



## Electrical & Computer Engineering 2017-2018 Academic Year

### Important Information

for  
New  
Students



#### Useful addresses:

*Electrical & Computer  
Engineering:*

<http://www.mcgill.ca/ece/>

*Class Schedule:*

<http://www.mcgill.ca/minerva-students/>

(class schedule on Minerva is updated daily)

*ECE Department*

*Undergraduate Programs Office*

Trottier Building, suite 2060

10:00 a.m. – 4:00 p.m.



514-398-3943



514-398-4653



[undergrad.ece@mcgill.ca](mailto:undergrad.ece@mcgill.ca)

*Keep Informed...  
Stay Connected...*



*The ECE Website*

(<http://www.mcgill.ca/ece/>) is updated regularly with information about policies and procedures for graduate and undergraduate programs.



*Uniform E-mail Address (UEA)*

Once accepted at McGill, you will be issued an e-mail address in the form of [firstname.lastname@mail.mcgill.ca](mailto:firstname.lastname@mail.mcgill.ca), which is known as your Uniform E-mail Address (UEA). The Department uses only the UEA for all types of correspondence. Your UEA is assigned to you for the length of your stay at McGill. You can also arrange to FORWARD mail received by your DAS account to a different email address. The details can be found at:

<http://www.mcgill.ca/reggie>.

### *Course Add/Drop Period*

Courses dropped during the add/drop period are deleted from your record. Your transcript will show only the courses in which you are registered after the add/drop period. Do not wait until the last day to register on MINERVA to make course changes and run the risk of not getting the courses you need.

### *Courses Outside McGill*

Courses may be taken outside McGill only under extenuating circumstances and with prior permission from ECE. However, the Faculty of Engineering allows general complementaries (Impact of Technology & Humanities/Social Sciences) to be taken outside McGill but permission must be obtained from the Engineering Student Centre (FDA 22) before registering for the course(s). You must complete the IUT form:

<https://www.mcgill.ca/engineering/students/current-students/undergraduate/courses-registration/courses-grades/iut>

### *Minor Programs*

To add, drop or change a minor program, please complete a “Course Authorization” form available in the Undergraduate Programs Office (ENGTR 2060). An adviser’s signature is required. For the list of minors available for students, please consult the departmental website (<http://www.mcgill.ca/ece/programs/undergrad/minors>).

*Official Transcripts* can only be ordered through MINERVA [https://horizon.mcgill.ca/pban1/twbkwbis.P\\_WWWLogin](https://horizon.mcgill.ca/pban1/twbkwbis.P_WWWLogin)

### *Proof of registration*

Students who require confirmation of their status at McGill can obtain a signed letter listing the terms they were/are registered at McGill. Students require their ID cards and must make the request in person at the Service Point, 3415 McTavish street. Students can also request a confirmation of registration letter using the "Request for Release of Official Document" from <http://www.mcgill.ca/student-records/conf-reg/>

### *Extra Courses*

Students who wish to take additional courses outside their program requirements may classify them as “extra” - provided they choose this option at the time of registration before the add/drop deadline. Extra courses are indicated on the student's transcript and grades earned in those courses do not affect the GPA. To mark a course as “extra”, please complete a “Course Authorization” form which is available at the Undergraduate Programs Office (ENGTR 2060).

*S/U Option* may be used for general complementary studies courses (Humanities & Social Science) and Natural Science complementary courses only. Students must indicate this at the time of registration on MINERVA before the add/drop deadline. There are no exceptions. Only one course (3 credits) per term, to a maximum of 10% of a student's credits taken at McGill may be taken this way.

### *Summer Courses*

The maximum number of credits a student may take in the summer semester is twelve but the maximum per session is six.

## FALL 2017

August 29, Tuesday	<b>Orientation Day</b> (Discover McGill) for <b>NEW</b> students.
August 31, Thursday	Departmental Orientation and Advising (compulsory) for <b>NEW</b> students
August 14, Monday	Deadline for <b>NEW</b> students to register for a least one course in order to avoid late registration fees.
Sept. 5, Tuesday	Fall term course lectures begin.
Aug. 15, Tuesday to Sept. 19, Tuesday	Late Registration period for newly admitted students with late registration fees.
Sept. 19, Tuesday	Course Change ( <b>ADD/DROP</b> ) deadline for Fall term courses via MINERVA.
Sept. 26, Tuesday	Deadline to web withdraw (grade of “ <b>W</b> ”) with <b>full refund</b> .
Sept. 25, Monday to Sept. 29, Friday	Course Verification Period.
Oct. 31, Tuesday	Deadline to web withdraw (grade of “ <b>W</b> ”) from fall term with <b>NO</b> refund.
Dec. 7, Thursday	Last day of lectures for fall term courses.
Dec. 5, Tuesday to Jan. 8, 2018, Monday	Winter term registration for <b>NEW</b> students without a late registration fee.
Dec. 8, Friday to Dec. 21, Thursday	Examination period for fall term courses.

## WINTER 2018

Jan. 8, Monday	Deadline for <b>NEW</b> students to register without a late registration fee.
Jan. 8, Monday	Winter term course lectures begin.
Jan. 9, Tuesday to Jan. 23, Tuesday	Late registration for <b>NEW</b> students with <b>\$125</b> late registration fee.
Jan. 23, Tuesday	Course Change ( <b>ADD/DROP</b> ) deadline for winter term courses via MINERVA.
Jan. 30, Tuesday	Deadline to web withdraw (grade of “ <b>W</b> ”) from winter term courses with full refund.
Jan. 22 Monday to Jan. 26, Friday	Course Verification Period.
March 13, Tuesday	Deadline to web withdraw (grade of “ <b>W</b> ”) from winter term courses with <b>NO</b> refund.
Mar. 5, Monday to March 9, Friday	<b>STUDY WEEK</b> . Classes cancelled.
April 16, Monday	Last day of lectures for winter term courses.
April 17, Tuesday to April 30, Monday	Final examination period for the winter term.

## Verification Period

All new students and returning students must verify their records during the verification period. Course verification period for the fall term will be between Monday, September 25, 2017 to Friday, September 29, 2017. In the winter semester, it will be held between Monday, January 22, 2018 to Friday, January 26, 2018. It is the responsibility of every student to ensure the accuracy of his/ her McGill record and report any discrepancies to the Engineering Student Centre, FDA 22.



## Beware...

## Prerequisite Violations

To register for a course, a student must:

- ✓ have passed the co-requisite courses, or register simultaneously in the co-requisite courses;
- ✓ have passed the prerequisite courses; and
- ✓ have passed the co-requisites of the prerequisite courses.

MINERVA will only allow the student to register if the prerequisites are satisfied. Exceptionally, advisers may waive a prerequisite. Some circumstances in which this might be done are:

- ✓ If the student has completed a course outside McGill, which is equivalent to the prerequisite: Students should get written confirmation from the instructor that the course really is equivalent, and acceptable as a prerequisite.
- ✓ If there is an obvious oversight in a prerequisite listing, e.g. the prerequisite listed is ECSE 411, but not ECSE 511; the student has done 511 instead of 411.

## ECSESS

The Electrical, Computer & Software Engineering Student Society (ECSESS) is a great way to get involved in through the various activities organized. For more information, please visit <http://ecsess.mcgilleus.ca/>