

# Quick Tips

## Advising

Academic advisers are available to meet with students throughout the academic year. To schedule an appointment, please contact the Undergraduate Programs Office. **All students are strongly recommended to meet with an adviser at the beginning of each year.** This will help avoid any unnecessary complications at the time of graduation.

## Courses

**Summer Courses** – the maximum number of credits a student may take in the summer semester is twelve, but the maximum per session is six.

**Courses taken outside McGill University** – Only general complementaries can be taken outside the University and only with prior permission from the Engineering Student Centre (FDA 22). If you wish to take a course at another university within Quebec, you must complete the “Inter University Transfer” form available online at: <https://www.mcgill.ca/engineering/students/current-students/undergraduate/courses-registration/courses-grades/iut>

**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 Sciences) 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. Grades of A through C will be converted to Satisfactory (S) and grades of D through F will become Unsatisfactory (U). The courses taken under S/U option will be excluded from the grade point average calculations but will be included in the attempted credits.

## Examinations

Students should not make any travel arrangements prior to the posting of the **Final** Examinations schedule. For information on examination dates, schedules, regulations, conflicts etc., please see <http://www.mcgill.ca/students/exams/>

**Deferrals** - Students who are unable to write one or more exams for serious reasons such as illness or family afflictions may receive permission to defer their final exam. For detailed information, please see <http://www.mcgill.ca/students/exams/dates/supdefer>

**Supplemental Exams** - Courses administered by the Faculty of Engineering (FDA 22) do not have supplemental examinations; however, Engineering students may be eligible to write a supplemental examination in courses administered by the Faculty of Arts & Science (some Science, Humanities and Social Sciences courses).

All requests to write a supplemental exam must be submitted online through Minerva.

Eligible courses for ECE students:

CHEM 120, MATH 133, MATH 140, MATH 141, PHYS 131, PHYS 142, some science courses administered by the Faculty of Science in addition to Humanities and Social Science courses administered by the Faculty of Arts.

Detailed information can be found in this website: <http://www.mcgill.ca/engineering/current-students/undergraduate/courses-registration/exams-assessment/supplementals>

**Exam Reviews** - Students must obtain authorization from the Undergraduate Programs Office (ENGTR 2060). The deadlines to make an application for a review of a final exam are the last days of March, July and November for fall, winter and summer courses.

**Official Rereads** - These requests must be made to the Engineering Student Centre (FDA 22). The deadlines are the same as for Exam Reviews. Please see <http://www.mcgill.ca/engineering/current-students/undergraduate/courses-registration/exams-assessment/reassessment-grade>

## Exchange Programs

The Faculty of Engineering participates in a number of exchange programs that provide undergraduates with an opportunity to study at certain universities. For more information, students are advised to contact the Engineering Student Centre (FDA 22) or the Service Point on the ground floor of the McLennan Library Building, located at 3415 McTavish street.

## Graduation

**All graduating students** must meet with Mrs. Menon, Student Adviser/Undergraduate Programs Administrator, to ensure that all the requirements for the degree have been, or are being satisfied. Please contact the Undergraduate Programs Office (ENGTR 2060) to schedule an appointment. A helpful Minerva tool to use in this process is <http://www.mcgill.ca/students/courses/plan/evaluation>

**Applying for graduation on Minerva** – All U3 students must apply for graduation upon registration in their final term on Minerva. Only students in their last two semesters are coded as YEAR U3 and will be eligible to apply for graduation. If you are unable to apply for graduation, contact the Faculty of Engineering as soon as possible. Please consult the Faculty website for the deadlines to apply for graduation:

<http://www.mcgill.ca/students/graduation/applying/>

## Honours Program

An application form for the Honours program will be sent by email around mid-June. Students with a cumulative grade point average of 3.5 or higher are eligible to apply, but only the top students will be selected to join the program as the enrollment is limited. Students are admitted on the basis of their grades, at the start of the third semester for students entering from CEGEP (seven-semester students) and at the start of the fifth semester for students from out of province (eight-semester students). Additional details can be found here <http://www.mcgill.ca/ece/programs/undergrad/information/honours>

## Important Dates

Please consult the Undergraduate Program Calendar at <http://www.mcgill.ca/students/courses/dates/>

## Letters

### Graduation Letters/Proof of Registration-

Students who require proof of graduation letter (before Convocation), please contact the Service Point, 3415 McTavish street. Students can also submit the online form on the Service Point website: <http://www.mcgill.ca/students/servicepoint/ugletter>

Students who require confirmation of their status at McGill can obtain a signed letter listing the terms they were registered at McGill, including the current one. Students may make the request in person (Service Point, 3415 McTavish or via Minerva. Request a confirmation of registration letter using the "Request for Release of Official Document" available at <http://www.mcgill.ca/students/records/proof-reg/>

## ECSESS

The Elec./Comp./Soft. Eng. Student Society (ECSESS) is a great way to get involved. For more information, please visit <http://ecsess.mcgilleus.ca/>

## Minor Programs

To add or change a minor program, please complete a "Course Authorization" form available at the Undergraduate Programs Office (ENGTR 2060). An adviser's signature is required. For the list of minors available for students, please consult the following website: <https://www.mcgill.ca/ece/programs/undergrad/minors>

Students must attain a grade of C or better and the courses cannot be designated as "Extra" or under the S/U option.

## Program Changes

If you wish to transfer between programs within the ECE Department, please schedule an appointment with an adviser. Once you have met with an adviser, you must complete a "Course Authorization" form available at the Undergraduate Programs Office.

## Prerequisite Violations

In order to register for a course, a student must have passed the co-requisite course(s) or register simultaneously in the co-requisite course(s) and have passed the prerequisite course(s). Note: A grade of C or better is required for all prerequisite/co-requisite courses. However, a student who fails an ECSE course with a grade of "D" may take an ECSE course that has it as a prerequisite, provided that the failed course is re-taken concurrently. Students thinking of taking a follow on course with a "D" in its pre-

## ELECTRICAL & COMPUTER ENGINEERING

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## ELECTRICAL & COMPUTER ENGINEERING

### Quick Tips

## Information for Returning Students

**2017-2018**

Available for download at:

<http://www.mcgill.ca/ece/programs/undergrad/generalinfo>

