



GUIDE FOR NEWLY ADMITTED STUDENTS 2017

Also available online at mcgill.ca/winterguide-2017



McGill

School of
Continuing Studies

[mcgill.ca
/continuingstudies](http://mcgill.ca/continuingstudies)

FALL 2016 ORIENTATION

The McGill School of Continuing Studies (SCS) has an international reputation as a leader in continuing education. Our instructors are dynamic and engaged, our student body, smart and diverse, bringing with them a wide range of experience from all walks of life. We are situated at the heart of the city of Montreal, on the main campus of Canada's leading university. Look to SCS for excellence in teaching, innovative programs, entrepreneurial approaches to education and enabling learner services.

SCS offers students a wide range of certificate and diploma programs in languages and career-related areas, as well as courses and workshops designed to keep practicing professionals on top of the latest developments in their field. For students who wish to build on their interests or open up new avenues of experience and understanding, PRIZMA offers a wide range of courses in arts, culture, and life transitions, as well as friendly and intellectually stimulating options for lifelong learning.

SCS students come to McGill from Montreal, across Canada



and around the world to take advantage of exceptional learning and professional development opportunities, devised specifically for today's rapidly changing society.

Multidisciplinary and actively collaborating with McGill faculties and experts from both the public and private sectors, SCS is learner- and client-centred, and responsive to our students' evolving needs. The School also continues to build international partnerships with educational institutions, corporate clients and other organizations.

The Guide for Newly Admitted Students is designed to help newly admitted students get the most out of their time at McGill.

In this guide, you will learn about the next steps that you will need to take following your admission and registration to the School of Continuing Studies. The Guide directs students to information they need to register for courses, prepare for class, take advantage of SCS resources and more.

GETTING CONNECTED....

Minerva – Logging Into Your McGill Account



Minerva is McGill's web-based information system for students. Once you sign into Minerva, you can:

- view class schedules, course descriptions and spaces available in course sections
- register and make course changes
- view your unofficial transcript
- view your Permanent Code, citizenship and Quebec residency status and fee information
- update personal information such as address, telephone number and emergency contacts
- apply to graduate
- order official transcripts and more

Signing into [Minerva](#): follow the instructions on the Login page, entering your McGill ID and 6-digit PIN.

- **Newly admitted students:** Your McGill ID is the 9-digit student number indicated on your letter of acceptance. Your initial PIN is your date of birth in the format yymmdd (year, month, and day), such as 850624.
- **Previous McGill students:** If your ID was a 7-digit number when you studied at McGill, you can access Minerva through a simple conversion: add "11" to the beginning of your original 7-digit number.

If you have problems signing in, you should consult the online Help file in Minerva. If you still have difficulty, call the Minerva Help Line at 514-398-7878.

Your McGill email and myMcGill

It's important that you activate your McGill email address right away, as it is the University's official means of communications with students.

A screenshot of the Microsoft Outlook Web App login page for McGill. The page has a white background with the Microsoft logo and 'Outlook Web App' text at the top left. The McGill logo is at the top right. Below the title, there is a 'Security' section with a link to 'show explanation'. There are three radio buttons: 'This is a public or shared computer' (selected), 'This is a private computer', and 'Use the light version of Outlook Web App'. Below this, there are input fields for 'McGill Username:' and 'McGill Password:', with links 'What is this?' and 'Forgot Password?' next to them. A 'Sign in' button is at the bottom right.

Your McGill Student Email Account

Following registration, each McGill student is assigned an official McGill email address, normally a variation of:

firstname.lastname@mail.mcgill.ca

This email account is one of the official means of communication between McGill and its students. **It is important that you check your McGill email account regularly and act upon official McGill email in a timely fashion.** Please see McGill's student email policy for [complete details](#).

Accessing Your McGill Email Account

You can access your McGill email using [myMcGill](#) or login directly at <http://exchange.mcgill.ca>. For more information and other ways to access your McGill email account, please see [IT Services](#).

myMcGill

The [myMcGill](#) web portal is your central online access point, where you will go to:

- read your email
- check course material and announcements using *myCourses*
- view and update your student record and account information with direct links to Minerva
- search the McGill Library catalogue

Follow the [myMcGill](#) link at the top of most McGill webpages and sign in.

myCourses

myCourses is McGill's online teaching and learning system. Many of your courses will have online materials such as the course syllabus, project guidelines, calendars, or activities such as assignments and readings, discussion forums, etc.

To access your online course content:

1. Sign into *myMcGill* using your McGill username and password.
2. Click the *myCourses* tab at the top of the page.

(Note that before using *myCourses* for the first time, you should perform a system check to verify that your browser and system setup is compatible with the current version. [See the McGill IT Knowledge Base for details.](#))

MCGILL ID CARD

ID Cards for New Students

All students who register for courses at SCS are entitled to a McGill ID card. (Note: This does not apply to students taking non-transcript courses.)

You will need your McGill ID card to access many services on campus, including the McGill Library, and **your ID Card is mandatory for final examinations.**

To obtain your ID card, you need to:

- be registered in the current session
- allow 24 hours or one full working day following registration before requesting an ID card at [Client Services](#)
- present one piece of photo identification
- present a document that indicates your McGill Student Number, such as your letter of acceptance or invoice

You will not be able to obtain an ID card if:

- you have not paid your tuition fees for a past or current session
- you have not submitted your Quebec Permanent Code documentation
- you have an incomplete citizenship, immigration status or residency file

To replace lost, damaged or stolen ID cards, there is a \$25 replacement fee.



PREPARING FOR YOUR CLASS

Language of Instruction

The language of instruction for most courses at McGill is English; however, students may submit any written work that is to be graded in English or in French, except in courses where knowledge of the language is one of the objectives of the course. For more information, see [Language Policy](#).

Your Classroom and Schedule

Please refer to [Minerva](#) to access your schedule and most up-to-date information on the location of your class. Remember to re-check **before you attend your class** for any last-minute changes. See [Maps](#) if you are unsure of the location of a building.

Textbooks

Any required textbooks for your course will be listed in the course description in the [Timetable](#).



You can buy your textbooks at the [McGill Bookstore](#). The bookstore carries new and used textbooks, custom courseware, as well as reference and general books, stationery and office supplies, diploma frames, McGill clothing and giftware.

There are several bookstores around McGill that carry used textbooks. Another useful resource is the [McGill Classified Ads](#), where many students sell their textbooks and other items.

McGill Libraries

The McGill Library is made up of thirteen branch libraries and additional special collections ranging across all disciplines. It also provides a wide range of computer and online resources, as well as group study areas and more. For complete information, including schedules for orientation workshops and tours, see the [McGill Library website](#).

McGill Computer Store

The [McGill Computer Store](#) is located on the second floor of the McGill Bookstore and sells computer equipment and software to McGill students and staff. The MCS offers a variety of



software and hardware products at special discount prices for students.

Course Evaluations – Mercury – Your Feedback Is Important

Mercury is McGill's online course evaluation system, accessed through Minerva. At the end of each term, you will receive notices to evaluate your courses online. Evaluations and comments submitted via Mercury are strictly confidential and help improve the School's offerings to students. Your feedback is important!

HOW TO USE ADVISING SERVICES

Need Assistance?

[Client Services](#) staff can provide general advising on School policies, course fees, admissions and registration requirements. Come see us during [regular business hours](#). If necessary, we can set up an appointment with an individual adviser.



Make sure you contact [Client Services](#) for assistance well ahead of admission deadlines and registration peak periods, as advising wait times may be longer during those times.

Peak periods are as follows:

- 3 weeks before application deadlines
- 2 weeks before class start dates
- 1 week after course start dates

For more information about application deadlines, see the [Apply](#) section.

Assistance by Email

If you have general questions regarding policies and procedures, course fees, registration and admissions requirements, you can contact us by [email](#).

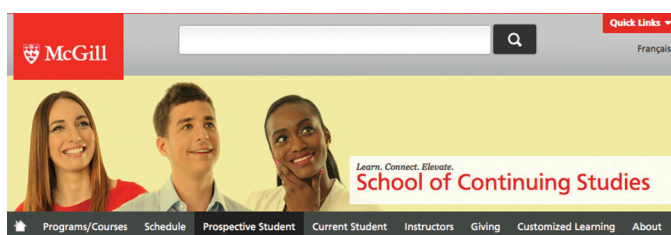
If you have submitted your application for admission to a program, have logged into Minerva to review your application details and still have questions, please contact [Admissions](#).

Consulting an Adviser

The advising process is an important part of offering students the best education available. Planning your course of studies properly is a key to achieving success.

SCS advisers provide a variety of services to students, including:

- general guidance related to your field of interest
- guidance on choosing programs and courses, program requirements, prerequisite and corequisite requirements, credit and exemption policies, planning your credit load and deadlines
- helping you manage your academic situation during periods of personal, financial or medical difficulty
- evaluation of requests for approval of inter-university transfer credits
- assistance for international students in cases where their Study Plan needs to be revised
- serving as your direct link to other University resources



After you have consulted our website, for more complex questions about program or course requirements, scheduling or academic regulations, or any of the items listed above, please contact: [Mary Rubiano](#) or [Robert Guirguis](#) to make an appointment.

Contact us well in advance of busy registration and admission periods so that advisers can better assist you.

Requests for appointments with an adviser will be acknowledged within 3-5 business days (during non-peak registration and admissions periods).

Please note that while advisers and staff provide advice and guidance, you have ultimate responsibility for:

- the completeness and accuracy of your course selection and registration
- compliance with the program and course requirements
- observance of the regulations and deadlines set by the School of Continuing Studies

Advising Office Hours

Advising Services are available 9 am to 5 pm, Monday to Friday.

Client Services – Undergraduate and Graduate Programs

Advisers: 514-398-6200

info.conted@mcgill.ca

Translation and Written Communication

Bryan Jim: 514-398-1484

bryan.jim@mcgill.ca

English and French Language Programs

France Bruneau: 514-398-7514

france.bruneau@mcgill.ca

CAREER ADVISING AND TRANSITION SERVICES

Services for all SCS students: Come gain the knowledge and tools you need to succeed in the job market! The School of Continuing Studies is once again pleased to offer you information sessions, job readiness workshops and individual coaching sessions to help you with a smooth, confident and fulfilling transition. Workshops are held in the afternoons, evening, and Saturdays for maximum convenience.

Learn more about our “Newcomer Workshops Series” and “Job Search Series” at www.mcgill.ca/scs-career

MCGILL WRITING CENTRE TUTORIAL SERVICE

Tutorial Service

For information about the McGill Writing Centre Tutorial Service please e-mail the Tutorial Service Coordinator at mwctutorial@mcgill.ca

To sign up for a session, [click here](#). Note that, for the first time only, you will need to register for the service with your McGill e-mail address and a password of your choosing. You will also be asked to provide additional information.

IMPORTANT RESOURCES

Below are links to essential resources to help make your time at the School of Continuing Studies successful and productive.

The [Student Rights and Responsibilities Handbook](#) is required reading for all students at McGill. The handbook contains important regulations and policies you need to know as a student.

[School of Continuing Studies Course Calendar](#) – The online course calendar includes information on courses, programs, policies and guidelines.

[Key Dates](#) – A list of key dates throughout the year for students.

[Winter 2017 Important Dates Supplement](#) – Provides a quick reference to key registration dates and other important information for your session.

[Timetables](#) – An interactive and printable timetable of courses, course descriptions and other details.

[Examinations](#) – Information about Examinations, including exam schedules and regulations.

[Transcripts](#) – For information about McGill transcripts and letters of attestation.

For information about many of the services and resources available to students in the School of Continuing Studies – including computer resources, optional student services packages, athletics and more – please see [Services and Resources](#).

[De-Stress During Exams](#) – The exam period tends to be a time of intense stress and also a time when many resources are no longer offered. Groups and workshops are available to respond to this, and are free of charge.

ADDITIONAL LINKS

Fees, Student Awards, Bursaries and Financial Aid

Please visit the following links for more information on [Fees](#), [Student Awards, Bursaries and Financial Aid](#).

Getting to Class

[Campus Map](#): Find out where you need to go on campus.



Public Transit: Montreal has an efficient public transportation system. The combination of buses and metro (subway) makes reaching any part of the city easy and convenient. For system maps and schedules, visit the [STM website](#).

Parking: Parking on campus is very limited and using public transit or finding other means of getting to McGill is recommended whenever possible. For more information, see [Student Parking](#).

Bixi: Bixi is Montreal's public bike system, providing an alternative means of urban transport with bike stations all over the city. Get rolling at the [Bixi website](#).

Tutorial Service: The [Tutorial Service](#) assigns tutors in your chosen topic to help you improve your study skills, review class work, clarify tests and proofread papers.



MACES



[MACES](#) is your student association, the McGill Association of Continuing Education Students.

Office for Students with Disabilities



The [Office for Students with Disabilities](#) offers a wide variety of services to ensure that you can pursue your academic life at McGill.

Campus Security

24-hour security services for all members of the McGill community. For more information, see [Security Services](#).



Walksafe



Walksafe is a student-run organization that provides accompaniment for individuals who do not wish to walk or take public transportation home alone at night. See the [Walksafe website](#).

Welcome Centre

The Welcome Centre, located on McTavish Street (corner Sherbrooke Street West), is the natural first stop for any student, parent or guidance counsellor planning to visit McGill's downtown campus. For more information, see our [Self-Guided Campus Tour](#).

AskMcGill



If you have additional questions, you can also search the AskMcGill directory at ask.mcgill.ca.



CONNECT WITH GREAT MINDS WWW.MCGILL.CA/GREATMINDS

