

Undergraduate Advising Checklist for New Students

2016 – 2017

Starting your studies at McGill may seem overwhelming, but there are lots of resources to help make the transition to university easier. Some of your most important resources during your first year, and throughout your degree, are your [academic advisors](#). You should contact them whenever you have questions about course selection, program or degree requirements, or need a referral to another university office or resource.

This is a suggested timeline of when to access academic advising and other university resources from the time you're first admitted to McGill to the end of your first year, as well as some tips to help you along the way.

SUMMER

- Read over the [Accepted students](#) and [First-Year](#) websites** to find out what you need to do over the summer, and about the student services and resources at McGill.
- Set up and check your [McGill e-mail address](#) regularly** (or forward it to an email address that you check regularly). This is the [only email address](#) that will be used for communications from McGill starting in your first semester.
- Consult your [Faculty's website](#) and the [eCalendar](#) for information** on choosing your programs/courses, your program and degree requirements and university regulations.
- Review the [Important Dates](#) website**, where you'll find registration dates, Add/Drop deadlines and exam periods for the upcoming academic year.
- Check out the [Academic Advising](#) website** to familiarize yourself with what the [different types of advisors](#) do, the [Advisor Directory](#) and other resources like [Ask an Advisor](#).
- Log into [myCourses](#) to find the **McGill 101 course** and join the **Ask an Advisor course** to access live chats and discussion boards on advising-related topics.
- CEGEP students:** Attend the [CSI McGill](#) session (*June 9*).
- Students with Advanced Standing:** Determine which courses you may get an [exemption from/credit for](#) and make sure that your final, official results or test scores are sent directly to [Service Point](#) by the testing board or institution.
 - If you will start your first year at McGill with **24 or more** credits of advanced standing, you'll be a **U1** student. If you will have **fewer than 24** credits of advanced standing, you'll be a **U0** student. And if you don't know which situation applies to you, contact your Faculty or School's [Student Affairs Office](#) for help.
- Register for your courses using [Minerva](#)**. It is recommended that you register for BOTH your Fall and Winter semester courses now (*make sure to add at least one course by Aug. 14, 2016, to avoid a late registration fee*).

- **Consult with an advisor if you have specific questions about course selection.** You can make changes to your course selection up to the end of the Course Change (Add/Drop) period in each semester, so do your best to choose your classes now and you can make changes as necessary later on.
 - **U0 students:** Get your Freshman Program courses approved by a Faculty advisor, if necessary for your program/degree.
 - **U1 students:** Choose your program(s) - Major, Minor, Concentration, etc. Contact your Departmental/Faculty advisor(s) with questions about course selection.
- If you have **problems registering in Minerva** (error messages, etc.), read the Help text carefully, look over the [registration website](#), and read the tips on [registration problems](#) (*applicable to students in all programs*).
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Fall Semester

- Attend [Orientation Week](#)**, including [Discover McGill](#), [Academic Expectations Day](#) and your Faculty's orientation.
 - Finalize your **Fall registration** during the Add/Drop period (*until Sept. 20, 2016*).
 - Complete the mandatory [Academic Integrity Tutorial](#) in [myCourses](#) (called AAAA 100).
 - Continue to **check your McGill [email address](#)** regularly for important information from the university and your advisor(s).
 - Take note of the [advising support](#)** that's available to you throughout your McGill studies. Attend Outdoor Advising Day and any in-residence advising sessions.
 - Discuss any concerns** about midterm results or course grades with your Course Instructors, Teaching Assistants and/or Faculty advisor.
 - If you are feeling overwhelmed by the adjustment to university or experiencing personal or academic stress, you can **find support** through McGill's [Counselling Services](#) and [Mental Health Services](#). In addition, there are many [academic resources](#) and other [student services](#) available to you, as well as peer support options such as [Nightline](#).
 - If you are **interested in going on an [exchange](#)** in the next academic year, you must attend an Exchange Information Session. Several sessions are held throughout October and November.
 - Get prepared for the Winter semester now!** Verify your registration in Minerva and meet with your advisors, if you have any questions.
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Winter Semester and Beyond

- Review your Unofficial Transcript in Minerva.**
 - Look for any [Holds](#) on your record (often due to missing transcripts/test scores in your admission file). A Hold could prevent you from adding or dropping courses or from obtaining an official copy of your transcript.

- Check your [Academic Standing](#). If you are in Interim Probationary or Unsatisfactory Standing after the Fall semester, contact your [Student Affairs Office](#) to make a plan to address this.
 - **If you entered McGill with Advanced Standing**, verify that this now appears on your student record (*advanced standing credits/course exemptions will appear at the top of your Unofficial Transcript*). If anything is missing, contact your [Student Affairs Office](#) for assistance.

 - Finalize your **Winter registration** during the Add/Drop period (*until Jan. 17, 2017*).

 - **Uo students:** Choose your program(s) for the upcoming U1 year and [add them to your record in Minerva](#) during the registration period for next year, if your program allows, otherwise contact your Student Affairs or Advising Office. You can meet with your Faculty advisor for any questions about your degree requirements and choosing program options. Contact your Departmental/Faculty advisor(s) for any questions about course selection for next year and program planning.

 - **U1 students:** Register for courses for next year in consultation with your Departmental/Faculty advisor(s).

 - **Meet with your advisors regularly** (*at least once every academic year*) and make use of the advising support that's available to you through your time at McGill. You can find tips for preparing for a meeting with your advisor on the [Advising website](#).
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