/obgyn)

**Oncology**

Telephone: 514-398-2264  
Email: [oncologysec.med@mcgill.ca](mailto:oncologysec.med@mcgill.ca)  
Website: [www.medicine.mcgill.ca/oncology](http://www.medicine.mcgill.ca/oncology)

**Ophthalmology**

Telephone: 514-843-1544  
Email: [eye.med@mcgill.ca](mailto:eye.med@mcgill.ca)  
Website: [www.mcgill.ca/ophthalmology](http://www.mcgill.ca/ophthalmology)

**Otolaryngology - Head and Neck Surgery**

Telephone: 514-934-1934, ext. 32820  
Email: [otl-residency.med@mcgill.ca](mailto:otl-residency.med@mcgill.ca)  
Website: [www.mcgill.ca/ent](http://www.mcgill.ca/ent)

**Pathology**

Telephone: 514-934-1934, ext. 38788  
Website: [www.mcgill.ca/pathology](http://www.mcgill.ca/pathology)

### Pediatrics

Telephone: 514-412-4467, ext. 24467  
Email: [aec7\\_9-studentaffairs.med@mcgill.ca](mailto:aec7_9-studentaffairs.med@mcgill.ca)  
Website: [www.mcgill.ca/peds](http://www.mcgill.ca/peds)

### Pharmacology and Therapeutics

Telephone: 514-398-3622  
Email: [undergradstudies.pharmacology@mcgill.ca](mailto:undergradstudies.pharmacology@mcgill.ca)  
Website: [www.mcgill.ca/pharma](http://www.mcgill.ca/pharma)

### Physiology

Telephone: 514-398-3689  
Email: [sonia.viselli@mcgill.ca](mailto:sonia.viselli@mcgill.ca)  
Website: [www.mcgill.ca/physiology](http://www.mcgill.ca/physiology)

### Psychiatry

Telephone: 514-398-2458  
Email: [graduate.psychiatry@mcgill.ca](mailto:graduate.psychiatry@mcgill.ca)  
Website: [www.mcgill.ca/psychiatry](http://www.mcgill.ca/psychiatry)

### Rosalind and Morris Goodman Cancer Research Centre

Telephone: 514-398-8280  
Email: [lina.luciano@mcgill.ca](mailto:lina.luciano@mcgill.ca)  
Website: [www.mcgillgcr.com](http://www.mcgillgcr.com)

### Social Studies of Medicine

Telephone: 514-398-6668  
Email: [heike.ferber@mcgill.ca](mailto:heike.ferber@mcgill.ca)  
Website: [www.mcgill.ca/ssom](http://www.mcgill.ca/ssom)

### Surgery

Email: [sonia.nardini@mcgill.ca](mailto:sonia.nardini@mcgill.ca)  
Website: [www.medicine.mcgill.ca/surgery](http://www.medicine.mcgill.ca/surgery)

#### 11.4.6 Faculty of Science: Contact Information

**U0 students:** Contact the Faculty of Science Student Affairs Office for advising on the Science Freshman program or the B.A. & Sc. Freshman program.

**U1 students or any other year:** Contact the department (school or program) directly for academic advising.

**B.A. & Sc. students:** Contact the Faculty of Science Student Affairs Office.

Additional contact information is located in the relevant sections of this publication.

### Anatomy and Cell Biology (Department of)

Telephone: 514-398-6350  
Email: [anatomysec.med@mcgill.ca](mailto:anatomysec.med@mcgill.ca)



**Anatomy and Cell Biology (Department of)**

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

**Atmospheric & Oceanic Sciences (Department of)**

Telephone: 514-398-3764

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

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

**Biochemistry (Department of)**

Telephone: 514-398-2423

Email: [christine.laberge@mcgill.ca](mailto:christine.laberge@mcgill.ca)

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

**Biology (Department of)**

Telephone: 514-398-4109

Email: [nancy.nelson@mcgill.ca](mailto:nancy.nelson@mcgill.ca)

Website: [biology.mcgill.ca](http://biology.mcgill.ca)

**Biotechnology (program)**

Telephone: 514-398-4109

Email: [nancy.nelson@mcgill.ca](mailto:nancy.nelson@mcgill.ca)

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

**Chemistry (Department of)**

Telephone: 514-398-6999

Email: [advisor.chemistry@mcgill.ca](mailto:advisor.chemistry@mcgill.ca)

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

**Cognitive Science (program)**

Telephone: 514-398-7330

Email: [ryan.bouma@mcgill.ca](mailto:ryan.bouma@mcgill.ca)

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

**Computer Science (School of)**

Telephone: 514-398-7071, ext. 00739

Email: [ugrad-sec@cs.mcgill.ca](mailto:ugrad-sec@cs.mcgill.ca)

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

**Earth and Planetary Sciences (Department of)**

Telephone: 514-398-6767

Email: [marie.edwards-carreau@mcgill.ca](mailto:marie.edwards-carreau@mcgill.ca) or [kristy.thornton@mcgill.ca](mailto:kristy.thornton@mcgill.ca)

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

**Earth Systems Science Interdepartmental (program)**

Telephone: 514-398-2596  
Email: [william.minarik@mcgill.ca](mailto:william.minarik@mcgill.ca)  
Website: [www.ess.mcgill.ca](http://www.ess.mcgill.ca)

**Environment (School of)**

Telephone: 514-398-4306  
Email: [kathy.roulet@mcgill.ca](mailto:kathy.roulet@mcgill.ca)  
Website: [www.mcgill.ca/mse](http://www.mcgill.ca/mse)

**Geography (Department of)**

Telephone: 514-398-4951  
Email: [undergrad.geog@mcgill.ca](mailto:undergrad.geog@mcgill.ca)  
Website: [www.mcgill.ca/geography](http://www.mcgill.ca/geography)

**Human Nutrition (program)**

Telephone: 514-398-7843  
Email: [linda.wykes@mcgill.ca](mailto:linda.wykes@mcgill.ca)  
Website: [www.mcgill.ca/nutrition](http://www.mcgill.ca/nutrition)

**Interdepartmental Honours Immunology (program)**

Telephone: 514-934-1934, ext. 45135 (Microbiology and Immunology) **or** 514-398-4342 (Physiology)  
Email: [ciro.piccirillo@mcgill.ca](mailto:ciro.piccirillo@mcgill.ca) (Microbiology and Immunology) **or** [monroe.cohen@mcgill.ca](mailto:monroe.cohen@mcgill.ca) (Physiology)  
Website: [www.mcgill.ca/microimm/student-affairs/programs/interdepartmental](http://www.mcgill.ca/microimm/student-affairs/programs/interdepartmental)

**Kinesiology for Science Students (program)**

Telephone: 514-398-4184, ext. 0302  
Email: [eileen.leduc@mcgill.ca](mailto:eileen.leduc@mcgill.ca)  
Website: [www.mcgill.ca/edu-kpe](http://www.mcgill.ca/edu-kpe)

**Management (BCom program)**

Telephone: 514-398-4068  
Email: [bcom.mgmt@mcgill.ca](mailto:bcom.mgmt@mcgill.ca)  
Website: [www.mcgill.ca/desautels/programs/bcom](http://www.mcgill.ca/desautels/programs/bcom)

**Mathematics & Statistics (Department of)**

Telephone: 514-398-3800  
Email: [ugrad.mathstat@mcgill.ca](mailto:ugrad.mathstat@mcgill.ca)  
Website: [www.mcgill.ca/mathstat](http://www.mcgill.ca/mathstat)

**Microbiology & Immunology (Department of)**

Telephone: 514-398-7492  
Email: [office.microimm@mcgill.ca](mailto:office.microimm@mcgill.ca)  
Website: [www.mcgill.ca/microimm](http://www.mcgill.ca/microimm)

**Music (program)**

Telephone: 514-398-4535, ext. 6337  
Email: [dino.dutz@mcgill.ca](mailto:dino.dutz@mcgill.ca)  
Website: [www.mcgill.ca/music](http://www.mcgill.ca/music)

**Neuroscience (program)**

Telephone: 514-398-7330  
Email: [ryan.bouma@mcgill.ca](mailto:ryan.bouma@mcgill.ca)  
Website: [www.mcgill.ca/neuroscience](http://www.mcgill.ca/neuroscience)

**Pathology (Department of)**

Telephone: 514-398-7192, ext. 62658  
Email: [eileen.grenier@mcgill.ca](mailto:eileen.grenier@mcgill.ca)  
Website: [www.mcgill.ca/pathology](http://www.mcgill.ca/pathology)

**Pharmacology (program)**

Telephone: 514-398-3622  
Email: [undergradstudies.pharmacology@mcgill.ca](mailto:undergradstudies.pharmacology@mcgill.ca)  
Website: [www.mcgill.ca/pharma](http://www.mcgill.ca/pharma)

**Physics (Department of)**

Telephone: 514-398-6477  
Email: [secretariat@physics.mcgill.ca](mailto:secretariat@physics.mcgill.ca)  
Website: [www.physics.mcgill.ca](http://www.physics.mcgill.ca)

**Physiology (Department of)**

Telephone: 514-398-4316  
Email: [sonia.viselli@mcgill.ca](mailto:sonia.viselli@mcgill.ca)  
Website: [www.mcgill.ca/physiology](http://www.mcgill.ca/physiology)

**Psychology (Department of)**

Telephone: 514-398-6100  
Email: [info@psych.mcgill.ca](mailto:info@psych.mcgill.ca)  
Website: [www.mcgill.ca/psychology](http://www.mcgill.ca/psychology)

**Redpath Museum**

Telephone: 514-398-4086, ext. 3188  
Email: [marie.laricca@mcgill.ca](mailto:marie.laricca@mcgill.ca)  
Website: [www.mcgill.ca/redpath](http://www.mcgill.ca/redpath)

**Science for Teachers**

Telephone: 514-398-7106  
Email: [pete.barry@mcgill.ca](mailto:pete.barry@mcgill.ca)  
Website: [www.mcgill.ca/scienceforteachers](http://www.mcgill.ca/scienceforteachers)

## 11.5 Prospective Students

For information about opportunities for undergraduates at McGill, please visit the [Undergraduate Admissions](#) website.

### 11.5.1 Student-for-a-Day Program

If you visit our **Downtown campus** in October/November (Fall term) or February/March (Winter term), you can choose to sit in on a class that is open to visitors and experience McGill from a student's perspective.

For details and a list of available courses, please contact the [Welcome Centre](#) (514-398-6555; [welcome@mcgill.ca](mailto:welcome@mcgill.ca)). Tours of the downtown campus can be booked through [www.mcgill.ca/undergraduate-admissions/visits/campus-tours](http://www.mcgill.ca/undergraduate-admissions/visits/campus-tours).

If you visit our **Macdonald campus**, you can participate in Student-for-a-Day to have the Macdonald experience. For further information, please contact the [Macdonald Campus Student Affairs Office](#) (514-398-7925; [studentinfo.macdonald@mcgill.ca](mailto:studentinfo.macdonald@mcgill.ca)). Tours can be booked directly at [mcgillinmind.mcgill.ca/mcgill/campustours](http://mcgillinmind.mcgill.ca/mcgill/campustours) and include campus tours, meeting academic advisors, and visiting residences.

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## 12 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).

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### 12.1 Location

3415 McTavish Street (corner Sherbrooke)

Montreal QC H3A 0C8

Telephone: 514-398-7878

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

Email for current students: [www.mcgill.ca/students/servicepoint/studentrequestform](http://www.mcgill.ca/students/servicepoint/studentrequestform)

Email for applicants and prospective students: [www.mcgill.ca/students/servicepoint/contact-us](http://www.mcgill.ca/students/servicepoint/contact-us)

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## 13 Student Services

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

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### 13.1 Office of the Senior Director, Services for Students

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

For information, contact:

Telephone: 514-398-8238  
Website: [www.mcgill.ca/studentsservices](http://www.mcgill.ca/studentsservices)

The Senior Director, Services for Students (SDSS), coordinates all student services at McGill to help promote student success and well-being. The SDSS 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.

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### 13.2 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 2100  
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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### 13.3 Student Services – Downtown Campus

Unless otherwise indicated, all **Student Services** on the Downtown campus are located in the William and Mary Brown Student Services Building:

Brown Student Services Building, Suite 4100  
3600 McTavish Street  
Montreal QC H3A 0G3  
General Information: 514-398-8238  
Website: [www.mcgill.ca/studentsservices](http://www.mcgill.ca/studentsservices)

A list of services available is given below. For further information, see the [Student Services website](#).

- [section 13.3.1: Campus Life & Engagement](#)
- [section 13.3.2: Career Planning Service \(CaPS\)](#)
- [section 13.3.3: Counselling Service](#)
- [section 13.3.4: First Peoples' House](#)
- [section 13.3.5: Health Services](#)
- [section 13.3.6: International Student Services](#)
- [section 13.3.7: Mental Health Service](#)
- [section 13.3.8: Office of Religious and Spiritual Life](#)

- [section 13.3.9: Office for Sexual Violence Response, Support, and Education](#)
- [section 13.3.10: Office for Students with Disabilities and myAccess](#)
- [section 13.3.11: Office of Sustainability](#)
- [section 13.3.12: Psychiatric Services](#)
- [section 13.3.13: Scholarships and Student \(Financial\) Aid Office](#)
- [section 13.3.14: Tutorial Service](#)

### 13.3.1 Campus Life & Engagement

Supports all students, new and returning, and connects them to resources and opportunities that will enhance their student experience.

Brown Student Services Building, Suite 3100  
Telephone: 514-398-6913  
Email: [cle@mcgill.ca](mailto:cle@mcgill.ca)  
Website: [www.mcgill.ca/cle](http://www.mcgill.ca/cle)

**First-year students:**

Email: [firstyear@mcgill.ca](mailto:firstyear@mcgill.ca)  
Website: [www.mcgill.ca/firstyear](http://www.mcgill.ca/firstyear)

### 13.3.2 Career Planning Service (CaPS)

Provides career education, events, individual advising, and workshops to help you find permanent/part-time/summer jobs and internships, explore your career or graduate education options, and build your network.

Brown Student Services Building, 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)

### 13.3.3 Counselling Service

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

Brown Student Services Building, Suite 4200  
Telephone: 514-398-3601  
Email: [counselling.service@mcgill.ca](mailto:counselling.service@mcgill.ca)  
Website: [www.mcgill.ca/counselling](http://www.mcgill.ca/counselling)

### 13.3.4 First Peoples' House

Promotes and supports Aboriginal student success and well-being in a culturally welcoming environment.

3505 Peel Street  
Telephone: 514-398-3217  
Email: [firstpeopleshouse@mcgill.ca](mailto:firstpeopleshouse@mcgill.ca)  
Website: [www.mcgill.ca/fph](http://www.mcgill.ca/fph)

### 13.3.5 Health Services

Provides access to experienced physicians, nurses, and health educators who offer health services and information in a confidential atmosphere. Also operates a laboratory offering a wide array of testing.

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

### 13.3.6 International Student Services

Offers support to international students; orientation and transition programs; and immigration and health insurance information.

Brown Student Services Building, Suite 5100  
Telephone: 514-398-4349  
Email: [international.students@mcgill.ca](mailto:international.students@mcgill.ca)  
Website: [www.mcgill.ca/internationalstudents](http://www.mcgill.ca/internationalstudents)

### 13.3.7 Mental Health Service

A mental health clinic that treats a wide variety of psychological and psychiatric disorders. Psychotherapy and/or medication (given by a psychiatrist) is provided to help with mental health problems. One-on-one sessions are available with a psychologist, psychotherapist, and/or psychiatrist.

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

### 13.3.8 Office of Religious and Spiritual Life

Connects students who identify as religious with their on-campus communities and chaplains. Provides students with space and resources to explore spirituality, and educates students on how to thrive in a pluralistic society.

Presbyterian College, 3495 University Street, 2<sup>nd</sup> floor  
Telephone: 514-398-4104  
Email: [morsl@mcgill.ca](mailto:morsl@mcgill.ca)  
Website: [www.mcgill.ca/morsl](http://www.mcgill.ca/morsl)

### 13.3.9 Office for Sexual Violence Response, Support, and Education

Confidential, non-judgmental, and non-directional support for students, faculty, and staff of all genders impacted by sexual and gender-based violence. Services offered in both French and English.

550 Sherbrooke W., Suite 585 (West Tower)  
Telephone: 514-398-3786; 514-398-4486  
Email: [svoffice@mcgill.ca](mailto:svoffice@mcgill.ca)  
Website: [www.mcgill.ca/saap](http://www.mcgill.ca/saap)

### 13.3.10 Office for Students with Disabilities and myAccess

Facilitates and supports the inclusion of diverse students and students with special needs.

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)

### 13.3.11 Office of Sustainability

Supports McGill's goal to become an institutional model of sustainability for society. Whether you have a project in mind, or just a lot of questions, there are many ways for you to get involved with sustainability at McGill. Stay up to date via our [Facebook](#) and [Twitter](#) pages, and by [signing up](#) to receive our monthly e-newsletter.

Sherbrooke 1010 Building, Suite 1200  
Telephone: 514-398-2268  
Email: [sustainability@mcgill.ca](mailto:sustainability@mcgill.ca)  
Website: [www.mcgill.ca/sustainability](http://www.mcgill.ca/sustainability)

### 13.3.12 Psychiatric Services

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

### 13.3.13 Scholarships and Student (Financial) Aid Office

Provides assistance in the form of bursaries, loans, and Work Study programs to students requiring financial aid; administers government aid programs; and promotes financial wellness through tools and workshops.

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

### 13.3.14 Tutorial Service

Sponsors an extensive tutorial program for students.

Brown Student Services Building, Suite 4200  
Telephone: 514-398-5816  
Email: [tutoring.service@mcgill.ca](mailto:tutoring.service@mcgill.ca)  
Website: [www.mcgill.ca/tutoring](http://www.mcgill.ca/tutoring)

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## 13.4 Student Services – Macdonald Campus

Students who study on the Macdonald campus may make full use of all Student Services on both campuses. All **Student Services** at Macdonald Campus are located in the Centennial Centre:

Centennial Centre, Room 124  
21,111 Lakeshore Road  
Sainte-Anne-de-Bellevue QC H9X 3V9  
Telephone: 514-398-7992  
Email: [stuserv.macdonald@mcgill.ca](mailto:stuserv.macdonald@mcgill.ca)  
Website: [www.mcgill.ca/macdonald-studentservices](http://www.mcgill.ca/macdonald-studentservices)

A list of services available is given below. For detailed information, please visit [our website](#) and the main [Student Services website](#).

### 13.4.1 Career Planning Service (CaPS)

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

Telephone: 514-398-7582  
Email: [caps.macdonald@mcgill.ca](mailto:caps.macdonald@mcgill.ca)  
Website: [www.mcgill.ca/caps](http://www.mcgill.ca/caps)

### 13.4.2 Counselling & Mental Health Service

Offers confidential counselling with a psychologist for personal, social, emotional, vocational, and academic issues, among others.

Telephone: 514-398-7992  
Website: [www.mcgill.ca/counselling](http://www.mcgill.ca/counselling)



### 13.4.3 International Health Insurance

Provides Blue Cross insurance cards for international students.

Telephone: 514-398-7992

Website: [www.mcgill.ca/macdonald-studentservices/our-services](http://www.mcgill.ca/macdonald-studentservices/our-services)

### 13.4.4 Mid-term Exams, Office for Students with Disabilities

Offers accommodations for mid-term exams for students registered with the Office for Students with Disabilities (OSD). Appointments are available with an OSD advisor.

Telephone: 514-398-6009

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

### 13.4.5 Student Health Services

Offers a walk-in clinic for urgent care and regular appointments with health professionals in a confidential atmosphere.

Telephone: 514-398-7992

Website: (Macdonald campus) [www.mcgill.ca/macdonald-studentservices/feeling-sick](http://www.mcgill.ca/macdonald-studentservices/feeling-sick)

Website: (Downtown campus) [www.mcgill.ca/studenthealth](http://www.mcgill.ca/studenthealth)

### 13.4.6 Student Financial Aid

Information and assistance is available for all students concerning government aid programs (includes all Canadian provinces), McGill Loans and Bursaries, and the Work Study Program. Appointments can be arranged with a Financial Aid Counsellor to help students with specific financial concerns.

Telephone: 514-398-7992

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

### 13.4.7 Other Services

#### Office of Sustainability

McGill's Office of Sustainability, located in Downtown campus, sends representatives to Macdonald campus every month to support McGill's goal to become an institutional model of sustainability for society. Whether you have a project in mind, or just a lot of questions, there are many ways for you to get involved with sustainability at McGill. Stay up to date via our [Facebook](#) and [Twitter](#) pages, and by [signing up](#) to receive our monthly e-newsletter.

Telephone: 514-398-2268

Email: [sustainability@mcgill.ca](mailto:sustainability@mcgill.ca)

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

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## 13.5 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)

## 13.6 Extra-Curricular and Co-Curricular Activities

Student associations and University units at McGill host over **300** activities, clubs, and services that students may join. These include:

- international clubs;
- leadership groups;
- peer support programs;
- student government societies;
- religious groups;
- political clubs;
- communications and media groups such as the CKUT radio station, the McGill Tribune, and the McGill Daily;
- science clubs;
- literary, theatrical, and musical societies;
- athletic, recreational, and outdoor activity/sports groups;
- ...and many more.

An overview of extra-curricular activities at McGill is available on Campus Life & Engagement's [Engage McGill](#) site. [myInvolvement](#) is an online tool for McGill students to find current involvement opportunities on campus. Students can then record their involvement in eligible activities, workshops, volunteer opportunities, and leadership positions on their Co-Curricular Record (CCR).

### 13.6.1 University Centre, Thomson House, and Centennial Centre

The [University Centre](#), 3480 McTavish Street, provides club rooms for many extra-curricular activities in a four-storey building with dining options, a ballroom, lounges, and a black box theatre. Activities for graduate students are centred in [Thomson House](#) at 3650 McTavish Street.

On the Macdonald campus, facilities are located in the [Centennial Centre](#); a list of student services and activities on the Macdonald campus is available at [Agricultural & Environmental Sciences > Undergraduate > About Agricultural and Environmental Sciences \(Undergraduate\) > : Student Information](#).

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## 13.7 Bookstore

### 13.7.1 Downtown Campus

The *Le James* – McGill Bookstore sells new and used textbooks, a full range of books for the academic and professional community, stationery supplies, technology, and McGill clothing and gift items. Visit the *Le James* website to sign up for email reminders so you are the first to know about services such as used textbook buyback and other events.

The *Le James* – McGill Bookstore operates in multiple locations. Please visit the [Le James](#) website for details and directions.

#### **Course Materials and General Books**

3544 Parc Avenue  
Telephone: 514-398-8354

#### **Clothing, Technology, and Continuing Studies Course Materials**

680 Sherbrooke Street West  
Telephone: 514-398-5025

#### **Mobile Store (Seasonal)**

McGill Lower Campus

Webstore: [lejames.ca](#)

### 13.7.2 Macdonald Campus

Located on the main floor of the Centennial Centre, the Robber's Roost Bookstore carries textbooks and course materials for Macdonald Campus classes. McGill and Macdonald clothing and insignia items are also available.

#### **Robber's Roost Bookstore**

Macdonald Campus Centennial Centre  
Telephone: 514-398-8300

Website: [mcss.mcgill.ca/bookstore](http://mcss.mcgill.ca/bookstore)

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### 13.8 Computer Store

All technology products (hardware, software, and accessories) can now be found at *Le James* – McGill Bookstore located at 680 Sherbrooke. For any special orders, please contact us at [sales.mcs@mcgill.ca](mailto:sales.mcs@mcgill.ca).

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### 13.9 Day Care

The McGill Childcare Centre (CPE McGill) is an independently run centre that can accommodate 110 children, ranging in age from four months to five years. Early application is required as placement is limited.

The Centre is located at:

3491 Peel Street  
 Montreal QC H3A 1W7  
 Telephone: 514-398-6943  
 Website: [www.mcgill.ca/daycare](http://www.mcgill.ca/daycare)

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

The Centre is located at:

1 Maple Avenue  
 Ste.-Anne-de-Bellevue QC H9X 2E3  
 Telephone: 514-398-7951

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## 14 Residential Facilities

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

### Mission statement

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

- Keeping the value of Respect for ourselves, others, and the physical environment as our cornerstone
- Making environmentally and economically sustainable choices
- Being responsive to student needs and supporting student initiatives
- Maintaining open lines of communication and collaborative decision-making
- Working together to provide a comfortable, clean, and secure environment
- Keeping current with developing technology, practices, and professional development
- Maintaining integrity and accountability
- Thinking critically about what we do and having the courage to change
- Honouring our rich history and strong residence tradition

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### 14.1 University Residences – Downtown

McGill Residences house approximately 3,000 undergraduate students in dormitories, apartments, and shared-facilities houses. McGill's dormitories are primarily for first-year students and feature full meal service. McGill's apartment-style residences and shared-facilities houses are mainly for first-year students who desire a more independent residence experience.

Trained upper-year student leaders (Floor Fellows) live in the McGill Residences, providing support, and trained professional live-in staff (Residence Life Managers) provide 24-hour oversight of the residences. An elected Residence Council serves as the voice of students.

All McGill Residences are connected to the McGill Wireless Network.

McGill Student Housing and Dining Service Centre

3415 rue McTavish Street  
Montreal QC H3A 0C8

Phone: 514-398-6368

Email: [housing.residences@mcgill.ca](mailto:housing.residences@mcgill.ca) or *Talk2Us*

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

### 14.1.1 Traditional and Hotel-style Residences

McGill has nine dormitory residences:

- The four co-ed traditional-style **Bishop Mountain Residences** (Gardner, McConnell, Molson, and Douglas Halls) are located on the slope of Mount Royal and overlook the campus.
- **Royal Victoria College (RVC)**, which has one all-female and one co-ed wing, is a traditional-style residence located one block from the McGill gates.
- The co-ed hotel-style **New Residence Hall** is located five short blocks from the campus.
- **University Hall** is a co-ed traditional-style dorm located directly across from the Milton Gates to campus.
- **Carrefour Sherbrooke** is a co-ed hotel-style residence located two blocks from campus.
- **La Citadelle** is the newest fully renovated hotel-style residence building, located two blocks east of McGill campus.

Residents of traditional or hotel-style residences have compulsory meal plans and access to multiple cafeterias.

Rooms in traditional-style residences—the Bishop Mountain Residences, University Hall, and RVC—are mostly single occupancy. The hotel-style residences—La Citadelle, Carrefour Sherbrooke and the New Residence Hall—have mostly double rooms. Regardless of the residence style, each student gets a bed, desk, desk lamp, chair, dresser, closet, and small fridge (one fridge per double room).

No matter the hall, residents are responsible for the cleanliness of their rooms. Common bathrooms and showers are located on each floor of the traditional-style residences. Hotel-style residences feature a private *en suite* bathroom in each room. Each hall has laundry rooms, including card-operated washers and dryers, and ironing facilities. All halls have a TV and recreation room. Storage for items such as suitcases, ski equipment, etc. are present in each building.

### 14.1.2 Apartment-style Residences

- **Solin Hall** is a modern, award-winning apartment-style residence that has two-, three-, and four-bedroom apartments. Located four Metro stops west of the main campus, Solin features large common areas (TV and game rooms) as well as a computer lab, and houses mostly first-year students. Each apartment has a living room, dining room, kitchen, and bathroom(s), with appliances and basic furniture such as tables, chairs, sofas, lamps, and drapes. Bedrooms have a bed, desk, chair, and dresser. All apartments and public-area floors are carpeted. Shopping areas are within short walking distance. Limited indoor parking is available.
- The **Greenbriar Apartments** residence is located one block from the campus. It houses both upper-year undergraduate and graduate students in self-contained studio and double-occupancy, one-bedroom apartments. Apartment kitchens have a stove, fridge, and sink, and bedrooms have a bed, desk, table, chairs, dresser, and blinds.
- Similar to Greenbriar, **Hutchison Apartments** are also available for upper-year undergraduate and graduate students. Located on Hutchison Street, the building is a short walk from campus and offers studios and one-bedroom single occupancy units.

Although these residences do not require full meal plans, residents may purchase one from Food and Dining Services for use at the residence cafeterias or elsewhere on campus. For more information, see [www.mcgill.ca/foodservices/mealplans](http://www.mcgill.ca/foodservices/mealplans).

### 14.1.3 Shared-facilities Houses

McGill Residences maintains a number of beautifully renovated older buildings, each housing between 15 and 30 first-year students. These shared-facilities houses are located a few blocks from the campus and have both single- and double-occupancy bedrooms with large shared kitchens, bathrooms, and common areas. Each bedroom has a desk, chair, bed (some are loft beds), dresser, closet, and blinds. Common areas are also fully furnished.

Although these residences do not require meal plans, residents are free to purchase one from Food and Dining Services for use at the residence cafeterias or elsewhere on campus. For more information, see [www.mcgill.ca/foodservices/mealplans](http://www.mcgill.ca/foodservices/mealplans).

### 14.1.4 Residence Fees

Residence fees for the 2017–2018 academic year had not been set at the time this publication was finalized. These are the rates for 2016–2017:

Rates for **Gardner, McConnell, and Molson** are \$9,128 for a regular single room and \$8,384 for a regular double room. Rates for **Royal Victoria College** are \$10,440 for a regular single room and \$9,600 for a regular double room.

The rates for **University Hall** are \$8,992 for a regular single room and \$8,272 for a double room.

At **New Residence Hall and Carrefour Sherbrooke**, room rates are \$11,296 for a regular single room and \$9,856 for a regular double room. At **La Citadelle**, room rates are \$11,872 for a regular single room with full bathroom and \$10,368 for a regular double room with full bathroom.

The rooms of the above-mentioned residences are based on an 8 1/4-month lease. The meal plan rates for these residences are from September 1 to April 30 and will be the same as in the previous year, ranging from \$5,050 to \$5,600.

The rooms in **Solin Hall** are leased on an 11 1/4-month basis: August 27 to July 30. The room rates are \$11,341 for a regular single room in a shared apartment and \$12,023 to \$12,947 for a studio (single occupancy) apartment. Residents of Solin Hall also have an already-activated *oneCard* account on their McGill ID card, allowing them to purchase food and do laundry in rez.

Units in **Greenbriar Apartments** are also leased on an 11 1/4-month basis: August 27 to July 30. The rates are \$9,845 per person for a regular double apartment and \$12,749 for a large studio (single-occupancy) apartment. Residents of Greenbriar have the option of buying a *Saver Meal Plan* if they frequently eat on campus.

**Shared-facilities** houses are also leased on an 11 1/4-month basis: August 27 to July 31. Room rates range from \$9,130 for a double room and for a single room they range from \$10,802 to \$12,606. Residents of shared-facilities houses also have an already-activated *oneCard* account on their McGill ID card, allowing them to purchase food and do laundry in rez.

These rates are also available at [www.mcgill.ca/students/housing/fees-applying/undergrad-downtown-fees](http://www.mcgill.ca/students/housing/fees-applying/undergrad-downtown-fees).

#### 14.1.5 Meal Plans

Residents assigned to Carrefour Sherbrooke, La Citadelle, Douglas Hall, Gardner Hall, Molson Hall, McConnell Hall, New Residence Hall, Royal Victoria College, and University Hall have compulsory meal plans that can be used seven days a week. All residents on the Mandatory Meal Plan are welcome to dine in any of the four dining halls, as well as the Citadelle Café located on the ground floor of La Citadelle.

While all of the hotel- or traditional-style residences offer small kitchens or kitchenettes for the convenience of students, La Citadelle has a fully-equipped communal kitchen, where residents can prepare snacks or meals at any time.

The apartments and houses have fully-equipped kitchens where students can prepare their own meals.

For more information, see [www.mcgill.ca/foodservices/mealplans](http://www.mcgill.ca/foodservices/mealplans).

#### 14.1.6 oneCard

*oneCard* is a taxable account that is already added to all undergraduate resident students' McGill ID cards, allowing them to make purchases and easily access multiple services on campus without the hassle of carrying cash and debit cards. Downtown residence students will have \$500 on their oneCard account and MAC residence students will have \$150, due at the end of September.

#### 14.1.7 Student Government

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



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

### 14.2 University Residences – Macdonald Campus

Campus Housing Office  
P.O. Box 188  
Macdonald Campus of McGill University  
Sainte-Anne-de-Bellevue QC H9X 3V9  
Telephone: 514-398-7716  
Email: [residences.macdonald@mcgill.ca](mailto:residences.macdonald@mcgill.ca)  
Website: [www.mcgill.ca/students/housing/rez-options/macdonald](http://www.mcgill.ca/students/housing/rez-options/macdonald)

Residence life is an integral part of Macdonald Campus activities.

- **Laird Hall**, with a capacity of 250 students, is a co-ed residence that provides accommodation for undergraduate, graduate, and Farm Management Technology students. Residents enjoy comfortable rooms, modern kitchens, cozy lounge facilities, and other amenities that help make their residence life a complete and meaningful part of their university experience. Included in the room rent is high-speed Internet service.
- The **EcoResidence** accommodates 100 students. This residence will appeal to students who enjoy independent living in self-contained fully furnished apartments of two or six single-bedroom units. Units are split-level with large, airy, common living areas.

#### 14.2.1 Residence Fees – Macdonald Campus

Residence fees are paid separately from tuition, in accordance with regulations of the Fee Payment Option selected at the time of signing a Residence Lease.

The residence fees for the 2017–2018 session had not been set at the time this publication was finalized. The 2016–2017 session rates for **Laird Hall** were: \$3,792 (double occupancy) and \$4,160 (single occupancy). Rates for the **EcoResidence** varied from \$4,488 (sixplex) to \$4,616 (duplex). The rate for a

12-month graduate lease for a duplex is \$545 per month. An updated fee sheet will be available on the Macdonald residence website at [www.mcgill.ca/students/housing/rez-options/macdonald](http://www.mcgill.ca/students/housing/rez-options/macdonald).

There is no meal plan offered on the Macdonald Campus. Students may, however, load their *One Card* to purchase meals; refer to [www.mcgill.ca/onecard](http://www.mcgill.ca/onecard) for more information. Meals are also available on a cash basis from *the Café Twigs*, located on the ground floor between the Macdonald-Stewart Building and Barton Library. For budgeting purposes, the cost of meals for the academic year is approximately \$3,500.

#### 14.2.2 Residence Occupancy – Macdonald Campus

The residence fees cover the period from **August 29, 2017** to **April 30, 2018**. You must vacate your room at the end of the lease term. Only under exceptional circumstances will you be granted permission to arrive prior to the beginning date of the lease or remain in residence during the summer months. In these cases, you must apply to the *Campus Housing Office*; an additional fee will be charged if permission is granted.

You can request permission to extend your stay in residence (at the normal weekly charge) if you are taking extended courses after the regular session, employed on campus, or registered for summer courses.

In exceptional circumstances, international students or students coming from a distance may be admitted early. Permission from the Campus Housing Office must be obtained prior to arrival. Student Monitors may be admitted before the opening date of courses, if permission is granted by the Campus Housing Office.



**Note for Graduate and Postdoctoral Studies:** Graduate students can sign a 12-month lease.

#### 14.2.3 Facilities for Non-Resident Students – Macdonald Campus

The Centennial Centre features common lounging areas such as the **Eco-Niche** CC Lobby, and when available, the **Ceilidh**. Lockers are available in the Macdonald-Stewart Building. You can rent them at the Students' Society Office in Centennial Centre. **Twigs Café** is located on the ground floor between the Macdonald-Stewart Building and Barton Library.



**Note:** Non-resident students cannot stay overnight in any residence without permission from the Campus Housing Office.

#### 14.2.4 Student Parking – Macdonald Campus

Parking permits are available from Macdonald Campus Security, Room 101, Laird Hall. A parking decal is \$200 for one year and \$120 for one semester and can be picked up Monday to Friday from 8:15 a.m. to 3:45 p.m.

Daily passes for students are \$6 and can be purchased at the Upper Gravel Lot and the Horticulture parking lot. Half-day passes are \$4 and can only be purchased at the meter (exact change is required). All students obtaining a daily pass must park in the Horticulture lot, east of the Highway 20 overpass. If you are not sure of the location, you can pick up a map from the Campus Security office in Laird Hall. For more information, see [www.mcgill.ca/transport/parking/mac](http://www.mcgill.ca/transport/parking/mac).

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## 15 Athletics & Recreation

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### 15.1 Downtown Campus Athletics & Recreation

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

- gymnasium
- fully-equipped fitness centre
- varsity weight room
- pool
- arena
- fieldhouse
- stadium
- indoor and outdoor running tracks and tennis courts
- squash and racquetball courts
- spinning

- dance and martial arts studios
- various playing fields

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

McGill Sports Complex  
475 Pine Avenue West  
Telephone: 514-398-7000  
Email: [perry.karnofsky@mcgill.ca](mailto:perry.karnofsky@mcgill.ca) (recreational sports) or [lisen.moore@mcgill.ca](mailto:lisen.moore@mcgill.ca) (varsity sports)  
Website: [www.mcgillathletics.ca](http://www.mcgillathletics.ca)  
Facebook: [www.facebook.com/mcgillathleticsandrecreation](http://www.facebook.com/mcgillathleticsandrecreation)  
Twitter: [www.twitter.com/McGillAthletics](http://www.twitter.com/McGillAthletics)

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## 15.2 Macdonald Campus Athletics & Recreation

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

- gym
- fitness centre
- arena
- tennis courts
- playing fields
- outdoor TrekFit gym
- outdoor volleyball court
- large expanses of green space

Students can participate in instructional, recreational, intramural, and intercollegiate activities. There are nominal fees for intramurals and fitness courses. Sporting equipment is available for loan and/or rent.

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

Stewart Athletic Complex  
Telephone: 514-398-7789  
Website: [macdonaldcampusathletics.ca](http://macdonaldcampusathletics.ca)  
Facebook: [www.facebook.com/Mac-Athletics-and-Recreation-559732057427796/?fref=ts](http://www.facebook.com/Mac-Athletics-and-Recreation-559732057427796/?fref=ts)

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## 16 Information Technology (IT) Services

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 network connectivity, email, Minerva, myCourses, Microsoft Office 365, and more.
- 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.
- View [IT security alerts](#), such as phishing emails that target McGill.
- Send us your [feedback](#) or get help on an IT issue.
- Read featured [articles](#) on computer security, new software, and other timely tips.
- Check the [Service Status](#) icons for availability of key services at a glance.
- View announcements about new services and scheduled downtimes.

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### 16.1 Getting Started with IT for Students

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 McGill-provided software.

## 17 Resources for Study and Research

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

### 17.1 Libraries

The McGill Library system provides access to *over 6 million items*, both in print and electronic formats, and consists of multiple branches, the McGill University Archives, and the McGill University Visual Arts Collection. Visit [www.mcgill.ca/library/branches](http://www.mcgill.ca/library/branches) for a map of all our locations, and bring your McGill ID card if you wish to borrow physical items from Library collections. Access to our electronic resources (e-books, e-journals, databases, etc.) is possible anytime and anywhere. You will be prompted to enter your McGill username and password when accessing our e-resources from off campus.

The Library's website ([www.mcgill.ca/library](http://www.mcgill.ca/library)) is the portal to all our resources and services for your learning and research needs. There are thousands of *databases available* that you can choose from when doing a search on any topic. Librarians have created subject guides for each area of study at McGill. Each guide pulls together all the relevant resources for doing research in that field. Find your *subject guide* to get started. In addition, unique scholarly materials from the *Rare Books and Special Collections have been digitized* and are accessible through the library's website. Our website also provides access to items such as *newspapers* and *McGill theses*.

Friendly staff in each branch library can help you locate the information you need. Students have *liaison librarians* for their departments. Liaison librarians provide *workshops* on finding, organizing, and citing information, visit your classes to provide instruction on doing research for course assignments, and are available to assist you with your questions, whether in person, on the phone, by email, and via online chat.

Most libraries are open up to 90 hours per week, and several branch libraries extend *opening hours* during exam periods. The Library offers a variety of comfortable and attractive spaces, such as individual quiet study areas and group study rooms that can be *booked* for use. Wireless access is available throughout the library, as are hundreds of computers, and all libraries have printing, scanning, and copying machines. Facilities are available for vision and hearing impaired users.

Special library services like the Course Reserve collection located in each branch library allow 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 obtain it for you at no cost for McGill students, faculty, and staff. Interlibrary loans can be picked up at any branch.

### 17.2 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).

#### Undergraduate Courses:

Course Number	Course Title	Credits	Notes
CEAP 150	Critical Analysis and Composition	3	Instructor permission required
CEAP 250	Research Essay and Rhetoric	3	
CESL 299	ESL: Academic English Seminar	3	
CESL 300	ESL: Academic English 2	3	Placement test required (see <a href="http://www.mcgill.ca/mwc">www.mcgill.ca/mwc</a> for details)
CESL 400	ESL: Essay & Critical Thinking	3	Placement test required (see <a href="http://www.mcgill.ca/mwc">www.mcgill.ca/mwc</a> for details)
CESL 500	ESL: Research Essay and Rhetoric	3	Placement test required (see <a href="http://www.mcgill.ca/mwc">www.mcgill.ca/mwc</a> for details)
CCOM 206	Communication in Engineering	3	Restricted to and required for students pursuing a B.Sc. in Engineering
CCOM 300	Writing and Community Action	3	Instructor permission and departmental interview required



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

#### Graduate Courses:



Course Number	Course Title	Credits
CEAP 642	Cornerstones of Academic Writing	1
CEAP 652	Fundamentals of Academic Presentations	1
CEAP 661	Summaries and Critiques	1
CEAP 665	Literature Reviews	1
CESL 631	Strategies for Academic Communication in English	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:

Course Number	Course Title	Notes
CCOM 205	Communication in Management 1	Restricted to and required for students in Career and Professional Development programs offered by the School of Continuing Studies

#### Course in Professional Writing (CE Units):

Course Number	Course Title	Notes
CCOM 208	Professional Writing in Business	

### 17.2.1 McGill Writing Centre Contact Information

McGill Writing Centre  
 McLennan-Redpath Library  
 Main Floor, Room #02  
 3459 McTavish Street  
 Montreal QC 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 150, CEAP 250, CESL 500, and CCOM 300 should be directed to:

Prof. Sarah Wolfson  
 Email: [sarah.wolfson@mcgill.ca](mailto:sarah.wolfson@mcgill.ca)  
 McLennan-Redpath Library  
 Main Floor, Room #02  
 Telephone: 514-398-1246

Inquiries concerning CCOM 205 and CCOM 208 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-level courses and other aspects of the Graphos program 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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### 17.3 University Archives

The McGill University Archives (MUA) acquires, preserves, and makes available to students, faculty, staff and researchers (including the general public) more than 30,000 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 complement its collection of the University's documentary heritage and to support University research goals. The MUA manages the University's corporate memory and information assets through its records management program. This program manages the lifecycle of administrative records and protects vital evidence of University functions and activities according to federal and Quebec archives and records legislation, in addition to professional standards.

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

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### 17.4 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 a world cultures 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)

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### 17.5 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)

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### 17.6 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: [lyman.mcgill.ca](http://lyman.mcgill.ca)

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### 17.7 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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## 18 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.

## 18.1 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 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 10 faculties and 13 schools. At present over 38,000 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.

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## 18.2 Incorporated and Affiliated Colleges

### 18.2.1 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.

### 18.2.2 Affiliated Theological Colleges

#### Montreal Diocesan Theological College

3473 University Street, Montreal QC H3A 2A8

Principal: The Rev. Dr. Karen Egan; B.Sc.(Qu.), M.Sc.(S. Fraser), B.Th., S.T.M.(McG.), M.Div.(MDTC), D.Min.(Lutheran School of Theology)

#### Presbyterian College of Montreal

3495 University Street, Montreal QC H3A 2A8

Principal: Dr. Dale Woods; M.Div.(Vancouver School of Theology), D.Min.(Luther Seminary)

**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.

**18.3 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 Nominating, Governance and Ethics 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. 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.

**18.4 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.

**18.5 Governance: Board of Governors****18.5.1 The Visitor****The Visitor**

His Excellency The Right Honourable David L. Johnston

**The Governor General of Canada**

**18.5.2 Board of Governors****Board of Governors**

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

**Chair**

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

**Principal and Vice-Chancellor**

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

**Chancellor**

**18.5.2.1 Members****Members**

Darin Barney; B.A., M.A.(S. Fraser), Ph.D.(Tor.)  
Maryse Bertrand; Ad. E.  
Nathalie Bourque; M.B.A.(McG.)  
Michael T. Boychuk; BCom(McG.)  
Victor Chisholm; B.A.(McG.)  
Peter Coughlin; BCom(Car.), M.B.A.(W. Ont.)  
Ronald Harry Critchley; B.A.(C'elia-Loyola), M.A.(York)  
Alan Desnoyers; BCom  
Kathy Fazel; BCom(McG.)  
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.)  
Pierre Matuszweski; B.A.(Laval), M.B.A.(McG.)  
Samuel Minzberg; LL.B.(McG.)  
Derek Nystrom; B.A.(H.)(Wisc.), M.A., Ph.D.(Virg.)  
Cynthia Price Verreault; BCom(McG.)  
Martine Turcotte; B.C.L./LL.B.(McG.), M.B.A.(London Business School)  
Edith A. Zorychta; B.Sc.(St. FX), M.Sc., Ph.D.(McG.)

**18.5.2.2 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)

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**18.6 Governance: Members of Senate****18.6.1 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

**Ex-officio**

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

**18.6.2 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)

**18.7 Administration****Administration**

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

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

Christopher Manfredi; B.A., M.A.(Calg.), M.A., Ph.D.(Claremont)

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

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

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

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

Angela Campbell; B.A. B.C.L.(McG.), LL.M.(Harv.)

Anja Geitmann; Diplom(Konstanz), Ph.D.(Siena)

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

Edyta Rogowska; B.A.(Tor.), M.A.(McG.)

Yves Beauchamp; B.Eng., M.Eng.(UQTR), Ph.D.(WVU)

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

Robert Couvrette; B.Sc.(École Poly., Montr. &amp; HEC), M.P.M.(UQAM)

Louis Arsenault; B.A.(UQAM), M.A.(Paris VII)

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.)

Angelique Mannella; B.Eng.(McG.), B.Eng.(Guelph), M.Sc.(LSE), M.B.A.(INSEAD)

Anne McKinney; B.Sc., Ph.D.(Ulster)

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

**Chancellor****Principal and Vice-Chancellor****Provost and Vice-Principal (Academic)****Deputy Provost (Student Life & Learning)****University Registrar and Executive Director of Enrolment Services****Executive Director of Services for Students****Associate Provost (Academic Priorities & Resource Allocation)****Associate Provost (Equity & Academic Policies)****Associate Vice-Principal (Macdonald Campus) and Dean (Faculty of Agricultural & Environmental Sciences)****Chief Information Officer****Secretary-General****Vice-Principal (Administration & Finance)****Associate Vice-Principal (Facilities Management and Ancillary Services)****Vice-Principal (Communications & External Relations)****Vice-Principal (Health Affairs) and Dean (Faculty of Medicine)****Associate Vice-Principal (Health Affairs) and Vice-Dean (Health Affairs)****Vice-Principal (Research & Innovation)****Associate Vice-Principal (Research & Innovation) (Innovation & Partnerships)****Associate Vice-Principal (Research & Innovation) (Health Sciences)****Vice-Principal (University Advancement)**

**18.7.1 Deans, Directors of Schools and Libraries****18.7.1.1 Deans**

<b>Deans</b>	
Anja Geitmann; Diplom(Konstanz), Ph.D.(Siena)	<b>Agricultural &amp; Environmental Sciences</b>
Antonia Maioni; B.A.(Laval), M.A.(Car.), Ph.D.(N'western)	<b>Arts</b>
Judith Potter; B.Sc.(Tor.), M.Ad.Ed.(St. FX), Ed.D.(Tor.)	<b>Continuing Studies</b>
Paul J. Allison; B.D.S., F.D.S.R.C.S., M.Sc.(Lond.), Ph.D.(McG.)	<b>Dentistry</b>
Dilson Rassier; B.Sc.(Fed. de Pelotas), M.Sc.(UFRGS), Ph.D.(Calg.)	<b>Education</b>
James Nicell; B.A.Sc., M.A.Sc., Ph.D.(Windsor), P.Eng.	<b>Engineering</b>
Josephine Nalbantoglu; B.Sc., Ph.D.(McG.)	<b>Graduate &amp; Postdoctoral Studies</b>
Robert Leckey; B.A.(Hons.)(Qu.), B.C.L./LL.B.(McG.), S.J.D.(Tor.)	<b>Law</b>
Colleen Cook; B.A., M.L.S., M.A., Ph.D.(Texas)	<b>Libraries</b>
Isabelle Bajoux-Besnainou; Degree(ENS Paris), M.Sc.(Paris VI & Paris IX), Doctorate(Paris IX)	<b>Management</b>
David Eidelman; M.D.,C.M.(McG.), FRCPC, FACP	<b>Medicine</b>
Brenda Ravenscroft; B.Mus.(Cape Town), M.Mus.(King's, Lond.), Ph.D.(Br. Col.)	<b>Music</b>
R. Bruce Lennox; B.Sc., M.Sc., Ph.D.(Tor.)	<b>Science</b>
Chris Buddle; B.Sc.(Guelph), Ph.D.(Alta.)	<b>Dean of Students</b>

**18.7.1.2 Directors of Schools**

<b>Directors of Schools</b>	
Martin Bressani; B.Arch.(McG.), M.Sc.(MIT), Ph.D.(Paris 1)	<b>Architecture</b>
Marc Pell; B.A.(Ott.), M.Sc., Ph.D.(McG.)	<b>Communication Sciences &amp; Disorders</b>
Bettina Kemme; M.C.S.(Friedrich-Alexander Univ.), Ph.D.(ETH Zürich)	<b>Computer Science</b>
Linda Wykes; B.Sc., M.Sc., Ph.D.(Tor.)	<b>Human Nutrition</b>
Sylvie de Blois; B.Sc.(McG.), M.Sc., Ph.D.(Montr.)	<b>Environment</b>
Kimiz Dalkir; B.Sc., M.B.A.(McG.), Ph.D.(C'dia)	<b>Information Studies</b>
Anita Gagnon; B.Sc.(Cath. Univ. of Amer.), M.P.H.(Johns Hop.), Ph.D.(McG.)	<b>Nursing</b>
Annette Majnemer; B.Sc., M.Sc., Ph.D.(McG.)	<b>Physical &amp; Occupational Therapy</b>
Daniel Cere; B.A, M.A.(McG.), Ph.D.(C'dia) ( <i>Interim</i> )	<b>Religious Studies</b>
Nico Trocme; B.A., M.A., Ph.D.(Tor.)	<b>Social Work</b>
Richard Shearmur; B.A.(Camb.), M.U.P.(McG.), Ph.D.(Montr.) ( <i>Interim</i> )	<b>Urban Planning</b>

**18.8 Student Governance**

All students registered in an undergraduate program on the Downtown (McGill) campus are registered members of the accredited Students' Society of McGill University, more commonly known as SSMU. The SSMU is your representative on key issues inside and outside of the campus and will advocate for student priorities to both the McGill administration and government bodies. There are six elected executives of SSMU who represent all 22,000-plus undergrads on the Downtown campus. There is a *Legislative Council* that meets with representatives from faculty associations and other student groups around campus on a bi-weekly basis. This council of thirty-seven members meets to discuss student issues and how services are being provided to students.

SSMU operates over 250 clubs and runs 19 student services; for more information, see [ssmu.mcgill.ca/clubs-services/active-student-groups](http://ssmu.mcgill.ca/clubs-services/active-student-groups). SSMU provides a great deal of extra-curricular opportunities for students to balance a life of study with a life of involvement, and an opportunity to meet other students. The organization also provides event programming like freshman orientation (Orientation Week/Frosh), Activities Night, Faculty Olympics, community engagement



opportunities, workshops, and concerts. Each faculty and each department also has organizations dedicated to providing extra-curricular involvement for their students.

Situated on the Downtown campus, SSMU operates a five-floor building including a student lounge, cafeteria, campus *bar*, and many multipurpose spaces namely for use by student groups, but also for McGill community members.

SSMU offices are located at 3600 McTavish Street, Suite 1200 and operate between the hours of 9:00 a.m. and 6:00 p.m. during the year.

For more information regarding student government at McGill you can contact the *Executives* below, or visit the website at [www.ssmu.ca](http://www.ssmu.ca).

President: [president@ssmu.mcgill.ca](mailto:president@ssmu.mcgill.ca)

Vice President (External Affairs): [external@ssmu.mcgill.ca](mailto:external@ssmu.mcgill.ca)

Vice President (Clubs and Services): [cs@ssmu.mcgill.ca](mailto:cs@ssmu.mcgill.ca)

Vice President (Internal Affairs): [internal@ssmu.mcgill.ca](mailto:internal@ssmu.mcgill.ca)

Vice President (Finance and Operations): [operations@ssmu.mcgill.ca](mailto:operations@ssmu.mcgill.ca)

Vice President (University Affairs): [ua@ssmu.mcgill.ca](mailto:ua@ssmu.mcgill.ca)

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

